CARNARVON CHRISTIAN SCHOOL

"Walk as Children of Light"

FEE PAYMENT POLICY

30 Babbage Island Road I PO Box 141 CARNARVON 6701 WESTERN AUSTRALIA
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Amended 5th February 2026

Annual School Fees will be sent to each family at the beginning of the school year along with the School Fees Payment Schedule Option form. Parents/Caregivers are required to complete the form and return to the Bursar by the Friday of first week, Term 1.

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

Annual School Fees will be invoiced once only. Statements will be sent **monthly**. Payments of the Annual School Fees are expected to be paid at the frequency selected in the School Fees Payment Schedule Option form

PAYMENT OF FEES

Carnarvon Christian School has four (4) payment options to ensure families are able to meet their enrolment agreement each year. Families must indicate their payment choice by completing the School Fees Payment Schedule option form.

Payment Option 1: Pay full amount, less a 2.5% discount – due 1st March, 2026

Payment Option 2 : 3 instalments due 19th April, 19th 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

Direct payments can be made to Carnarvon Christian School – BSB 016 610 ACCT 499414033 (please indicate invoice number or family name) or in person at the schools office

All unpaid fees will be sent to our Debt collectors for collection.

DESCRIPTION OF FEES AND CHARGES

Please contact Toni should you have any questions.

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

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.

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

Full Membership: Per Christian family, school association membership with voting rights at the Annual General Meeting

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

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.

Acceptance of enrolment FEE: $50.00, this is a one off fee to contribute to administration costs of the enrolment and is charged on the

School Fees Schedule 2026

Payment Option Form

Details of person/s responsible for payment of School FEES		
Full Name/s:		
Address:		
Email		
Phone: (H)	**(W)**	**(M)**
Student/s enrolled at Carnarvon Christian School		
Full Name:	**Year:**	
Full Name:	**Year:**	
Full Name:	**Year:**	
Full Name:	**Year:**	

Please make your selection from the payment options below

Payment Options	**Option 1**	**Option 2**	**Option 3**	**Option 4**
Instalments	**1**	**3**	**8**	**19**
Due date	Paid in Full by 1st March	19th April 19th July	20th Every month February to September	Fortnightly commencing February to October
Form of payment	Cash/Cheque Direct Debit	Cash/Cheque Direct Debit	Cash/Cheque Direct Debit	Cash/Cheque Direct Debit
Your Selection (Please tick)				

I/We are willing and able to volunteer our time with the following tasks: (please tick)	
Reading	**Sports Events**
Book Covering	**Canteen**
Building/Maintenance	**Excursion Supervision**
IN Class Support	**OTHER:**

Enrolment and Fee Agreement:

As a parent/carer of a child who is enrolled at Carnarvon Christian School, I agree to the enrolment conditions set out in my child's enrolment package. I have selected a payment option that I am able to meet and agree to commit to the payment of the school fees. I understand failure to make payment of my child's school fees will result in the use of a debt collection service, I will incur the cost of the service and my child's enrolment will be cancelled.

I also understand that if I am removing my child from Carnarvon Christian School I must provide at least a term's written notice (10 weeks). If I fail to do this I accept I will be invoiced for a term's fees.

Parents/Caregiver Signature	**Parents/Caregiver Signature**	**Date**

Office Use Only	**Received by:**	**Signature:**
Payment Option		**Processed: Yes / No**

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.

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

Fees are payable as per fee payment schedule selection. May be paid by cash, cheque, money order, credit card or direct deposit to; the ANZ Bank Account in the name of Carnarvon Christian Parent Controlled School Association Inc.

BSB: 016610 Account No: 499414033.

UNIFORMS

New and second hand uniform requirements are available from the Staff in the front office and are to be paid for at the time of purchase, unless other arrangements are made beforehand with the Bursar.

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 Bursar 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.

Financial Hardship

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

Version Management

Version	Date published	Changes made	Author of changes
1	20th April 1999	Document created	School Board James Shaw
2	13th July 2002	Bank details amended	James Shaw Principal
3	12th November 2010	Updated	James Shaw
4	30th October 2011	Updated	James Shaw
5	10th December 2012	Updated	James Shaw
6	30th October 2013	Updated	James Shaw
7	26th November 2013	Updated	James Shaw Principal
8	31st January 2017	Updated	James Shaw Principal
9	28th November 2018	Updated	Brooke Root Bursar James Shaw
10	29th August 2019	Updated 2019 to 2020 only	Rachael Smith
11	27th November 2019	Updated	Nadine Collins
12	12th June 2020	Added eftpos facilities for payment options	Rachael Smith
13	8th December 2022	Updated names and dates	Toni Radcliffe
14	8th Dec 2024	Removed eftpos facilities and changed dates	Christin Manser
15	26th July 2024	Change of dates—deleted year	Toni Radcliffe
16	02.12.2024	Remove sponsorship information—no longer applicable	Toni Radcliffe