

## 2025 FEES - OTHER INFORMATION

### 1. INVOICING OF TUITION FEES

In 2025, the School will invoice fees on a term by term basis. Parents will receive an invoice, prior to the start of each term. Years K-9 and 11, will be invoiced over four terms. Year 10 & 12 fees will be invoiced over the first three terms. Delivery of the Year 10 & Year 12 curriculums are completed part way through term 4 and at end of term 3 respectively. Tuition fee includes all charges relating to the student's tuition. The school does not levy any additional charges for textbooks, course materials, excursions, subject specific resources, etc. There are no fee credits if students can't attend excursions or camps.

### 2. PUGGLES EARLY LEARNING FEES

Daily fees, net of CCS, will be charged two weeks in advance and is payable by weekly direct debit instalments on Thursdays.

### 3. ENROLMENT DEPOSIT

On acceptance of enrolment, families are required to pay a \$500 enrolment deposit. This deposit is refundable upon the last child in the family's departure from the school. If a child does not start at the school, the refund of the enrolment deposit is at the school discretion.

### 4. SPECIFIC COURSE CHARGES

VET Courses - Students undertaking VET courses in Year 11 pay for all course fees and consumables determined by the host school, including uniform and tools as required.

Distance education courses – students are required to pay fees for courses in the preliminary year and the school pays the fees in the HSC year.

Course fees are due and payable prior to the commencement of the course. Students will not be allowed to register for any VET or Distance education courses where normal tuition fees are in arrears.

### 5. ADDITIONAL CHARGES

Years 7 to 12 are charged a Computer levy for the use of a school supplied device which includes the associated license fees. Extra-curricular activities such as the Snow Trip, Band Tour, Duke of Edinburgh, etc. where participation is voluntary, and the activity does not form part of the curriculum, are charged on a cost basis.

## 6. SIBLING DISCOUNTS

In order to assist parents with multiple children attending the school the Board has made available the following sibling discounts:

- Second sibling 35.0%
- Third sibling 70%
- Fourth and subsequent siblings 100%

(Sibling discounts do not apply to students in Puggles Early Learning Centre)

## 7. FEES IN ADVANCE DISCOUNTS

Where a family chooses to pay fees in advance a discount will be offered. This discount is set by the Board and further details are available from the "Fees in Advance" information sheet.

## 8. HARDSHIP DISCOUNTS

The School recognizes that, from time to time, parents encounter unforeseen circumstances which may impact on their ability to meet their school fee commitment.

In recognition of this, the Board has set aside a limited budget to assist parents through such difficulties. Any relief that is provided will be for a maximum duration of one year and an application must be made to the School.

Any parents finding themselves in such a situation are invited to contact the Business Manager for a confidential discussion.

## 9. INSTALMENT PAYMENT SCHEME

The School makes available a scheme where invoiced tuition fees can be paid by instalments over the course of the year.

For 2025, parents can elect to pay via weekly, fortnightly, monthly or term by term instalments. Instalments can be paid either via direct debit from a bank account, via credit card (a fee may apply) or parents may elect to pay their quarterly fees via Bpay (only for payment by term).

Parents wishing to pay their fees by weekly, fortnightly or monthly instalments are required to complete the school's Direct Debit Authority form and return it to the Business Manager no later than the 3rd February 2025. Instalments will commence on Friday, 14th February and will continue thereafter at the payment frequency nominated by the family.

Parents who choose the fortnightly option may elect to commence their instalments on either the 7th of February 2025 or the 14th of February 2025. **The default start date for fortnightly instalments will be 14th February – it is the responsibility of the parent to request the alternate date of 7th February.**

All direct debit payments will occur on a Friday and the school offers 40 weekly instalments, 20 fortnightly instalments or 10 monthly instalments. Tuition fee instalment payments will finish in November.

In the absence of a direct debit instalment plan, term fees are due in full on:

- 14 February 2025
- 9 May 2025
- 1 August 2025
- 24 October 2025

Parents who require assistance with calculating their instalments are welcome to contact the Business Manager.

## 10. OVERSEAS STUDENTS

Parents of overseas students wishing to enrol their children in the school are advised that a different scale of fees apply. These students are ineligible for government funding support; parents of such students are encouraged to discuss the applicable fees with the Principal.

## 11. NOTICE OF WITHDRAWAL

Parents are reminded that it is a condition of the enrolment contract that one full calendar term's notice, in writing, be given to the Principal of an intention to withdraw a student from the school.

If the required notice is not given, the School will charge a term's fees in lieu of notice. The school does not waive this fee.

## 12. OPTIONAL EVENTS

The School runs a number of optional events such as Green Patch Camp, Snow Trip, Band Tour etc. The Humanitix system is used for payment of such events and parents will be notified of booking and payment details as the events occur.

The School regrets to advise that optional events cannot be charged to the tuition fee account.

## 13. SCHOOL BUILDING FUND

The school operates a tax-deductible fund for the purposes of funding the construction of new buildings or improvements to existing buildings. Donations can be made in cash, by electronic funds transfer or by credit card. A tax receipt will be issued at the end of each financial year.

VERSION	AUTHOR	CHANGE	DATE
1.0	Kobie Taljaard	Creation	12/2023
2.0	Kobie Taljaard	Adjustments for 2025	10/2024