

ENCOUNTER
LUTHERAN COLLEGE



Fee Policy

Early Learning - Year 12

Encounter Lutheran College

Looks like school, feels like home...

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1. Rationale

Encounter Lutheran College and its Board are committed to an affordable fee structure to enable as many families as possible in our community to enrol their children at our College. The Board annually determines Early Learning and tuition fees, which cover the costs of the delivery of the teaching and learning program.

Early Learning

2. Application Fee

The Application for Enrolment incurs a non-refundable fee of \$50 per student. If paid when entering the College at Early Learning it will not be charged again when moving into Foundation. The Application for Enrolment does not secure a place at the College, however, begins the process for you to become part of the Encounter community.

3. Enrolment Deposit

To secure and confirm your enrolment, a \$350 deposit is required and will be refunded upon successful completion of Year 12. The deposit becomes non-refundable in the event the enrolment is cancelled, with or without notice.

4. Payment Arrangements

All Parents/legal guardians are to complete a Direct Debit payment plan, this occurs upon confirmation of enrolment. Fees are billed weekly and are to be paid weekly through the Direct Debit system.

Parents/legal guardians are jointly and severally liable for payment of all fees and others costs invoiced that are associated with the education of the student.

5. Penalties

Accounts not paid by the agreed payment date are then in default and become due and payable in full within 14 days.

A fee will be added to your account on each occasion your payment dishonours.

Should the account default continuously, debt collection processes maybe engaged for recovery purposes. All associated recovery costs incurred will be added to your account.

The College Board reserves the right to terminate an enrolment when an account remains in continual default, however, such a termination process will normally take place only after negotiations have ceased or where there is no cooperation from parents/legal guardians in respect to the payment of the outstanding account. Parents/legal guardians will remain liable for any outstanding fees and charges despite the termination of enrolment.

Parents will be charged the replacement cost of lost/damaged College property and resources.

6. Child Care Subsidy

Child Care Subsidy (CCS) is a subsidy provided by the Commonwealth Government to assist families with childcare fees with approved services.

Families can apply for Child Care Subsidy through their myGov accounts. The assessment must be completed in either MyGov or the Centrelink Express app.

Full fees will be charged if you do not have an approved assessment, please apply before commencing at the Early Learning Centre.

It is a legal requirement while receiving CCS to sign your child in and out each day they are booked at the Centre including days absent, upon your return.

NB. CCS is not paid past the last physical day in care where no future bookings exist. This also applies to the end of the year prior to your child beginning school the following year. Hence full fees apply if a child is absent prior to and including the last day booked.

7. Allowable Absences

Allowable absences occur when a service can charge a fee for care and claim Child Care Subsidy when a child is not present. All families are eligible for 42 days of allowable absences per year. All absences are charged to the family's account, to be able to claim the Child Care Subsidy for the absence parents must sign the attendance sheet. The staff are always concerned about your child's welfare please let the Centre know the reason for an absence.

8. Late Collection Fee

Families are expected to collect their children by 3.00 pm. Children not collected by this time will be signed into the afterschool program and charged accordingly. A late fee of \$1 per minute will be charged after 5.00 pm and charged to the family account.

9. Bookings

On enrolment, parents are required to nominate the permanent days requested for their child. The days will be confirmed before commencement. If you wish to change these days, please fill in a 'Notification of Changes' form. We are unable to simply swap days.

Two weeks' notice in writing is necessary to alter or cancel your permanent booking which may include afterschool care. Fees will be charged as usual within the two week period.

Please be aware that if the child does not attend during the notice period CCS cannot be claimed and full fees will apply.

48 hours notice is required to alter or cancel a casual booking.

10. Late Booking Fee - Holiday Care

A late booking fee will be incurred for holiday care bookings made after the due date on the relevant holiday care booking form.

Any changes and cancellations must be made 48 hours prior to the first day of Holiday Care. Any changes to bookings made with less than 48 hours notice before the commencement date or during the Holiday Care period will result in the full fee being charged.

11. Priority of Access

The Early Learning Centre operates under the Federal Government Child Care Subsidy and complies with the 'Priority of Access' guidelines.

12. Uniform

As per the Encounter Lutheran College Uniform Policy.

13. Public and School Holidays

The Early Learning Centre is closed for public and school holidays and families are not charged. A School Holiday Care program is offered during school holidays except for 4 weeks over the Christmas period. A Holiday Care booking sheet will be available before the end of each term.

Foundation to Year 12

14. Application Fee

The Application for Enrolment incurs a non-refundable fee of \$50 per student. If paid when entering the College at Early Learning it will not be charged again when moving into Foundation. The Application for Enrolment does not secure a place at the College, however, begins the process for you to become part of the Encounter community.

