

## **CREDIT & CHARGES POLICY 2019**

The Credit & Charges Policy addresses the terms and conditions for Parents paying Fees and Charges to the College and lists the Fees and Charges that parents agree to pay when signing the student enrolment agreement for their children. Where errors and omissions are made the College reserves the right to charge the correct fee or charge.

The College reserves the right to alter Fees, Charges and Levies at any time to ensure the viable operation of the College. However no changes to the College Fees and Charges will be made without reasonable notice (reasonable meaning a minimum of one month) to parents.

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## 1. **STUDENT ENROLMENT AGREEMENT and PARENTS / GUARDIANS RESPONSIBILITY**

- 1.1 On enrolling your child/ren at Westside Christian College the Enrolments Officer has shown and discussed with you the website page 'Parents Responsibility for Paying Fees & Charges'. This page is in the 'Enrolments' section of the College website. You then signed a Student Enrolment Agreement which is a Contract between you and the College where you agree to pay fees on time during your child's education at Westside Christian College.
- 1.2 The Board of Management is committed to fulfilling this contract by ensuring that Westside Christian College provides the education services you are paying for.
- 1.3 The Board of Management expects parents/guardians to abide by the contract they have signed and make the payment of College fees one of their top priorities while their child/ren attends the College.
- 1.4 Should you fail to honour the contract you agreed to, not only does your family suffer but all other families in the College are disadvantaged because the College is not able to follow the budget that has been set for the current year. The College Board of Management has decided that where fees remain unpaid beyond the due date that the College will not educate the students involved.
- 1.5 The Board of Management understands that financial emergencies do occur and this Credit and Charges Policy sets out the procedures to be followed when credit is required.
- 1.6 Notice of any change to the College Fee Schedule will be put on the website one month in advance of the change. Parents will be emailed that the change has been made. Please ensure your email address is up to date with the College.

## 2. **COLLEGE FEES AND CHARGES PROCESS**

- 2.1 Due dates for 2019 Fees and Charges payments are as follows:

|   |        |                  |
|---|--------|------------------|
| Full Year's 2019 College Fees (qualifies for 1.5% rebate) | Friday | 14 December 2018 |
| Term 1 College Fees & Charges                             | Friday | 15 February 2019 |
| Term 2 College Fees & Charges                             | Friday | 26 April 2019    |
| Term 3 College Fees & Charges                             | Friday | 26 July 2019     |
| Term 4 College Fees & Charges                             | Friday | 11 October 2019  |
| Term 4 End of Year Charges                                | Friday | 06 December 2019 |

- 2.2 College Fees and Family Discounts are set by the College Board from time to time with any changes being notified to parents/guardians in advance.
- 2.3 The Credit and Charges Policy is available on the College website in the Enrolments section.
- 2.4 College Fees and Charges are charged on a per term basis.
- 2.5 The annual "Credit and Charges Policy" may be changed at any time by the Board of Management to ensure the financial viability of the College. However one month's notice of any fee changes will be posted on the College website.
- 2.6 Fee accounts are issued quarterly before the first week of each term where possible for that term's Fees and Charges. These accounts are emailed to the account address of parents/guardians together with other relevant information, or posted where an email address has not been provided.
- 2.7 Parents/guardians wishing to pay their full year's College fees in advance to achieve a discount need to discuss this with the Fees Administrator who will advise them of the required amount. **Total College fees and charges must be paid by the Due Date as set out in the College "Credit and Charges Policy"**

### 3. COLLEGE FEES & CHARGES 2019

The Fees and Charges as presented below are current as at the publication date of this document. As changes to Fees and Charges become known, a revised document will be published on the College website. The fees and charges in this document are effective from 1 January 2019.

#### 3.1 Enrolment Fees

##### 3.1.1 Registration Fee (Non-refundable) \$137.50 per family per annum including GST

This fee must be paid by you to register your child as a prospective student of the College. This fee does not guarantee a place at the College. The fee covers the initial cost of enrolment process, initial interviews by the Enrolments Officer, testing and assessment.

If you register all your children within the calendar year, being from 1 January to 31 December your family will only pay the one Registration Fee. However if you register a further child in the next calendar year you must pay an additional Registration Fee.

Because this fee does not guarantee enrolment, it attracts GST.

##### 3.1.2 Student Confirmation Fee (Non-refundable) \$500 per Student, nil GST \$550 maximum per family, nil GST

\$250 of this fee will be credited against College Fees after the student has completed one month's tuition. Payment of the Student Confirmation Fee confirms the enrolment of the student. The Student Confirmation Fee will not be billed to you until all enrolment procedures are complete. This fee covers all the enrolment costs associated with the student's enrolment. A student will not be allowed to commence attending the College until this fee is paid. There will be no further credit to fees for other children paid for under the 'maximum per family' Student Confirmation Fee of \$550.00 when paid in the same year, even if the year of entry is different.

#### 3.2 Rebate for Full Year's College Fees Paid in Advance 1.5%

Parents who pay the 2019 full year's College Fees for a student by 14 December 2018 will be granted a discount of 1.5% on the College Fees for that child. This discount only applies to College Fees, and will be forfeited for the remaining terms, if the child is withdrawn during the year.

#### 3.3 College Fees 2019

As stated in Section 2.4. College fees and charges are charged on a full term basis and pro rata charges only apply when starting partway through a term.

| Year Level | First Child | Second Child | Third Child | Fourth and subsequent child |
|------------|-------------|--------------|-------------|-----------------------------|
| Prep       | \$4,504.00  | \$3,828.00   | \$1,576.00  | \$0.00                      |
| Year 1     | \$5,152.00  | \$4,379.00   | \$1,803.00  | \$0.00                      |
| Year 2     | \$5,398.00  | \$4,588.00   | \$1,889.00  | \$0.00                      |
| Year 3     | \$5,513.00  | \$4,686.00   | \$1,930.00  | \$0.00                      |
| Year 4     | \$5,897.00  | \$5,012.00   | \$2,064.00  | \$0.00                      |
| Year 5     | \$5,745.00  | \$4,883.00   | \$2,011.00  | \$0.00                      |
| Year 6     | \$5,960.00  | \$5,067.00   | \$2,086.00  | \$0.00                      |
| Year 7     | \$6,746.00  | \$5,734.00   | \$2,361.00  | \$0.00                      |
| Year 8     | \$7,502.00  | \$6,377.00   | \$2,626.00  | \$0.00                      |
| Year 9     | \$8,273.00  | \$7,032.00   | \$2,896.00  | \$0.00                      |
| Year 10    | \$8,106.00  | \$6,890.00   | \$2,837.00  | \$0.00                      |
| Year 11    | \$8,664.00  | \$7,365.00   | \$3,033.00  | \$0.00                      |
| Year 12    | \$8,602.00  | \$7,311.00   | \$3,010.00  | \$0.00                      |

### 3.4 Payment of College Fees & Charges

College Fees, Building Fund, Transport Fees and some Additional Charges are payable each term as per Section 2.1. The College Board has approved this document as the College's Credit & Charges Policy which outlines actions which will be taken for the non-payment of fees. Sections 4, 5, 6 & 7 cover this in more detail.

### 3.5 Building Fund Levy – Compulsory

The 2019 Compulsory Building Fund Levy will be capped at \$600 per family per annum. This will be charged on your Fees Statement as follows:

| Compulsory Building Fund Levy | \$ Per Term | \$ Per Annum |
|-------------------------------|-------------|--------------|
| Per Family                    | \$153.75    | \$615.00     |

To maintain the College Building Programme which provides appropriate educational buildings on each campus of the College, the College Board recommends that parents consider a voluntary donation, in addition to the Compulsory Levy. Voluntary donations to the Building Fund are tax deductible.

