

EPHESIANS 5:8B 'WALK AS CHILDREN OF LIGHT'



FEE PAYMENT POLICY

Adopted 20 April 1999

Amended with Bank Details 13 July 2002

Amended 12 November, 2010

Amended 30 October 2011

Updated 10th December 2012

Amended 30th October 2013

Updated 26th November 2013

Updated 31st January 2017

30 Babbage Island Road [Po Box 141] Carnarvon 6701 Western Australia
Phone: 08 9941 4533 Fax: 08 9941 4633
Email: office@carnarvonchristianschool.wa.edu.au

Amended 31st January 2017

The Board has determined that fees will be sent to each family at the beginning of the school year along with a School Fees Schedule Payment Option form. Parents/Caregivers are required to complete the form and return to the Bursar by the Friday of second week, term 1. Invoices will be due according to your payment option selection

PARENT OBLIGATIONS

Parents are obliged as a condition of their child's enrolment at Carnarvon Christian School to pay all fees and charges. If a family's financial circumstances change, it is their responsibility to arrange a meeting with the Bursar and Principal to discuss their situation.

FREQUENCY OF BILLING

An annual invoice will be sent in week 1 of the first term. This invoice will be for the total school fees for the year.

PAYMENT OF FEES

Carnarvon Christian School has now implemented a new fee payment policy and have four (4) payment options to ensure families are able to meet their enrolment agreement each year. Families must indicate their payment choice at the beginning of the school year on the form sent with the first invoice. ***All unpaid fees will be sent to our Debt collectors for collection.***

Payment Option 1: Pay full amount, less a 2.5% discount – due 28th February 2018

Payment Option 2: 3 equal instalments due 20th April, 20th July and 20th September

Payment Option 3: 8 monthly instalments - due February – September – due 20th each month

Payment Option 4: 19 fortnightly instalments - due Feb – October – only direct debit avail

DESCRIPTION OF FEES AND CHARGES FEES 2018

This week a School Fees Schedule Payment Option form will be sent home. We are changing the procedure for payment of your school fees and request each family returns this form to the office ASAP please. Your school fees will be sent out Wednesday 1st February and will be an invoice for the annual fees. Your payment options will include either an upfront payment with 2.5% discount, 3 equal installments, 8 monthly installments or 19 fortnightly installments.

Any fees outstanding from last year will need to be FINALISED by end of week 3 to ensure a smooth transition to this schedule.

Please contact Brooke should you have any questions.

CLEANING LEVY:

A fee charged per family to contribute to the cleaning costs of the school to ensure our children learn in a safe and clean environment.

BUILDING LEVY:

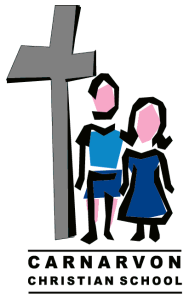
This is a fee charged per family to contribute to the debt servicing of the schools existing capital buildings loans and future capital requirements.

ASSOCIATE MEMBERSHIP

Per non-Christian family, school association membership, with no voting rights at the Annual General Meeting.

EXCURSION/INCURSION FEE

Per child, the fee covers excursions and incursion costs within our community, **except** for swimming lessons. This is calculated at one excursion/incursion per term per child and there may be additional charges which will be collected prior to the event if the cost exceeds the fees charged.



Module
F

FEE PAYMENT PLAN

NAME:

ADDRESS:

I / We acknowledge that I / We owe the School a total amount of:

\$ for outstanding charges for:

Tuition Fees

Membership Fees

Levies (Cleaning Levy / Building Levy)

Term Help Fee

Uniforms

I / We elect to pay regular amounts of \$

on each of the following dates to clear the debt:

30 Babbage Island Road [Po Box 141] Carnarvon 6701 Western Australia

Phone: 08 9941 4533 Fax: 08 9941 4633

Email: office@carnarvonchristianschool.wa.edu.au

ABN/GST: 22 610 671 592

OVERDUE FEES

The Constitution of the Association [S.8(a)(ii)] requires the school to refuse re-entry to a student whose tuition fees are more than three (3) months in arrears, by terminating the Membership or Associate Membership of the parent/guardian from the Association.

No student will be allowed re-entry to the school at the commencement of a new school calendar year if there are outstanding tuition fees on behalf of that student.

WITHDRAWAL OF STUDENTS

Point 4. of the Parent/Guardian Contract included in the Student Application for Enrolment form states:

*** 'We will give at least one term's notice of our intention to withdraw our child/ren from the school, or pay fees in lieu of due notice, except in unavoidable circumstances.'*

Fees will be paid in lieu of notice, except where the Board directs otherwise after examination of the circumstances surrounding the withdrawal of the student/s.

