

# CALVARY LUTHERAN PRIMARY SCHOOL

## Additional Information related to School Fees

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The fees detailed on the 2023 School Fee Schedule are effective for the 2023 school year only and shall remain in force unless changed by the School Council. Whilst it is the aim of the School Council to set fees on an annual basis, the School Council reserves the right to change these fees at any time.

All parents/legal guardians, including step-parents, who have signed a student's Enrolment Application, agree to be bound by the School's schedule of fees and charges. The School reserves the right to refuse continued enrolment at the School if the school fee account is not paid in full by the specified due date.

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### Tuition and Composite Fees

Tuition and Composite Fees are compulsory fees payable for each enrolled student at the school. **Tuition fees** cover all anticipated teaching and curriculum costs, including but not limited to booklist items, consumable materials, printing, ICT infrastructure, internet access, and the use and maintenance of student electronic devices. **Composite fees** cover all anticipated student activity costs, including but not limited to excursions/incursions, camps/activities, swimming and/or aquatic sessions.

### Payment of Fees

School fees will be invoiced annually and are payable on the due date listed on the 2023 School Fee Schedule. **Payment plans are available via the FACTS Payment Portal**, by Direct Debit on either a bank account or a credit card. Any alternative payment arrangements are to be negotiated with the Business Manager.

### FACTS Payment Portal

The school has partnered with FACTS Management to help manage our tuition payment program. FACTS is a web and mobile solution with flexible payment plan options, a self-service portal for you as parents, multiple secure payment options and a friendly parent support desk.

We request that all tuition fee payments be made using the FACTS portal. As part of this process, you will receive an email invitation with details of your login and further instructions on how to setup your account and choose your payment option. You will be able to establish your payment plan for the 2023 school year, and then continue to use your portal to track and manage your payment history and account information. If you would like to learn more about the FACTS payment solution, please call 1300 322 871 or visit their website: [factsmgmt.com.au](https://factsmgmt.com.au)

### Family Concession

A concession on the Tuition Fees will apply when a family has more than one child living in the same family home attending the school concurrently. The oldest child is treated as the first child for the purpose of calculating family concessions.

### School Card Concession

School Card is no longer funded to independent schools by the State Government, however DECD School Card Section continues to offer an income assessment service to schools. A substantial tuition fee concession is available to low-mid income families who meet specific eligibility criteria established by DECD School Card Section. The criteria may vary each year and a new application must be made at the beginning of each year for assistance. Families who believe they may be eligible need to contact the school office to discuss the process.

### Annual Payment Discount

Where the entire year's fees are paid in full by 10 February 2023, a 5% discount off the Annual School Fees will be given.

### Co-curricular and Extra-curricular activities

Non-compulsory Co-curricular and Extra-curricular activities and events that are specific to an individual (ie: that are not curriculum expectations of all students in a year level) are additional to the Composite Fee. eg: SAPSASA sports, UNSW competition tests, or after-school / weekend sports [soccer, basketball, cricket, etc]. Any extraordinary activities not covered by the Composite Fee will be notified in advance of the charge being made on your account.

### Camp / Major Excursion

Participation in a year level camp or major excursion activity (organised for Years 3 to 7) is a compulsory component of the school's curriculum programme. As these activities are considered core to the teaching and learning process, all planning and costing for these activities is done with the expectation that all students will attend. The cost of the camp/major excursion is included in the Composite Fee for Years 3 to 7. Please note that no refunds are given for students who do not attend these activities (except upon request to the Principal accompanied with a doctor's certificate).

### Stationery and Workbooks

All stationery and workbook requirements are supplied by the school, with distribution normally occurring in the week prior to school commencement. The tuition fees include the cost of all workbooks and stationery supplied at the beginning of the school year. However, a charge will be levied for any workbooks and stationery which are replaced during the year due to being lost or damaged.

### Library Books

Students are encouraged to borrow books and resources from our Library, whether for reading or research. However, a charge will be levied for any borrowed items which are not returned when due, lost or damaged.

### Student Personal Accident Cover

All students of the school are automatically covered by Student Personal Accident Cover. There is no additional cost to families for this insurance cover.

More information can be obtained from:

[LCA Insurance](#)

### SA Ambulance Student Accident Cover

The school holds SA Ambulance Student Accident Cover, which provides **accidental injury cover** 'against the cost of emergency ambulance transport while students are participating in school activities'. As this policy **does NOT cover pre-existing medical conditions**, the school highly recommends that families obtain their own SA Ambulance membership for their own financial protection and peace of mind.

More information can be obtained from:

[SA Ambulance](#)

### **Notice Period for Withdrawal of Student Enrolment**

The school requires a full term's notice in writing to the Principal prior to the withdrawal of a student from the school. If such notice is not given, a full term's fees will be charged in lieu of notice.

### **Voluntary Building Fund Contributions**

The school asks that families consider contributing to the School Building Fund each year. Your voluntary building fund contribution can be made at the school office at any time during the year. This voluntary donation is tax deductible and supports the ongoing building development program at the school. A receipt will be issued for your personal taxation purposes.

### **Liability for School Fees**

All parents/legal guardians, including step-parents, who have signed the Enrolment Application, are jointly and severally liable for the payment of all fees and other charges related to the education of the student/s at the school, including any costs incurred in the recovery of such fees, should the need arise.

### **Split Accounts**

Family accounts will be billed as per the enrolment form. Where this represents a separated family, the school expects the enrolling parents/caregivers to work out arrangements for payment between themselves, ensuring all fees are paid. Any such private arrangements will have no bearing on the joint and/or separate liability that exists via the enrolment documentation.

### **Account Administration Fee**

An account where full payment has not been made by the end of the respective school term will be charged an Account Administration Fee of \$50, to assist in offsetting the administration costs of arrears management. Families with an approved payment plan that is not in default will not be charged the Account Administration Fee.

### **Non-Payment of Fees**

The School Council reserves the right to terminate the enrolment of a student whose fees remain unpaid. This action will normally only take place after negotiations for arrangements to pay the account have broken down, or where there is no cooperation from parents/legal guardians in respect to the payment of the outstanding account.

### **Financial Difficulty**

Should you be experiencing financial hardship and are seeking assistance, please make an appointment to confidentially discuss your circumstances with the Principal and/or Business Manager.

**If a family's decision for their children not to attend the school be solely financial related, we encourage them to contact the school to discuss their particular circumstances.**

All applications for concessions must be submitted to the Principal and/or Business Manager using the application form available from the Business Manager.

Students should not be enrolled on the assumption that a fee concession will be granted. The school may grant fee concessions only where a genuine need has been established.

### **Financial Counselling Services**

Overwhelmed with bills and debts – taking the first step and asking for help may be difficult. There are financial counselling services available FREE of charge. These services can support you and help you resolve your debt situation so that it is more manageable.

More information can be obtained from:

[Lutheran Care financial counselling](#) or

[Anglicare SA financial counselling](#)

### **MISCELLANEOUS CHARGES**

#### **Enrolment Application Fee**

A non-refundable Enrolment Application Fee of \$60 is payable once only per family when lodging an Enrolment Application for a child to be considered for acceptance into the school. Subsequently, if the child does not commence at the school, the fee is non-refundable and will be retained in full to cover the costs associated with processing the enrolment.

#### **Goods & Services Tax (GST)**

School fees and many associated charges are currently exempted from the Goods & Services Tax provisions. There are however a small number of education-related supplies that are subject to GST (eg: School Uniforms items like hats and bags). The School will charge the GST to parents where applicable, and this will be shown on your invoice/receipt.

#### **Special Functions and Events**

From time to time, students may have the opportunity to attend special functions which are arranged or facilitated by the school, but are not a normal part of the school's curriculum programme. Parents will be advised of such events in advance, and meeting the cost associated with these functions and events is a parent/guardian responsibility.

#### **Individual Music Tuition**

Music tuition is offered to individual students by private tutors who use the facilities of the school during school hours. Payment for individual music tuition is made directly to the tutor by personal arrangement and such costs remain a parent/guardian responsibility.