FEE SCHEDULE POLICY

Current version: November 2017
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LAUNCESTON CHRISTIAN SCHOOL

Section A: Current Fee Schedule

PUBLIC SCHEDULE FOR PROSPECTUS
2027 Fee Schedule

The School Fee covers – tuition, text books, writing supplies and other costs including excursions (camps, field trips etc.). All other costs not compulsory to the curriculum will be an additional cost to parents for example:

- Transport to and from school
- School Uniform
- Private musical instrument lessons
- Materials for major projects may also incur an additional fee.
- Education Support Unit – students assessments (where required)
- Year 11 & 12 subject textbooks and levies
- Extra-Curricular Events, e.g. Science Challenge

Families will have the choice of options for payment of School Fees.
School Fees are payable in advance by choice of several methods outlined over the page.
School Fees are assessed on the basis of:

- The number of children attending the School; and
- The grade / level of children

Families with more than one child enrolled at the School at one time, pay discounted fees for subsequent children based on the following table:

	Kinder	***Years P-6***	***Years 7,8***	***Years 9-12***
Eldest	2,550	5,100	6,120	7,140
Second	1,910	3,060	3,670	4,280
Third	1,280	1,530	1,840	2,140
Fourth*	640	770	920	1,070

*and subsequent

Examples :-

1 Year 6 student	5,100
1 Year 4 student	3,060
	$8,160
1 Year 8 student	6,120
1 Year 5 student	3,060
	$9,180
1 Year 7 Student	6,120
1 Year 2 Student	3,060
1 Kinder Student	1,280
	$10,460
1 Year 11 student	7,140
1 Year 8 student	3,670
1 Year 6 student	1,530
1 Year 4 student	770
	$13,110

Year 7/8 Chromebook Levy	$240 for 2 years
Year 11-12 Outdoor Education/Leadership Levy	$350 per subject

Fee Deposit value in 2027 will be **$1,800**

Section B: Payment Terms

PAYMENT TERMS

All fees are payable in advance. Families have the choice of four options for payment of School fees:

1) You may pay the full amount on or before 28th February annually.

2) You may pay in four equal instalments on or before 28th February, 30th April, 31st July and 30th September.

3) You may pay in ten equal instalments on or before the end of each month from February to November annually.

4) You may arrange a weekly, fortnightly or monthly direct debit from your bank account so that the full balance is paid by the end of November.

Payment may be made by Cheque, Cash, BPAY, Direct Debit, Credit Card (1% surcharge unless paid using Debit Card, savings and cheque account - no surcharge)

In the event of a fee account becoming overdue or delinquent, the school may apply an administration fee of $25 per month.

Section C: Fee Deposit Policy

Fee Deposit

A family enrolling in the school will pay a Fee Deposit as per the fee schedule.

If the eldest child is enrolling in Kindergarten, the Fee Deposit will not be due until the year that child commences Prep. For children being enrolled from Prep upwards, the Fee Deposit is to be paid upon acceptance of enrolment. However, in the event of financial hardship or extenuating circumstances, a payment plan may be negotiated with the Business Manager.

On leaving, the Fee Deposit paid on enrolment will be credited to the School Fee account.

Section D: Fee Subsidy Policy

What is a Fee Subsidy?

The Launceston Christian School has a policy of considering a reduction in School Fees for some families in certain circumstances. These reduced fees are known as Subsidised Fees.

Why are Fees reduced?

The School endeavours to make Christian education available to Christian families who desire it for their children. Some families are not in a financial position to afford the full school fees, therefore they may submit an application for subsidised fees based on financial criteria, predominantly the total family income.

Do ministers or missionaries get reduced fees?

There is no automatic reduction of fees for any family based on their occupations. All Subsidised Fee applications are assessed on financial criteria. In special cases, other circumstances may be taken into consideration.

Kindergarten school fees

No subsidy is offered to families with only kindergarten children as federal funding is not received for this level of schooling.

How much are fees reduced?
Some families may need a reduction for their School Fees to be affordable. An assessment is made on each application based on the total family income and the size of the family. Families whose total income exceeds the School's guidelines, will not be offered Subsidised Fees unless exceptional circumstances exist which warrant consideration.

Does anyone pay no fees?
We believe that all families should make some financial contribution towards the Christian Education of their children.

Who makes up the difference?
The School is a non-profit organisation with significant operation costs to educate each student. If the School's income does not match these costs, the School would not be able to continue to function. When the annual school budget is set, it is assumed that a proportion of families will be granted subsidised fees. The schedule of school fees is therefore set slightly higher than otherwise necessary, to allow for the subsidy program. We believe this to be in accord with the biblical principle of bearing each other's burdens.

What conditions apply?
Families who are granted a reduced fee are required to arrange payment of the reduced amount by weekly/fortnightly direct debits to the School. If, during the year, the family's financial circumstances improve, they are required to inform the Business Manager immediately. The level of school fees will then be reassessed for the remainder of the year.

How do I apply?
Families wishing to apply for Subsidised Fees must first be approved for the Department of Education's Student Assistance Scheme (STAS). STAS applications are available from the Department of Education or from the School Office. Eligible STAS families attending the School for the full year will be granted a set reduction in fees, based on each child's Year level. If applicable, any Subsidy subsequently granted will be inclusive of this STAS reduction.

A Subsidy application form is available from the Debtors Officer. This application asks for full disclosure of the family's financial situation and must be accompanied by suitable proof of income such as:

- tax assessment notices for both parents where applicable
- Income Statement from Centrelink
- (2) recent pay slips where applicable.

Applicants are required to suggest an affordable level of fee, and must arrange for a weekly/fortnightly direct debit of a suggested amount. The application is assessed by the Finance Committee and the outcome will be communicated to the family. Full confidentiality is maintained.

How often do I reapply?
A Subsidised Fee is granted for up to one year only. A family must reapply each new year if their financial circumstances continue at a level that a Fee Subsidy is desired.

Section E: Families Leaving LCS

Period of Notice Required:
Parents wishing to withdraw a student from the school are required to provide a minimum of one term (10 school weeks') notice of intended withdrawal in writing to the Principal stating when the student will be withdrawn and where they are to be educated.

- Example A: Parents of a family moving interstate at the end of Term 3 must provide notice in writing before the end of Term 2.
- Example B: Parents of a Senior School student leaving LCS at the end of Year 10 must provide notice in writing before the end of Term 3.

Tuition Fees Charged Per Term:
A full term (10 weeks) tuition fee will apply for each term or par thereof attended.

Penalty for Insufficient Notice:
If a student's enrolment is withdrawn without providing sufficient notice, a penalty of 5 weeks' tuition fees or of the amount of Fee Deposit paid on enrolment (whichever is the lesser) will apply. This penalty for insufficient notice will be due in addition to any tuition fees payable up to the end of the student's final term. At the discretion

of the Principal and Business Manager, a reduced term charge or penalty may be considered, taking into account the period of notice given, the portion of the term attended, and an individual family's circumstances.

Departure at Census date:
Schools Census Day is a critical date in the School calendar. The Business Manager and Principal will consult with families withdrawing around this time to achieve the best possible outcome, with possible leniency on penalties where critical departure dates can be avoided.

Penalty where a Student is Expelled:
If a student is asked to leave the School, tuition fees will apply up to the student's final week and a penalty of 2 additional weeks' tuition fees will apply.

Recovery of Costs:
The School incurs significant costs during Term 1, particularly in relation to interstate camps for Secondary students. These expenses are ordinarily funded through a combination of the student's full annual School Fees and government funding.

Where a student has participated in high-cost activities and their enrolment is subsequently withdrawn prior to School Census Day, the School reserves the right to recover the full cost of the student's participation in those activities. These costs will be payable by the student's enrolling parents in addition to any other fees or penalties payable under this Policy.

The School recognises that some withdrawals may occur unexpectedly due to legitimate and unforeseeable circumstances. In such cases, the application of this charge will be subject to the discretion of the Head of Finance, taking into account the individual circumstances of withdrawal.

Refund of Family Fee Deposit:
The family's Fee Deposit paid on enrolment will be applied against any outstanding fees and penalty if applicable. Any remaining charges will be payable before the students' final day, or any credit remaining will be refunded.

