

SCHOOL FEES & ACCOUNT MANAGEMENT – 2021

This document should be read in conjunction with the School Enrolment Policy

FEE STRUCTURE - 2021

1. Enrolment Charges

- A. **Application Fee** - a non-refundable administrative fee payable when submitting the completed application Form.
- B. **Enrolment Fee** - a non-refundable fee payable at the time the Offer of enrolment is accepted.

2. Annual Fees and Class Charges

A. **Tuition Fees** - by Class year, invoiced by four terms for classes Kindergarten through Year 11 and by three terms for Year 12.

B. **Class Activity Fee** – This annualised charge covers all the compulsory class activities by year, encompassing Class excursions and incursions, Class camps, related transport costs, art materials and main lesson charges. The charge is invoiced by four equal instalments for classes Kindergarten through Year 11 and three equal instalments for Year 12.

(The charge is non-refundable and credits will not be issued in the event of failure to participate, illness, and/or cessation of enrolment.)

C. Levies -

- **Community Involvement Levy (CIP)** – this levy is charged to each account holder each term
- **Glennaeon Parents Association Levy** – charged to each account holder each term

3. **Incidental/Outlay Charges** - these charges relate to discretionary/elective activities including though not limited to, optional instrument hire, optional trips and camps, optional sporting activities, TVET courses, and major project materials costs. **These charges will be invoiced per term for the term in which they are incurred. There is a final invoice in early December for a washup of any final charges owing.**

FEES SCHEDULES - 2020

1. **A. Application Fee** - \$385.00 (inc GST)
 B. Enrolment Fee - \$2,250.00
2. **A. Tuition Fee (see below)**
 B. Class Activity Fee (see below)
 C. Levies:
- **Community Involvement Levy** - \$160.00 per term, per family
 - **Glennaeon Parents Association Levy** - \$25.00 per term, per family

2.

CLASS	TUITION FEE per TERM A.	CLASS ACTIVITY FEE per TERM B.	CIP & GPA LEVY per TERM C.	TOTAL FEES & LEVIES PER TERM	ANNUALISED
Part-time K	\$2,302	\$98	\$185	\$2,585	\$10,340
Kindergarten	\$3,836	\$164	\$185	\$4,185	\$16,740
Year 1	\$3,836	\$164	\$185	\$4,185	\$16,740
Year 2	\$3,836	\$173	\$185	\$4,194	\$16,776
Year 3	\$4,271	\$173	\$185	\$4,629	\$18,516
Year 4	\$4,271	\$298	\$185	\$4,754	\$19,016
Year 5	\$4,271	\$330	\$185	\$4,786	\$19,144
Year 6	\$4,271	\$388	\$185	\$4,844	\$19,376
Year 7	\$5,392	\$477	\$185	\$6,054	\$24,216
Year 8	\$5,392	\$495	\$185	\$6,072	\$24,288
Year 9	\$5,392	\$810	\$185	\$6,387	\$25,548
Year 10	\$5,392	\$833	\$185	\$6,410	\$25,640
Year 11	\$6,229	\$771	\$185	\$7,185	\$28,740
Year 12 (3 Terms)	\$8,305	\$778	\$185	\$9,268	\$27,804

FEES - SIBLING DISCOUNTS

The following sibling discounts on **tuition fees** will apply in 2020:

2 nd child	-	10%
3 rd child	-	30%
4 th & subsequent child/ren	-	50%

ACCOUNT PAYMENT - Options to Pay

1. Pre-payment of Annual Fees

This will attract a 2% discount on the total Tuition Fees component on condition that the account is paid no later than the end of the first day of Term 1 (27th January 2021). Account holders wishing to take advantage of this facility should contact the Accounts Office (9932 2310) or email accounts@glenaeon.nsw.edu.au by Friday 8th January, and will receive an annualised invoice in January 2021. Payment of accounts can be made by BPay, cheque, bank transfer, and/or credit card payment (charges apply).

Outlay Charges on those accounts which have been prepaid will be invoiced at the end of each term and are due and payable on Day 1 of the following term, via separate payment to be made directly to Glennaeon. As these are discretionary/elective costs and are unknown at the start of the year they are not covered by the prepaid fees in advance, hence need to be paid separately.

2. Direct Debit Plan

This facility enables Account Holders to pay the Total Annual Fees (1. above) in ten equal monthly instalments (February – November (occurring on the 26th of each month)). All Account Holders will be assumed to be on a direct debit plan unless opting to pay via option 1 above. If you have not already completed a direct debit form, please contact the Accounts office (9932 2310) or email accounts@glenaeon.nsw.edu.au, to obtain application papers for this facility. Existing families already on the direct debit plan will continue with this payment method in 2021 unless you advise us otherwise. An invoice will be sent out in January 2021 advising of your new monthly DD amount.

Outlay charges on accounts under the Direct Debit plan will be invoiced at the end of each term and will be debited separately at the beginning of the month (April – for term 1 outlays, July – for term 2 outlays, October – for term 3 outlays, and December – for term 4 outlays and any final charges owing).

3. Payment Plan – Edstart

Edstart allows you to pay your school fees in weekly, fortnightly or monthly instalments. You can spread your fees evenly across the school year, as well as reduce your repayment amount by extending the cost over a longer timeframe. For more information, visit edstart.com.au/glenaeon

ACCOUNT PAYMENT - Terms & Conditions

Direct debit defaults must not occur more than twice consecutively. If a third default follows two previous defaults the school reserves the right to impose penalties and may terminate the enrolment at the sole discretion of the Head of School or his/her delegate. An administrative charge of \$10 will be charged for any defaults.

The School reserves the right to impose penalties on those Accounts not settled by the due date. Currently, the penalty is \$100 per month, commencing the last day of each month following the due date. If fees are not paid by the due date, the enrolment of your child/ren may be cancelled at the sole discretion of the Head of School or his/her delegate.

The School will follow up all delinquent accounts and will, if the matter remains unresolved, engage external agents to settle the debt and any associated charges will be added to the account.

Building Fund Donation

A voluntary Building Fund donation (either \$1,000 upfront or \$100 per month if paying via direct debit) is added to the account. This is not a compulsory charge and if unpaid, it is not added to the school account. The Building Fund is used to build new and renovate existing school facilities in order to improve the learning environment. Parents are urged to support the Building Fund. Those accounts paying via direct debit are required to indicate on their direct debit authority form if they wish to elect out of the voluntary Building Fund contribution.

Notice of Withdrawal of a Student

One full term's notice in writing (or two term's notice in the case of the end of year 6) to the Enrolments Registrar must be given of the withdrawal of a student from the school.