### 3.6 Stationery Pack – Primary and Secondary Students

Orders for **Secondary** students' Stationery Packs for the 2019 year must be ordered online via Sequelbooks website or deposited with your payment in the Stationery Pack Order Form Box in the Reception by Friday 30 November, 2018.

Students enrolling after these dates will be advised of special arrangements through the Enrolments Office. Order forms will be forwarded to parents in November 2018. Stationery packs may be collected with hired text books from the College on Wednesday 23 January and Thursday 24 January 2019.

Stationery packs for **Primary** students will be ready for students in their classrooms on the first day of school for 2019.

### 3.7 Book Hire Return Policy

Hire books must be returned as soon as possible after that book is no longer required for a subject. At the close of the year books not returned by the dates below will incur a \$20.00 overdue charge per book. Due Dates for 2019 are:

|                |        |                  |
|----------------|--------|------------------|
| Year 12        | Friday | 06 December 2019 |
| Years 10 & 11  | Friday | 06 December 2019 |
| Years 7, 8 & 9 | Friday | 06 December 2019 |

For text books not returned by Monday 13 January 2020, parent accounts will be charged for the replacement cost of the book, less the \$20.00 overdue fee. If the book is no longer in print it will be the replacement cost of a suitable book.

### 3.8 Distance & TAFE Education

Where students enrol in a subject not provided by the College, they may access it through the State Government Distance Education. The College will then pass on all charges from the State Government to the parents via their fees statement.

### 3.9 Additional Charges

Additional items may include non-curricular excursions, failure to return textbooks/Library books, etc. Additional Charges are billed each term as required and parents should ensure these Additional Charges are paid by the due date as shown in Section 2.1

### 3.10 Camps

College camps are a compulsory part of the curriculum for students. The exception being the Year 6 Canberra Trip, although we strongly encourage student participation as the tour is part of their curriculum studies.

All year level camps are included in the College fees except for Year 6 Canberra Trip. The Year 6 Canberra Trip must be paid prior to the trip and as per the schedule of payments issued by the Camp Coordinator. Payment can be made by the College website payment system, or directly to the Reception as they will not be added to fees.

### 3.11 Outside School Hours Care

The College outsources its Outside School Hours Care to the YMCA who runs the program in O Block on the Stuart Street Campus. OSHCare is open from 6.30 am to 8.30 am and 3.00 pm to 6.00 pm each school day. Vacation care is provided for full days for all school holidays. Parents should check with YMCA for the 2019 Fees. Contact details are on the College Website being [www.wcc.qld.edu.au](http://www.wcc.qld.edu.au).

### 3.12 Instrumental Music

Parents should refer to the Instrumental Music Package available from Reception. This document details the Instrumental Music program for the year. Charges are as follows:

| Lessons                          | 20 Minutes | 30 Minutes | 45 Minutes |
|----------------------------------|------------|------------|------------|
| Individual Lessons               | \$ 28.70   | \$ 36.90   | \$ 48.20   |
| Primary Lessons (Groups of 2)    | n/a        | \$ 23.60   | n/a        |
| Primary Strings (Groups of 3)    | n/a        | \$ 16.40   | n/a        |
| Junior Band Program (Group of 4) | n/a        | \$ 14.35   | n/a        |

| Musical Instrument Hire |              |                   |
|-------------------------|--------------|-------------------|
| Primary                 | General Hire | \$ 56.40 per term |
| Secondary               | General Hire | \$ 66.65 per term |
| Secondary               | Piano Hire   | \$ 5.15 per term  |
| Secondary               | Drum Hire    | \$ 5.15 per term  |

