



## SCHOOL FEES & ACCOUNT MANAGEMENT – 2019

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

### FEE STRUCTURE - 2019

#### 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
- **Glenaeon 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 - 2019

- 1.
  - A. **Application Fee** - \$330.00 (inc GST)
  - B. **Enrolment Fee** - \$1,950.00
- 2.
  - A. **Tuition Fee (see below)**
  - B. **Class Activity Fee (see below)**
  - C. **Levies:**
    - **Community Involvement Levy** - \$140.00 per term, per family
    - **Glenaeon 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	\$2,202	\$90	\$165	\$2,457	\$9,828
Kindergarten	\$3,670	\$150	\$165	\$3,985	\$15,940
Year 1	\$3,670	\$150	\$165	\$3,985	\$15,940
Year 2	\$3,670	\$160	\$165	\$3,995	\$15,980
Year 3	\$4,087	\$160	\$165	\$4,412	\$17,648
Year 4	\$4,087	\$280	\$165	\$4,532	\$18,128
Year 5	\$4,087	\$310	\$165	\$4,562	\$18,248
Year 6	\$4,087	\$365	\$165	\$4,617	\$18,468
Year 7	\$5,159	\$450	\$165	\$5,774	\$23,096
Year 8	\$5,159	\$470	\$165	\$5,794	\$23,176
Year 9	\$5,159	\$770	\$165	\$6,094	\$24,376
Year 10	\$5,159	\$790	\$165	\$6,114	\$24,456
Year 11	\$5,961	\$730	\$165	\$6,856	\$27,424
Year 12 (3 Terms)	\$7,950	\$735	\$165	\$8,850	\$26,550



#### **FEES - SIBLING DISCOUNTS**

The following sibling discounts on **tuition fees** will apply in 2018:

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

#### **ACCOUNT PAYMENT - Options to Pay**

##### **1. Pre-payment of Annual Fees**

This will attract a 3% 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. Account holders wishing to take advantage of this facility should have already contacted the Accounts Office, if not please do so ASAP (9932 2310). 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 Glenaeon. 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).

You should have already contacted the Accounts office to advise if you wish to be on the direct debit plan, if not please do so ASAP (9932 2310) or email [accounts@glenaeon.nsw.edu.au](mailto:accounts@glenaeon.nsw.edu.au), to obtain application papers for this facility. 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).

#### **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 \$800 upfront or \$80 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.