Section F: Subsidiary Policies

Fee Structure:
The School Fee covers – tuition, text books, writing supplies and other costs including excursions (camps, field trips etc.). Therefore all other costs not compulsory to the curriculum will be an additional cost to parents for example:

- Transport to and from school
- School Uniform
- Private musical instrument lessons
- Materials for major projects may also incur an additional fee.
- Education Support Unit – students assessments (where required)
- Year 11 & 12 subject textbooks and levies
- Extra-Curricular Events, e.g. Science Challenge

Unpaid Fees:
Any accounts which are not up to date at the end of each month, where no arrangement has been made, will be considered delinquent and appropriate action taken.

Delinquent debtors failing to meet their financial obligation to the school will incur an administration fee of $25 monthly.

Commencement of a direct debit arrangement is mandatory when a fee account becomes overdue.

Approval has been given to the Finance Committee to use collection services to recover outstanding debts where necessary. In the event that an account is placed with a collection service, any commissions, charges and costs imposed by the collection service will be passed on to the debtor.

School Fee Discounts for Part-Time Attendance:
LCS' Fee Schedule provides generous sibling discounts for families with multiple children enrolled. When an older sibling's fee is reduced due to part-time attendance, the discount applying to younger siblings will also be adjusted on a pro-rata basis. This may result in no net discount being provided to the family.

Where a student attends part-time based on the recommendation of a paediatrician, psychologist, therapist or other medical professional, Fees may apply pro-rata based on the number of days per week that the student

attends. Part-time attendance must be approved by the Office of the Education Registrar and LCS' Principal before any discount can be considered.

Where a Year 7-10 student shares full-time enrolment between LCS and a second school (eg. Giant Steps, and not as part of a college Co-op arrangement), Fees may apply pro-rata based on the number of days enrolled at LCS. The shared enrolment must be approved by LCS' Principal, and enrolment at the second school confirmed before any discount can be considered.

Any part-time attendance must be approved by LCS' Principal and, if the student is under 18, must also be approved by the office of the Education Registrar before any discount can be considered. Where a Year 10 – 12 student attends part-time due to an apprenticeship, discounted Fees may apply, provided that LCS and its Co-op schools do not offer a similar VET course in the same year. Discounted School Fees may apply as follows.

- Overhead Fee: a 10% charge applies to cover annual fixed overhead costs (administration, resources, facilities, excursions, grading etc.) regardless of the number of days or classes that a student attends.
- Year 10: 10% overhead + 20% per day of attendance per week
- Years 11-12: 15% overhead + 25% per subject.

In all cases, any Levies will apply in full. If a student receiving a discount withdraws prior to School Census Day, their School Fee may revert to the full 100% rate, calculated up to their withdrawal date.

School Fee Discounts for Extended Leave:

Extended Leave is defined as a period of approved leave exceeding 3 days. In certain cases, and where this leave exceeds 8 weeks and up to one year, a reduction in School Fees may apply during this time. School Census Day is a critical date in the school calendar: where a student does not attend within a set number of days leading up to and including Census Day, and where it cannot be satisfactorily demonstrated that the student was engaged in an educational program provided by the School, annual federal and state government funding will not be received for that student. The Head of Finance and Principal will consult with families planning extended leave at this time to achieve the best outcome.

a. If government funding is not received for the student/s in the year in which the leave is taken, the family's standard Fee will remain at 100% for the entire leave period. The Fee applies regardless of whether or not an educational program is provided, and whether or not a parent is a staff member.
b. If government funding is received for the student/s in the year in which the leave is taken, and an educational program is provided by the School, Fees during the leave period will apply at 50% - 100% at the discretion of the Head of Finance. The Fee applies whether or not a parent is a staff member.
c. If government funding is received for the student/s, and no educational program is provided by the School, Fees will apply as follows:
    i. If neither parent is a staff member: a place-holding Fee of 25% for the leave period.
    ii. If one or both parents is a staff member: 0% for the leave period.

Any request for a variation from this policy must be submitted in writing to the Finance Committee for consideration.

Enrolments during the year:

New enrolment intakes will be in week 1 of Terms 1 & 3. For students commencing at other times of the year, a full term (10 weeks) tuition fee will apply for each term or part thereof attended. At the discretion of the Business Manager, a pro-rata charge may be considered, taking into account the portion of term attended and the individual family's circumstances.