### 3.13 Transport Charges

The following charges will apply for the 2019 year:

| Zone   | Trip                      | First Child (per term) | Second Child (per term) | Third + Child/ren (per term) |
|--------|---------------------------|------------------------|-------------------------|------------------------------|
| Zone 1 | Both Ways                 | \$200.45               | \$170.38                | \$0.00                       |
|        | One Way/Special Both Ways | \$150.34               | \$127.79                | \$0.00                       |
| Zone 2 | Both Ways                 | \$292.60               | \$248.71                | \$0.00                       |
|        | One Way/Special Both Ways | \$219.45               | \$186.53                | \$0.00                       |
| Zone 3 | Both Ways                 | \$320.15               | \$272.13                | \$0.00                       |
|        | One Way/Special Both Ways | \$240.11               | \$204.10                | \$0.00                       |
| Zone 4 | Both Ways                 | \$378.10               | \$321.39                | \$0.00                       |
|        | One Way/Special Both Ways | \$283.58               | \$241.04                | \$0.00                       |

Casual tickets      Zone 1 \$5.75  
                                  Zone 2 \$6.50  
                                  Zone 3 \$7.00  
                                  Zone 4 \$8.00

Parents should note that each Bus Service has limited seats and preference will be given to students with permanent bookings.

Permanent bookings in 2019 will only apply to weekly bookings for a term or multiple terms, with weekly being either both ways or one way/special both ways each week. Transport fees are on a per term basis. No reduction is given for

part term usage. If your student is excluded from the bus for misbehaviour, no reduction is given for that term's transport charges. The College has a zero tolerance for bus misbehaviour.

Casual rates will apply to students travelling less than five days per week or without a permanent per term booking. Casual Bus Tickets are available from Reception through the My Student Account Kiosk. A full list of Zones 1 to 4 is contained on the next page and on the Transport page of the College website. Note – casual travel without presenting a ticket may incur a 20% surcharge if no ticket is provided to the Transport Department within 24 hours of travel.

### **3.14 Transport Requirements for Students from Kindergarten to Year 5**

Transport is generally not available for kindergarten students. However, it **may** be available where there are older siblings utilising transport. Please contact the Transport Department should you require transport for a Kindergarten child.

For parents of students from Prep to Year 5 it is a condition of travel on the bus that you must complete an enrolment form to the YMCA OSHC (Out Of School hours Care) so that if no parent or carer is available to collect children at the afternoon bus stop then the children will be returned to school and deposited to YMCA OSHC. Parents will need to pay for the cost of OSHC for that afternoon. This process is to ensure the safety of young children carried on the College bus services. Forms may be downloaded from the College website [www.wcc.qld.edu.au / enrolments / out of school hour's care](http://www.wcc.qld.edu.au/enrolments/out-of-school-hour-care).

### **3.15 Changes in Permanent Bookings**

Where more than one change in a permanent booking occurs during the term, a fee of \$25.00 may apply for any further changes per student during that term.

### **3.16 Bus Routes**

Our bus routes are redesigned each year based on demand. A list of current suburbs and zones is listed below. If your suburb is not listed, please contact our Transport Department.

**Westside 2019 Bus Zones**

| <b>SUBURB</b>     | <b>ZONE</b> | <b>SUBURB</b>        | <b>ZONE</b> |
|-------------------|-------------|----------------------|-------------|
| Algerster         | 4           | Kenmore Hills        | 4           |
| Augustine Heights | 2           | Kholo                | 4           |
| Barellan Point    | 3           | Leichhardt           | 3           |
| Bellbird Park     | 1           | Middle Park          | 2           |
| Bellbowrie        | 4           | Moggill              | 4           |
| Blackstone        | 2           | Moores Pocket        | 3           |
| Booval            | 2           | Mt Crosby            | 3           |
| Brassall          | 3           | Mt Ommaney           | 2           |
| Brookwater        | 2           | New Beith            | 4           |
| Browns Plains     | 4           | New Chum             | 2           |
| Bundamba          | 2           | Newtown              | 3           |
| Calamvale         | 4           | North Booval         | 3           |
| Camira            | 1           | North Ipswich        | 3           |
| Carole Park       | 1           | One Mile             | 3           |
| Churchill         | 3           | Oxley                | 3           |
| Chuwar            | 3           | Parkinson            | 4           |
| Coalfalls         | 3           | Pine Mountain        | 4           |
| Collingwood Park  | 1           | Pinjarra Hills       | 4           |
| Corinda           | 3           | Pullenvale           | 4           |
| Darra             | 2           | Raceview             | 3           |
| Deebing Heights   | 4           | Redbank              | 1           |
| Dinmore           | 2           | Redbank Plains       | 2           |
| Durack            | 3           | Richlands            | 2           |
| East Ipswich      | 3           | Ripley               | 3           |
| Eastern Heights   | 3           | Riverhills           | 2           |
| Ebbw Vale         | 2           | Riverview            | 2           |
| Ellen Grove       | 2           | Sadliers Crossing    | 3           |
| Fig Tree Pocket   | 3           | Seventeen Mile Rocks | 3           |
| Flinders View     | 3           | Silkstone            | 2           |
| Forest Lake       | 2           | Sinnamon Park        | 3           |
| Forestdale        | 3           | Spring Mountain      | 2           |
| Gailes            | 1           | Springfield          | 2           |
| Goodna            | 1           | Springfield Lakes    | 2           |
| Greenbank         | 4           | Sumner Park          | 2           |
| Heathwood         | 3           | Tivoli               | 3           |
| Hillcrest         | 4           | Toowong (PM only)    | 4           |
| Inala             | 2           | Wacol                | 1           |
| Ipswich           | 3           | Walloon              | 4           |
| Jamboree Heights  | 2           | West Ipswich         | 3           |
| Jindalee          | 2           | Westlake             | 2           |
| Karalee           | 3           | Willowbank           | 4           |
| Karana Downs      | 3           | Woodend              | 3           |
| Kenmore           | 3           | Yamanto              | 3           |

### 3.17 Requests for Parent or Student Documentation

Often parents or past students request information from the College which they have not kept a copy of. Some of this information may be kept offsite and will cost staff considerable time accessing the documentation.

The College does not budget for accessing past information and expects parents and students to maintain their own record systems. Requests for current or past information will now attract a charge before that information is released.

| INFORMATION REQUEST   | Fee      | GST     | Total    |
|---|----------|---------|----------|
| Past Student Records<br>(Includes offsite Archive Retrieval costs)            | \$ 60.00 | \$ 6.00 | \$ 66.00 |
| Current Parent Enrolment contracts  | \$ 25.00 | \$ 2.50 | \$ 27.50 |
| Past Parent Enrolment contracts<br>(Includes offsite Archive Retrieval costs) | \$ 60.00 | \$ 6.00 | \$ 66.00 |

## 4. PAYMENT OF FEES

- 4.1 Term Fees and Charges are payable by the dates as set out below unless other arrangements have been made (e.g. Direct Debit). The relevant due dates for each term are as follows:

|   |        |                  |
|---|--------|------------------|
| Full Year's 2019 College Fees (qualifies for 1.5% rebate) | Friday | 14 December 2018 |
| Term 1 College Fees & Charges                             | Friday | 15 February 2019 |
| Term 2 College Fees & Charges                             | Friday | 26 April 2019    |
| Term 3 College Fees & Charges                             | Friday | 26 July 2019     |
| Term 4 College Fees & Charges                             | Friday | 11 October 2019  |
| Term 4 End of Year Charges                                | Friday | 06 December 2019 |

Please note: Outstanding Fees and Charges after these dates will attract an Account Service Fee of \$20 per month, for each month or part thereof, for which the account is overdue – see section 5. Direct Debit defaults will attract the Account Service Fee as the account is classified as overdue when an instalment has not been received.

- 4.2 Direct Debit on a weekly, fortnightly or monthly basis is the **only** alternative to payment in full of a term's Fees and Charges by the prescribed due date for each term.

Direct Debits applies to all additional College charges (such as Instrumental Music, transport, etc). A \$25.00 Alteration Fee may be charged to parent accounts if any changes are to be made to the Direct Debit during the year.

The College provides on its website a link that families can use to calculate their direct debit for the current year. It also allows immediate lodgement of your Direct Debit. The link is comprehensive and allows families an easy way to cover all their costs.

- 4.3 The timely payment of Fees and Charges forms part of the conditions of entry of child/ren to Westside Christian College.

If you wish to seek finance for your College fees and charges, there is a specialist provider of finance for school fees called Edstart (<https://edstart.com.au/>). (NOTE: This is for information only and is not an endorsement of Edstart. Westside Christian College is not involved in any agreement between you and Edstart and does not receive any financial benefit from Edstart. Please seek independent financial advice when dealing with any financial institution).

- 4.4 The College's preferred method payment is Direct Debit which we offer **free of charge**. Other officially accepted payment methods in 2019 will be internet banking, Bpay, EFTPOS, credit card, once off debits, payroll deductions and payment through our payments gateway on the College website using either credit card or direct deposit. Credit cards accepted are either Visa or MasterCard.



Please note the College will not be charging a levy for either credit card transactions or any other electronic type transaction.

- 4.5 Transport Fees are due and payable in full by the due date of each term's statement. Arrears in Transport Fees may mean suspension of your child/ren's seat on the College bus.
- 4.6 All fee payments received will be automatically allocated firstly against the oldest debt on the account.
- 4.7 If a family has left the College and they have fees still owing (and / or the debt has been passed on to an outside collection agency) then the College will receipt any income owing to the family from the College (i.e. Second hand uniform credit, MSA credit balances) directly against their unpaid fees.

## **5. ACTION ON OVERDUE ACCOUNTS**

- 5.1 The College Board has determined that the College will not educate students where fees are unpaid, except when special arrangements for payment have been made in writing and approved by the Business Manager.
- 5.2 If fees and charges remain unpaid after the due date (as set out in paragraph 4.1) the Fees Administrator will report the overdue account to the Business Manager. The Business Manager will then authorise the issuing of a reminder letter formally advising that the account is overdue. This letter will carry with it an Overdue Charge of \$20.
- 5.3 If Fees and Charges, or part thereof, remain unpaid for one term and no special arrangements have been made, the student's position in the College may be suspended until such fees are paid in full or other arrangements are agreed with the Business Manager.
- 5.4 Participation in extra curricula activities eg. Instrumental Music will cease until all fees are up to date.

## **6. SPECIAL ARRANGEMENTS**

- 6.1 If parents/guardians are not able to pay by the due date, short-term arrangements may be made to pay fees by instalments. The request to pay fees over a longer period will be treated on a case-by-case basis according to the procedure outlined below. It is the policy of the College Board that this procedure be followed.
- 6.2 The initial request by the parents/guardians should be made in writing and addressed to the Business Manager as soon as possible as parents/guardians become aware they will not be able to meet the due date for payment.

## **7. DEBT COLLECTION PROCESS**

- 7.1 The College Credit and Charges Policy is designed to minimise the risk of parents/guardians going into debt with the College. The College does not have the resources to continually chase debts and therefore hands debt collection activities over to a debt collection agency.
- 7.2 Once parents/guardians default on payment by the due date, they will receive an unpaid College fees reminder. Please be aware that the office will continue to solicit a response by either email, phone or letter.
- 7.3 For parents who are making payment through the Direct Debit system; once a direct debit is not honoured by their bank, then the 'Account Service Fee' may be applied.
- 7.4 If the parents/guardians have not communicated with the College as to how the outstanding amount will be paid then the outstanding balance will be transferred to a collection agency.
- 7.5 The College points out to parents/guardians at enrolment that it does not plan for this activity to take place and encourages parents/guardians to remain true to the contract they enter into with the College on enrolment of their child/ren. Parents/guardians are encouraged to make payment of fees one of their family budget's top priorities while their child/ren attend the College.
- 7.6 If a family leaves the College with unpaid fees, and no formal arrangement has been put in place to finalise the account, then the debt will be transferred to an outside agency for collection.

- 7.7 Once debts are handed over to a debt collection agency all correspondence from that time on will be between the parent/guardian and the debt collection agency.