ASSOCIATION MEMBERSHIP

It is a requirement that at least one parent/guardian member from each family must have paid up membership, (either Full or Associate) for each year during which a child from that family is attending the school.

EXCURSION FEES

Excursions away from the school premises will be arranged by the class teacher from time to time. There may be occasions when parents are required to pay a small fee to cover costs involved.

RESOURCE MATERIALS

The school may from time to time request parents to supply resource materials, or to contribute a small fee towards unusual or once-off resources.

PAYMENT OF ACCOUNTS

Fee invoices will be rendered by the Administrative Officer four times yearly. Fees are payable 30 days from invoice and may be paid by cash, cheque, money order, or direct deposit to; the ANZ Bank Account in the name of Carnarvon Christian Parent Controlled School Association Inc.

BSB: 016610 Account No: 499414033.

ASSOCIATE MEMBERSHIP

Per non-Christian family, school association membership, with no voting rights at the Annual General Meeting.

EXCURSION/INCURSION FEE

Per child, the fee covers excursions and incursion costs within our community, **except** for swimming lessons. This is calculated at one excursion/incursion per term per child and there may be additional charges which will be collected prior to the event if the cost exceeds the fees charged.

VOLUNTEER LEVY

This fee is charged per family based on the time you volunteer. To avoid paying this fee we ask you to volunteer at least once per term, with tasks including in-class reading, busy bees or other odd jobs. This levy helps the school move ahead with projects and also encourages and supports our children's education. We understand families have their outside commitments.

TEXT HIRE

Per child, this fee is to cover the costs of books used in classrooms and the library, including readers.

ACCEPTANCE OF ENROLMENT FEE

\$50 – this is a one off fee to contribute to administration costs of the enrolment and charged on the acceptance of enrolment.

MEMBERSHIP FEES (Paid in addition to Tuition Fees)

Full Membership \$40.00

Per Christian Family, school association membership with voting rights at the Annual General Meeting.

School Fees Schedule 2018—Payment Option Form

Tuition Fees

3 Year Old Kindy	\$30 per day
Kindergarten	\$1050 per year
1 Child Pre-Primary – year 6	\$1158 per year
2 Children Pre-Primary – year 6	\$2137 per year
3+ Children Pre-Primary – year 6	\$2543 per year

Levies and Charges

Building Levy	\$166
Cleaning Levy	\$336
Membership	
Association Membership	\$28
Full Christian Membership	\$40
Text hire	
Kindy	\$26
Pre-Primary – Year 6	\$49
Excursion/Incursion	
Kindy	\$27
Pre-Primary – year 6	\$28
Volunteer Levy	\$306

DEPOSIT

Once enrolment forms have been completed and an interview is arranged a non-refundable fee deposit of \$50.00 is required.

UNIFORMS

New and second hand uniform requirements are available from the contact officer (Mrs Nadine Collins) and are to be paid for at the time of purchase, unless other arrangements are made beforehand with the Board Treasurer.

INSURANCE

It is strongly recommended that parents/guardians check their health and general insurance policies to ensure adequate medical, personal property and liability insurance cover, as the School can accept no responsibility for medical expenses arising from accident or illness, loss of, or damage to, personal effects and property incurred by the students, for bodily injury or property damage. Contact the Board Treasurer if you require information on insurance companies which offer student accident insurance.

PAYING OUR DEBTS CHRISTIANLY

- a) It's a matter of principle - we're accountable to God, and therefore must be faithful in our commitment to administer honestly the funds He has entrusted to us.
- b) Acts chapter 5 and Joshua chapter 7 describe the severe consequences of holding back from God the things that are rightfully His. The school operates within a budget and student fees form an essential part of the budget. Parents and guardians are required to keep up to date with fees and NOT let them fall in arrears.

PAYMENT OPTIONS

Any parent/guardian experiencing difficulty with Fee payments is asked to liaise with the Board Treasurer who will discuss periodical payment options, budgeting assistance, and private sponsorship options.

SPONSORSHIP (PRIVATE)

The Board encourages families, staff, and Board & Association Members to seek private sponsorship of students.

SPONSORSHIP (DONATIONS)

Anonymous sponsorship donations to the School will be allocated by the Board according to need.

PAYMENT DATES	PAYMENT AMOUNTS

Signature of Bank/Business Manager _____ Date _____

Signature of Parent/Guardian _____ Date _____

Copy returned to parent