FEE POLICY

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 is made to keep the impact of cost increases for families to a minimum.

Fees

To support the sound financial management of the school and future capital development, the timing and payment options for 2016 Tuition Accounts are being realigned and so payment plans will need to be in place 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/for-parents/tuition-fees

Sibling Discounts

In 2014 the school council adjusted its policy on sibling discounts, to reflect concern for and understanding of changing family circumstances in the current economic climate. The school council prays that this change will continue to assist families as they choose schooling for their children.

Beginning in 2015, students retain their status of 2nd, 3rd or 4th child etc at Immanuel, even when the oldest student in the family graduates from Year 7 at Immanuel to a secondary school and this initiative will be continued for 2016.

Payment Arrangements

Options available for payment of fees are clearly indicated on the Fee Schedule providing for either:

1. annual payment with 8% discount by the due date of 15/1/16
2. regular payment plan or Direct Debit over 48 weeks with the first instalment due by 15/1/16

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. The first instance will be in line with the details on the Fee Schedule Option 1 or Option 2.

2. If a family is in arrears then a plan will need to be negotiated for the management of past debt.

3. The school will 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. Should an account fall into arrears by more than 30 days without an agreed payment plan being negotiated by the payee then the balance outstanding will automatically be referred for collection by our Debt Collection Agency.

5. One term of notice in writing must be given directly to the Principal if a student is leaving the school, and 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.

6. In extreme circumstances and at the discretion of the Principal a student’s enrolment may be terminated unless there is a written agreement in place outlining fee arrangements that have been negotiated and signed by all parties. In the event that places are limited Full Fee Paying families will be given priority.

Please sign and return the page attached prior to the end of term 4 to acknowledge that you have read and accept the terms of the Fee Policy in regards to 2016, and indicating your preferred option of payment.

Option 1                                    Full Payment with 8% Discount by 15/1/16

OR

Option 2                                    Regular Payment Plan over 48 weeks commencing 15/1/16

• Weekly
• Fortnightly
• Monthly

JOANNE McNAIR
Business Manager
Immanuel Lutheran School Gawler

2016 Tuition Fee Agreement

Account Name / Code #: .................................................

My preferred option for payment is:

Option 1   ☐ Full Payment with 8% Discount by 15/1/16
OR
Option 2   Regular Payment Plan over 48 weeks commencing 15/1/16
☐ Weekly
☐ Fortnightly
☐ Monthly

☐ Please indicate if you require a Direct Debit Application form

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

I acknowledge that I have read and accept the terms of the Fee Policy in regards to 2016.

Parent / Caregiver 1                      Parent / Caregiver 2
Print Name: ...........................................
Signed: ...........................................
Date: ...........................................

Print Name: ...........................................
Signed: ...........................................
Date: ...........................................

To secure your child’s enrolment for 2016 this 2016 Tuition Fee Agreement needs to be returned to the school office no later than Friday 4th December 2015.