## 8. MATRIMONIAL SEPARATIONS

- 8.1 In the event of a matrimonial separation the College has adopted the following Credit policy. The College respects the privacy of all individuals, however in the case of parents with students at the College then certain issues must be clarified quickly for the benefit of the family and the College.
- 8.2 All parents must sign a Student Enrolment Agreement with the College for their child/ren to be enrolled. This agreement is a formal legal agreement applicable to each parent who signs the agreement. The Student Enrolment Agreement, particularly, the sections relating to payment of fees are clearly explained by the Enrolments Officer at the time of enrolment. Parents sign the Student Enrolment Agreement having declared they are able to afford the fees and charges.
- 8.3. A matrimonial separation does not excuse parents from paying fees and charges. Fees will still be charged and the College expects these to be paid by the due date.
- 8.4. In the situation of a matrimonial separation where the partner left with custody of the child/ren is unable to fully pay fees by the due date then the Business Manager has discretion to allow a longer time period for payment of the fees and charges. The parent involved must make formal application to the Business Manager and a response should be sent within three working days.
- 8.5. Where a matrimonial separation occurs parents should provide as soon as possible details of the formal custody arrangements for child/ren and the full details of all maintenance arrangements decided at mediation or through the Family Court. No consideration for Family Assistance will be made until these documents are provided.
- 8.6 The College does not allow split billing for separated parents.
- 8.7 Where a matrimonial separation occurs and one of the parents writes to the College declaring that they are no longer financially responsible for the fees and charges, then the College will still apply the one term's notice required for the financial withdrawal. An example of this would be where a parent gives notice of financial withdrawal during Term 1, then both parents would still be held responsible for all billings in Term 2 given that adequate notice was not given. If the second parent continues with the enrolment then that parent will be solely responsible for all fees and charges from Term 3 onward.

## 9. FAMILY ASSISTANCE

- 9.1 The College Board has the discretion to recommend fee concessions based on financial need of existing College families.
- 9.2 If parents/guardians believe they are unable to pay full College Fees and Charges, because of **genuine financial hardship**, they must request in writing to the Business Manager, that they be sent a Family Assistance Application Form.
- 9.3 Because of budgetary processes, Family Assistance Applications (together with supporting documentation) for a particular College academic year, must be received by the College by the due date (*or the next available business day*) of the year prior to the relevant academic year for which Family Assistance is sought. Late applications will be considered until the last day of Term 4 **only** where there has been a significant change in the applicant's circumstances subsequent to the due date. Late applications which are successful will be subject to reduced assistance amounts and may not be notified until late December.
- 9.4 Returned Family Assistance Application forms which are not fully completed will not be considered. Applicants must answer all questions as set out on the form.
- 9.5 An interview will be arranged between the Business Manager and the family making application for assessment purposes of the application. The Business Manager will frame any recommendation to the Family Assistance Committee on the basis of this interview. In a situation where a family has already received Family Assistance in the prior year then it is at the discretion of the Business Manager whether an interview is required.

- 9.6 The Family Assistance Applications will be assessed by the Family Assistance Committee as determined by the College Board. The results of their deliberations should be submitted to the Principal who should table same at the College Board Meeting following the decision of the committee.
- 9.7 All parents/guardians who submitted a Family Assistance Application should be notified in writing of the result of their application as soon as possible after Board decision has been given. The College's decision in this matter will be final.
- 9.8 Family Assistance is only granted for one College academic year at a time.

**10. SHORT TERM ABSENCE**

- 10.1 Typically where parents remove students for short term absence for family reasons such as holidays/overseas trips, full fees still apply (see Section 2.4).

