



1 November 2023

Dear Parents / Caregivers

Re: TUITION FEES 2024

Please find attached a copy of the **2024 Fee Policy & Schedule**.

In determining fees for 2024, the School Council has provided for ongoing development and improvement to teaching and learning experiences available. We are very aware and mindful of the inflationary pressures on families and so again this year we will not apply any fee increase for 2024. This will be the fourth time in the last five years that the school has chosen to support our local community by absorbing rising costs, with no increase to school fees for families.

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 12/1/2024 which is the due date for first payment for 2024 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 in early January).

To simplify processes **only one account to cover Full Year Fees for 2024** 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 12/1/2024.

To support the sound financial management of the school and future capital 2024 development **2 payment options are again available for 2024**. 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 2024 is due by Friday 12 January 2024.

Please contact me **prior to** the due date, should you have any concerns or require further clarification.

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

To secure your child's enrolment for 2024 the 2024 Tuition Fee Agreement needs to be returned to the school office **no later than Friday 1 December 2023**.

Yours faithfully

Kim Ginman
Business Manager



2024 Fee Schedule

2024 ANNUAL TUITION FEES

	Tuition Fee per Child	Total Fees	With Early Payment Discount	Early Payment Discount
1 Child	\$ 3,485.00	\$ 3,485.00	\$ 3,206.00	\$279.00
2 Children	\$ 3,137.00	\$ 6,622.00	\$ 6,092.00	\$530.00
3 Children	\$ 2,440.00	\$ 9,062.00	\$ 8,337.00	\$725.00
4 Children	\$ 1,220.00	\$ 10,282.00	\$ 9,460.00	\$822.00

ADDITIONAL CHARGES

IT Levy of \$180 for Year 4, 5 & 6 Students
Year level Camps
Year level Swimming lessons
Optional sporting opportunities and competitions
Replacement stationery

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

**2024 TUITION ACCOUNTS WILL BE DISTRIBUTED TO FAMILIES
VIA EMAIL IN MID DECEMBER 2023.**

**FOR FULL DETAILS OF FEES AND PAYMENT OPTIONS AVAILABLE
PLEASE REFER TO THE 2024 FEE POLICY**



Fee Policy 2024

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.

We are very aware and mindful of the inflationary pressures on families and so again this year we will not apply any fee increase for 2024. This will be the fourth time in the last five years that the school has chosen to support our local community by absorbing rising costs, with no increases to school fees for families.

Fees

To support the sound financial management of the school and future capital development, 2024 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 2024.

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 2024 fees:

1. Annual payment with 8% discount by the due date of Friday 12/1/2024.
OR
2. Regular payment plan or Direct Debit over 48 weeks 24 fortnights or over 11 months with the first instalment due by Friday 12/1/2024
(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 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 Friday 1 December 2023 to acknowledge that you have read and accept the terms of the Fee Policy for 2024 and indicating your preferred option of payment.

EARLY PAYMENT DISCOUNT OF 8% AVAILABLE ON FEES
PAID IN FULL BY 12/01/2024



2024 TUITION FEE AGREEMENT

FAMILY TO KEEP THIS COPY FOR FUTURE REFERRAL

Childs Name: _____ Account Name/Code _____

Childs Name: _____

Childs Name: _____ 2024 School Card required

	Tuition Fee per Child	Total Fees	With Early Payment Discount	Early Payment Discount
1 Child	\$ 3,485.00	\$ 3,485.00	\$ 3,206.00	\$279.00
2 Children	\$ 3,137.00	\$ 6,622.00	\$ 6,092.00	\$530.00
3 Children	\$ 2,440.00	\$ 9,062.00	\$ 8,337.00	\$725.00
4 Children	\$ 1,220.00	\$ 10,282.00	\$ 9,460.00	\$822.00

My preferred option for payment is:

Option 1 Full Fee Payment with 8% Discount by Friday 12/1/2024

Option 2 \$ _____ Tuition Fees

Approx Camp Cost

Guideline + \$ _____ Camp Relevant Year (1st Child)

Camp Yr 1 \$20

Camp Yr 2 \$200 + \$ _____ Camp Relevant Year (2nd Child)

Camp Yr 3 \$200

Camp Yr 4 \$300 + \$ _____ ICT for Yrs 4, 5 & 6 \$180.00

Camp Yr 5 \$250

Camp Yr 6 \$700 = \$ _____ *Total Payable for 2024*

Divide by 48 \$ _____ *Weekly Payment*

Divide by 24 \$ _____ *Fortnightly Payment*

Divide by 11 \$ _____ *Monthly Payment*

Termly is by negotiation with the Business Manager

Please indicate if you require an Appointment with the Business Manager



2024 TUITION FEE AGREEMENT RETURN THIS COPY TO BUSINESS MANAGER

To secure your child's ongoing enrolment for 2024 every family must complete, sign and return this Tuition Fee Agreement, no later than Friday 1 December 2023.

Childs Name: _____

Account Name/Code _____

Childs Name: _____

Childs Name: _____

2024 School Card required

	Tuition Fee per Child	Total Fees	With Early Payment Discount	Early Payment Discount
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Option 2 \$ _____ Tuition Fees

Approx Camp Cost

Guideline + \$ _____ Camp Relevant Year (1st Child)

Camp Yr 1 \$20 + \$ _____ Camp Relevant Year (2nd Child)

Camp Yr 2 \$200 + \$ _____ ICT for Yrs 4, 5 & 6 \$180.00

Camp Yr 3 \$200 + \$ _____

Camp Yr 4 \$300 + \$ _____

Camp Yr 5 \$250 + \$ _____

Camp Yr 6 \$700 = \$ _____ *Total Payable for 2024*

Divide by 48 \$ _____ Weekly Payment

Divide by 24 \$ _____ Fortnightly Payment

Divide by 11 \$ _____ Monthly Payment

Termly is by negotiation with the Business Manager

Please indicate if you require an Appointment with the Business Manager



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 Gawler Lutheran Schools: **BSB 035 075 Acct 414 072**)
- Please set up a Direct Debit from my Savings account
 - I will require a Direct Debit form to complete to enable this

I acknowledge that I have read and accept the terms of the Fee Policy for 2024.

Parent / Caregiver 1

Parent / Caregiver 2

Print Name:.....

Print Name:

Signed:

Signed:

Date:

Date: