

Schedule of Fees and Charges 2017

EARLY LEARNING CENTRE (ELC)	
Regular Bookings (8.10 am - 3.10 pm) (Habich ELC – 8.10 am – 3.20 pm)	\$110 per day
After School Care (3.10 pm–5 pm) or (3.10 pm – 6.00 pm)	\$15 per session \$20 per session
Vacation Care (8.00 am – 6.00 pm) <i>Additional fee applies for excursions.</i>	\$95 per day
Late fee for every 10 minutes after 6.00 pm (or part thereof)	\$25 per 10 mins

Notes

- The ELC is an Approved Provider of Child Care.
- Eligible parents can claim the Child Care Benefit and Child Care Rebate. To claim the CCR and/or CCB you will need to contact our Enrolments Department and fill out the appropriate form.
- Please ensure all the required information is provided for any rebates to be allocated to your account.

For further details refer to
www.humanservices.gov.au

ENROLMENT FEES	
Application Fee	\$130 (non-refundable)
Confirmation Fee	\$825 total* (non-refundable)
Tuition Bond	\$1,700 (refundable in accordance with the below Terms and Conditions)

* Includes Old Scholars Life Membership Fee

PRIMARY SCHOOL					
	Per Term			Per Year	
	Tuition Fee	Total Fixed Charge*	Fees per Term**	Camp	Total Annual Fees
Reception	\$3,165.00	\$675	\$3,840.00		\$15,360
Year 1	\$3,230.00	\$675	\$3,905.00		\$15,620
Year 2	\$3,260.00	\$675	\$3,935.00		\$15,740
Year 3	\$3,650.00	\$675	\$4,325.00		\$17,300
Year 4	\$3,767.00	\$675	\$4,442.00	\$225	\$17,993
Year 5	\$4,218.00	\$675	\$4,893.00	\$310	\$19,882
Year 6	\$4,336.00	\$675	\$5,011.00	\$415	\$20,459
Year 7	\$4,628.00	\$675	\$5,303.00	\$520	\$21,732

* GST included in Fixed Charges will be shown separately on all Family Invoices

** Displaying fees by term and by year complies with the Trade Practices Amendment (Clarity in Pricing) Act 2008

Fixed Charge covers use of all property and facilities, all excursions, sport, art and craft materials, computer consumables, class and individual photographs, the Year Book and expenditure on items that benefit all students. A component of fixed charges will include GST.

Camps are compulsory and are billed in full at the beginning of the year. Year 7 students participate in the Springboard Leadership Programme in Terms 1-4.

Study Tours are billed separately to Tuition Fees and Charges. Interstate and overseas study tours (Canberra and China) are not compulsory and relevant fees will be advised when known.

Booklists and stationery lists are prepared for each Year level and the charge varies across Year levels. The School has authorised Campion Education to manage payments and supply.

Grants from Commonwealth and State Governments have been taken into account when determining Tuition Fees.

CO-CURRICULAR ACTIVITIES

Individual music lessons – 30 minutes	\$620 per semester	\$1,240 per year
Individual music lessons – 45 minutes	\$870 per semester	\$1,740 per year
Group music lessons (per semester)	\$330 per semester	\$660 per year
Art, Chinese Club, Hindi, Greek	\$150 per term	\$600 per year
Mind Lab (Term 1 only)	\$150 per term	\$150 per year
ICT Club	\$125 per term	\$500 per year
Gymnastics, Tennis, Modern Dance	\$175 per term	\$700 per year
Drama Club (Term 1 only),	\$250 per term	\$250 per year
Thought Sports (Term 1 and 2 only)	\$150 per term	\$300 per year
Small Group Classical Dance	\$270 per term	\$1,080 per year

**Music tuition does not include the cost of instrument hire, which is charged separately (where applicable). Please refer to separate Music enrolment forms for further information.

Fees and Charges Policy

Early Learning Centre Payment Terms and Conditions

- Parents / Guardians agree to be bound by the School's Schedule of Fees and Charges, which are subject to change from time to time.
- Fees and charges are invoiced on a fortnightly basis. Invoices are sent from "Hubworks!" via email.
- Fees and Charges are strictly payable within 14 days from the date of tax invoice.
- An administration charge of \$50 plus GST may be incurred for payments not received by the due date.
- A surcharge of 10% may be applied to all outstanding fees that are one month overdue unless a payment arrangement has been agreed to by the School.
- A student may be prevented from continuing whilst Fees and Charges remain unpaid.
- A full four weeks' notice in writing to the Principal is required for any withdrawal from the School.
- The School reserves the right to recover any costs and legal fees associated with the collection of overdue accounts.
- Please refer to item 6 below for accepted payment methods.

Reception to Year 7 Payment Terms and Conditions

- Parents / Guardians agree to be bound by the School's Schedule of Fees and Charges, which are subject to change from time to time.
- Date of commencement is deemed to be the date on which payment of the non-refundable Confirmation Fee is paid and the placement accepted.
- The Application Fee, Confirmation Fee, Deferral Fee and Holding Fee are non-refundable.
- Places for new students and those students starting in Reception are secured by payment of the refundable Tuition Bond of \$1,700. The refundable Tuition Bond is deducted from a student's final Year 7 account. If leaving prior to the end of Year 7, a minimum of one term's notice is required (in writing) or the Tuition Bond is automatically forfeited. Students must attend the School for a minimum of eighteen months to be entitled to the Tuition Bond refund.

1. Family Discounts

Families with the School prior to 2008 continue to receive the discount of 20% for second and subsequent children. Families who started with the School from 2008 onwards are eligible for the following discounts which apply to the Tuition Fee only and to all primary levels from Reception to Year 7. The discounts continue after the first child has completed Year 7.

Second child	10%
Third child	20%
Fourth and subsequent child	30%

Where Fees and Charges have not been paid in accordance with the Schools 'Payment Terms and Conditions' and no repayment arrangements have been agreed to, any Family Discount applicable may be revoked.

2. Scholarships

Where a student receives a Scholarship the Tuition Fee must be paid in full by the due date, unless prior payment arrangement has been made.

3. Bursaries

Families suffering short term difficulties may apply to the School for a Bursary and these applications will be assessed. The maximum term of a Bursary to any one family is 12 months, unless a further period of up to twelve months is approved in accordance with Board Policy.

4. Payment in Advance

One Year: A discount of 3% of the annual Tuition Fee is available for the current year if paid in full by the end of the second week of Term 1.

Two Years: A discount of 2.5%, if two years are paid in advance by the end of the second week of Term 1, no further increases in the Tuition Fees will apply for the second year.

Three Years or more: Please contact the Business Manager for details.

5. Payment Terms and Conditions

All Fees and Charges, including extra co-curricular subject choices, are invoiced on a quarterly basis prior to the commencement of each term. Payments are due on a term by term basis as shown at the bottom of the invoice/statement, or paid by ten monthly instalments.

5.1 Payment Options

- In FULL by end of Week 2 of each term OR
- By monthly instalments – ten equal instalments commencing 1 February each year through to 1 November. This option is only available where an EFT arrangement has been put in place enabling the School to draw the funds from the nominated account on the 1st of each month. Please note it is your responsibility to ensure sufficient cleared funds are in your nominated account when the payments are to be drawn.
- A re-processing fee of \$50 plus GST will be charged for returned unpaid transactions.

5.2 If payment is not made by the relevant due date:

- A late payment administrative fee of \$50 plus GST will be charged.
- A surcharge of 10% may be applied to all outstanding fees that are one month overdue, unless a payment arrangement has been agreed to by the School.
- Any Family Discount applicable may be revoked.
- A student may be prevented from commencing a new term whilst Fees and Charges from the previous term remain unpaid.
- The School reserves the right to recover any costs and legal fees associated with the collection of overdue accounts.

LIABILITY FOR PAYMENT of accounts rests jointly and severally with the person(s) signing the St Andrew's School Inc. Application Form.

6. Payment Methods

- Direct Debt Agreement - it is the responsibility of the person paying the account to ensure sufficient cleared funds are in your nominated account when the payments are to be drawn.
For returned unpaid transactions, the following procedures or policy apply:
 - We will contact you by phone advising of the returned unpaid transaction.
 - We will re-process the transaction within seven days of contacting you.
 - A re-processing fee of \$50 plus GST will be added to this transaction.
- BPay – using St Andrew's **School Biller Code 15818** and the reference number shown on the front of the fee account.
- BPay – using St Andrew's **ELC Biller Code 697672** and the reference number shown on the front of the fee account.
- EFTPOS - facilities are available in the School Office between the hours of 8.00 am and 4.30 pm.
- Credit Card - the School accepts Visa, Mastercard and American Express. Phone payments are accepted. Payments made by credit card attract a surcharge of 0.75% for Visa / Mastercard and 2.4% for American Express, to recover bank charges.
- Direct Debit to the School's bank account BSB 065-119 Account No. 10235831. Please include your family account code.
- Cheque - payable to St Andrew's School Inc.
- Qkr! mobile App – can be downloaded on your mobile phone via the App Store and Google Play. Further details are available on our website, please click [HERE](#). You will need to use your Family ID printed on your invoice.
- Online payments – made via our website www.standrews.sa.edu.au through the Parent Lounge. **Does not include ELC, this is School payments only.**

No cash can be accepted due to WHS and security compliance.

7. Holding Fee - Absence

At the written request by a parent to the Principal, a student may be absent from the School for the requested period and still retain the right to a place in the School. The fee for holding a student's place is the Refundable Tuition Bond or \$1,700.

8. Notice of Withdrawal

A full term's notice in writing to the Principal is required for any withdrawal from the School. Fees are applicable where a full terms notice is not received.

9. Music Tuition fees and instrument hire charges

Music fees will be invoiced at the beginning of each year. The School must be notified in advance of any changes or withdrawals to enrolments for music tuition for the following semester. The applicable fee for a full semester will be payable if such notice is not given. Please refer to separate enrolment form for further information. This policy is required to ensure the School can continue to employ and retain skilled teachers.

10. Co-Curricular Activities

Co-curricular fees will be invoiced at the beginning of each year. The School must be notified in advance of any changes or withdrawals to co-curricular activities for the following term. The applicable fee for a full term will be payable if such notice is not given. Please refer to separate enrolment form for further information. This policy is required to ensure the School can continue to employ and retain skilled teachers.

11. Goods and Services Tax (GST)

All Fees and Charges are exempt from GST except Booklist items and any part of a Camp or Excursion charge for food.

12. Annual Review

The Schedule of Fees and Charges is approved by the School Board. The School Board reviews all fees and discounts each year as part of the Budget process and may adjust them to maintain the quality of the services to children and parents.

13. Voluntary Building Fund

Donations are used to service existing School building loans and to maintain the School's building program. This is a VOLUNTARY DONATION which will ensure that it is an allowable deduction for income tax purposes. Receipts will be issued for donations to the Building Fund.

14. Tax Deductible Voluntary Donations

Tax deductible donations can be made to the St Andrew's School Foundation Building Fund, Scholarship Fund and/or the St Andrew's School Library Fund. Separate receipts will be issued to acknowledge amounts donated. The credit card surcharge does not apply to donations.