**11. STUDENT WITHDRAWAL**

- 11.1 Parents/guardians considering withdrawal of their child/ren must consider that some year levels have waiting lists. Notice of withdrawal accepted by the College means your child/ren's enrolment place is lost as at the notified date of withdrawal. The College, once the withdrawal date has been agreed upon, will allocate a place to the next child on the waiting list.
- 11.2 Parents should note that the College requires one term's notice in advance if students are to be withdrawn from the College. Failure to provide one term's notice in advance will mean that the term's College fees will be charged to the parent account.
- 11.3 Parents/guardians who agree with the College on a date of withdrawal should note that if they change their mind after their child/ren leave the College and wish for the student/s to continue then they will need to re-enrol the student/s through the normal procedures.

**12. OVERDUE RETURN OF TEXT BOOKS**

- 12.1 Text books are hired to all secondary students with the expectation that these are to be returned in a similar condition to which they were lent out. Books that are damaged beyond repair are charged onto a parents account at the replacement value.
- 12.2 Text books must be returned by end of the Fourth Term to prevent students being disadvantaged in the following year, due to a shortage of books for distribution. Dates for return are as follows:

|                     |        |                  |
|---------------------|--------|------------------|
| <b>Year 12</b>      | Friday | 06 December 2019 |
| <b>Year 10, 11</b>  | Friday | 06 December 2019 |
| <b>Year 9, 8, 7</b> | Friday | 06 December 2019 |

Books not returned by the Due Date will incur a \$20 overdue fee per book.

Books not returned by Monday 13 January 2020 will be assumed lost and will be charged for at replacement cost, less the \$20.00 overdue fee.

- 12.3 All overdue charges will be added to the parent account and forwarded in the next billing.

**13. 13. LOST LIBRARY & TEXT BOOKS**

Lost Library or Text books cannot be replaced by parents with store bought or "from home" copies of the lost book. The replacement cost covers the purchase of a replacement as well as our administration costs, ensuring that we purchase the correct edition.

## **14. PRIVACY POLICY in relation to fee accounts**

- 14.1** Parents should be aware of the College Privacy Policy as shown on the College website. The same principles apply to Fee Accounts.
- 14.2** Information on parent Fee Accounts will only be released to the person who has signed the Student Enrolment Agreement.
- 14.3** If information is to be released to another party, the College will only entertain this after receiving written instructions from the parent who has signed the enrolment policy. Once instructions have been received the information will only be released as per the instruction from the parent.
- 14.4** Statements / Invoices will only be sent to the parent who has signed the Student Enrolment Agreement.

## **15. KINDERGARTEN information**

### **15.1 Costs**

Kindergarten fees will be \$75.00 per day for long day care (7:30am to 6:00pm) or \$65.00 per day for Kindergarten hours (8:30am to 2:30pm).

Child Care Subsidy may be available via Centrelink. Parents are liable for payment of the unsubsidised amount. See [www.childcaresubsidycalculator.com.au](http://www.childcaresubsidycalculator.com.au) for the Child Care Subsidy calculator and to check eligibility.

### **15.2 Billing**

Your fee information will be available to you at all times on you Xplor app.

Due to the level of funding the College receives for Kindergarten students, unfortunately we cannot offer sibling discounts. (This not only applies to siblings in older grades, but also twins attending Kindergarten together.)

### **15.3 Payment Methods**

Payment are to be made by weekly or fortnightly Direct Debit through Ezidebit. Details on how this will be set up will be sent to you prior to the start of Kindergarten.

Outstanding balances can be checked through your Xplor app.

Failure of the Direct Debit two weeks in a row will result in the suspension of your child from Kindergarten until fees are paid up to date.

Failed payments will result in you being charged rejection costs. Multiple failed payments may interfere with your child's ongoing enrolment within the Kindergarten program.

### **15.4 Health Care Card Subsidy**

If you are entitled to a Health Care Card, you may be eligible for this subsidy and need to provide Health Care Card start date and expiry date details to us. Please bring the card to our Reception at the College Front Office to sight and copy during your first week of Kindergarten. It is the parent's responsibility to advise any changes to their Health Care Card to the College promptly (eg change in expiry date).

### **15.5 Progression Into Prep**

Enrolment into the Westside Kindergarten program does not guarantee automatic advancement into the Westside Prep program the following year.