



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, 2018 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/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 have retained 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 2018.

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 12/1/2018
2. Regular payment plan or Direct Debit over 48 weeks (weekly, fortnightly or monthly) with the first instalment due by 12/1/2018.
(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. The first instance will be in line with the details on the Fee Schedule Option 1 or Option 2.

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

2. 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.

3. 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.

4. 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.

5. Should an account fall more than one term in arrears the enrolment of the student may be suspended. 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.

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 2018, and indicating your preferred option of payment.

Option 1 Full Payment with 8% Discount by 12/1/2018

OR

Option 2 Regular Payment Plan over 48 weeks commencing 12/1/2018

- Weekly
- Fortnightly
- Monthly

Immanuel Lutheran School Gawler

2018 Tuition Fee Agreement

Account Name / Code #:

My preferred option for payment is:

Option 1 Full Payment with 8% Discount by 12/1/2018

OR

Option 2 Regular Payment Plan over 48 weeks commencing 12/1/2018
 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 2018.

Parent / Caregiver 1

Parent / Caregiver 2

Print Name:

Print Name:

Signed:

Signed:

Date:

Date:

To secure your child's enrolment for 2018 this **2018 Tuition Fee Agreement** needs to be returned to the school office **no later than Friday 1st December 2017.**