15. Enrolment Deposit

To secure and confirm your enrolment, a \$350 deposit is required and will be refunded upon successful completion of Year 12. The deposit becomes non-refundable in the event the enrolment is cancelled, with or without notice.

16. Payment Arrangements

All parents and/or legal guardians are required to complete a Direct Debit Payment Plan, this occurs upon confirmation of Enrolment.

Tuition Account and other fees are rendered annually in January and payable through the Direct Debit Payment Plan and paid in full by the 31st of December of each year.

Variations of payment options to the Direct Debit Payment Plan must be negotiated with the Finance Officer before commencement at Encounter.

Payment options include, weekly, fortnightly, monthly and annually.

Parents/legal guardians are jointly and severally liable for payment of all fees and others costs invoiced that are associated with the education of the student.

17. Penalties

Accounts not paid by the agreed payment date are then in default and become due and payable in full within 14 days.

A fee will be added to your account on each occasion your payment dishonours.

Should the account default continuously, debt collection processes maybe engaged for recovery purposes. All associated recovery costs incurred will be added to your account.

The College Board reserves the right to terminate an enrolment when an account remains in continual default, however, such a termination process will normally take place only after negotiations have ceased or where there is no cooperation from parents/legal guardians in respect to the payment of the outstanding account. Parents/legal guardians will remain liable for any outstanding fees and charges despite the termination of enrolment.

Parents will be charged the replacement cost of lost/damaged College property and resources.

18. ICT Levy

The Encounter Lutheran College Board has set a Levy per student to support all ICT strategic directions of the College, including initiatives such as iPads F to 6 and Macbooks from Years 7 to 12, new IT infrastructure, hardware and software.

College provided devices are the property of the leasing company. Subsequently, if the device is damaged albeit an iPad or Macbook, the cost of repair or replacement is billed to the parent account.

This fee billed covers the cost of repairs, transport, provision of a loan machine, data transfer where possible, and any other required ICT support.

19. Camps

Camps are billed at the commencement of each year with the tuition fees. Attendance is compulsory as camps form an essential part of the curriculum.

Should medical circumstances prevent attendance, a waiver of camp fees will be applied to the fee account upon receipt of a medical certificate.

In the event of a planned trip preventing attendance, the notification must be in writing at the end of Week 4 Term 1. Please discuss with the class teacher when camps will occur.

20. Capital Development Fund

The Capital Development Fund is a compulsory fee per family which funds the continued growth in our master planning and building program with reinvestment and ongoing improvements of existing buildings.

21. Sibling Discounts

Families with more than one child attending the College will receive a sibling discount for each subsequent child. The rate is detailed in the current year's Fee Schedule. The definition of a sibling is where two or more children have one or both parents in common; a brother or sister.

22. Annual Discounts

Accounts paid in full (including camps, levies, and college magazine) on or before the fourth Friday of Term 1 will receive an annual payment discount on the tuition fee.

23. School Card

Is an application process to the Department of Education, whereby should a family meet their criteria, they will be eligible for a discount on their tuition fees.

24. Fee Remissions

Fee Remissions are available to those considering a private Christian education but find themselves in a financial position that may exclude them. The Fee Remission provides a discount on regular tuition fees and applications are considered on a merit-based system to ensure the funds are distributed to those that are in most need. Fee Remissions are considered in January of each year and families wishing to be considered are required to complete an application form and meet with the Business Manager.

25. Privacy Statement

The Encounter Lutheran College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes and to discharge its duty of care. This includes disclosing information to Lutheran Education Australia, Lutheran Education SA/NT/WA, other schools, government departments, outside organisations who are engaged for camps/excursions, medical practitioners, specialised visiting teachers, sports coaches and volunteers.

Encounter's Privacy Policy can be found on the College website.

26. Scholarships - Years 7-12

Scholarships are available on an annual basis. Enquiries and applications are made to the Principal. Please contact the College for more information.

27. Leave of Absence

Tuition fees are still due in the event of an extended period of leave of absence from the College, to guarantee your ongoing position at the College.

28. Withdrawing/Exiting Students

An enrolment may be terminated or withdrawn with one term's written notice to the Principal. Should one full term's notice not be provided, then one quarter of the annual tuition fee will be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee will be payable.

29. Stationery and Textbooks

Stationery and textbooks are available online via Lighthouse Books, www.lighthousebooks.com.au. Detailed Booklists are available in Term 4. Parents will be charged the replacement cost of lost/damaged College property and resources.

30. Uniform

As per the Encounter Lutheran College Uniform Policy.