



1 November 2021

Dear Parents / Caregivers

Re: FEES 2022

Please find attached a copy of the **2022 Fee Policy & Schedule**.

In determining fees for 2022, the School Council has provided for ongoing development and improvement to teaching and learning experiences available and have made every endeavor to have a minimal increase for families this year.

We continue to offer very **attractive discounts for siblings** as per the conditions of the Fee Policy. Please refer any concerns you may have to the Business Manager **prior to** Friday 14/1/2022 which is the due date for first payment for 2022 fees.

For families wishing to apply for **School Card**, our **rebate is 30%**, and will be applied to accounts as soon as confirmation of eligibility (at our school) is received from DECD. (Forms are generally available early January).

To simplify processes **only one account to cover Full Year Fees for 2022** will be issued, with statements termly or upon request.

An attractive **early payment discount of 8%** is offered for full payment of annual accounts by Friday 14/1/2022.

To support the sound financial management of the school and future capital 2022 development **2 payment options are again available for 2022**. Full details of our Fee Collection Policy (terms and conditions) have been attached for your reference, and clearly detail payment options available and the process to follow should families require assistance to meet their obligations.

Reminder that the first payment for either option for 2022 is due by Friday 14 January 2022.

Please contact either the Business Manager or the Principal **prior to** the due date, should you have any concerns or require further clarification.

To adequately plan for staff and class groupings, I draw your attention to the last page attached.

To secure your child's enrolment for 2022 the 2022 Tuition Fee Agreement needs to be returned to the school office **no later than Wednesday 1 December 2021**.

Yours faithfully

Joanne McNair
Business Manager



2022 Fee Schedule

2022 ANNUAL TUITION FEES

	Foundation to Year 6
1 st child	\$3,485.00
2 nd child	\$3,137.00
3 rd child	\$2,440.00
4 th child or more	\$1,220.00

ADDITIONAL CHARGES

IT Levy of \$180 for Year 4, 5 & 6 Students

2022 Tuition Accounts will be distributed to families in mid December 2021.

**FOR FULL DETAILS OF FEES AND PAYMENT OPTIONS AVAILABLE
PLEASE REFER TO THE 2022 FEE POLICY**

Tuition Fees cover:

- Initial stationery and all requirements for high quality teaching and learning
- Excursions and incursions
- Student Personal Insurance Cover www.lcainsurance.org.au

Tuition Fees exclude:

- Year 2 to 6 Camps, Year 1 Sleepover, Foundation Big Day Out, Swimming & replacement stationery
- Optional activities (eg SAPSASA, Competitions)



Fee Policy 2022

Preamble

Tuition Fees and any additional charges are determined each year by School Council and take into consideration current costs and anticipated increases enabling the school to continue to deliver high quality teaching and learning experiences.

Every endeavour has been made to have a minimal increase for families this year.

Fees

To support the sound financial management of the school and future capital development, 2022 tuition accounts are payable prior to the commencement of the school year.

Full details of current fees and charges are available on our website (www.ilsg.sa.edu.au).

Sibling Discounts

Sibling Rebates for 2nd, 3rd and 4th child will **only** be applied in order of current student enrolment where more than one child in the family is enrolled at Immanuel in 2022.

Payment Arrangements

Enrolment at Immanuel is on an ongoing yearly basis until completion of year 6 and annual fees are payable in advance. In each year, continued enrolment is subject to our Fee Policy (and conditions therein) applicable to that year and may be terminated where payments fall outside of those conditions.

Two options are available for payment of 2022 fees:

1. Annual payment with 8% discount by the due date of Friday 14/1/2022.
OR
2. Regular payment plan or Direct Debit over 48 weeks (weekly, fortnightly or monthly) with the first instalment due by Friday 14/1/2022.
(Quarterly payments for each term are only available by prior approval of the Business Manager).

Should families require assistance with their payment obligations, an appointment to discuss individual circumstances should be made with the Business Manager or the Principal prior to the due date.

The School Council has the discretion to offer fee relief based on an Application for Fee Support. This would apply a formula to annual income and be dependent on the number of children in the immediate family currently attending Lutheran Primary or Secondary education.



Fee Collection Procedures

1. In the first instance collection will be in line with the payment arrangements detailed in the Fee Policy.
2. To ensure ongoing enrolment any family whose account falls into arrears will need to negotiate a payment plan with the Business Manager for the management of past debt.
3. The school may charge a family account for any bank fees and related administration charges arising if a payment is dishonoured or rejected by the financial institution specified.
4. Late payment penalty of 20% may be applied to the full outstanding balance unless alternative arrangements have been negotiated with the Business Manager prior to the date of default.
5. Should an account fall into arrears by more than one term without an agreed payment plan being negotiated by the payee, then the balance outstanding may automatically be referred for collection by our Debt Collection Agency, with any associated costs being added to the outstanding debt.
6. One term of notice in writing must be given directly to the Principal if a student is leaving the school, and for new enrolments one month of notice in writing before the beginning of the school year. In default of such notice, one term of school fees may be charged.
7. At the discretion of the Principal or where an account falls more than one term in arrears without an agreed payment plan being negotiated by the payee, or where that plan is not maintained by the debtor, the enrolment of the student may be suspended (pending full payment of the arrears) unless there is a written agreement in place outlining fee arrangements that have been negotiated and signed by all parties.
8. In the event that places are limited, families meeting fee obligations will be given priority.
9. In extreme circumstances and at the discretion of the Principal a student's enrolment may be terminated.

Please sign and return the page attached by Wednesday 1 December 2021 to acknowledge that you have read and accept the terms of the Fee Policy for 2022 and indicating your preferred option of payment.

Option 1 Full Payment with 8% Discount by Friday 14/1/2022

OR

Option 2 Regular Payment Plan over 48 weeks commencing Friday 14/1/2022

- Weekly
- Fortnightly
- Monthly



2022 TUITION FEE AGREEMENT

Every family at the commencement of each school year must complete a Tuition Fee Agreement Form.

**To secure your child's ongoing enrolment for 2022 this
2022 Tuition Fee Agreement needs to be signed & returned to the school office
no later than Wednesday 1 December 2021**

2022 Tuition Accounts will be distributed to families in mid December 2021.

Childs Name: _____ **Account Name / Code:** _____
Childs Name: _____
Childs Name: _____ **2022 School Card application form required:**
Childs Name: _____

My preferred option for payment is:

Option 1 Full Payment with 8% Discount by Friday 14/1/2022

OR

Option 2

I would like to pay instalments of \$ _____ Weekly / Fortnightly / Monthly
(please circle)

On: Mon Tues Weds Thurs Fri Starting from: ____ / ____ / ____
(please circle preferred day)

Please indicate if you require an Appointment with the Business Manager or Principal

Please fill out the payment methods and authorisation on the following side of this form



PAYMENT METHOD

I will be making payments using the method selected below:

- I will make Cash / Cheque / EFTPOS payments at the school office.
- I will make payments via online bank transfer deposits.
 (to Immanuel School Gawler: BSB 035 075 Acct 510 646)
- Please set up a Direct Debit from my Savings or Credit Card account, as per details below.

Please fill in your information for your selected Direct Debit payment method.

DIRECT DEBIT REQUEST

BANK NAME:	NAME OF ACCOUNT:
BRANCH:	BSB NO: _ _ _ _ _ ACCOUNT NO. _ _ _ _ _
PHONE NO.	EMAIL:

CREDIT CARD PAYMENT REQUEST

NAME OF CARD HOLDER:	
TYPE OF CARD:	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA
CARD NO.	_____
EXPIRY DATE:	__ __ / __ __ CVV: __ __ __

I acknowledge that I have read and accept the terms of the Fee Policy for 2022.

Parent / Caregiver 1

Parent / Caregiver 2

Print Name:.....

Print Name:

Signed:

Signed:

Date:

Date: