

2019 FEE SCHEDULE AND ENROLMENT GUIDELINES

ENROLMENT PROCEDURE

An '**Application for Enrolment**' form may be submitted as early as desired, along with the non-refundable Registration Fee. Once the Application for Enrolment Form and the Registration Fee are received, the information will be kept on file until an enrolment interview is required. All applicants (prospective student/s and parents) are interviewed by the Head of College and/or the Head of Campus.

Requisites for the Enrolment Interview are:

- Copy of Child/Children's latest Report Card
- Copy of Birth Certificate/Passport
- Any other supporting documentation (including court orders/ IEP, specialist reports etc)

Subsequent to the interview, an offer of enrolment may be made. An Offer of Enrolment Letter and Contract will be sent to those families who are offered a place. Once parents receive this Letter of Offer they will be required to:

- Return a signed copy of the Enrolment Contract,
- Pay the prescribed Confirmation of Enrolment Fee,
- Pay the prescribed Enrolment Bond Fee

ENROLMENT PRIORITIES

It is inevitable that from time to time, the College will receive more applications than available positions in some classes. If and when this occurs, preference will be given to families that are members of Lutheran congregations and to those whose siblings attend Prince of Peace Lutheran College. Students will be placed on a waiting list and parents informed as soon as positions become available.

ENROLMENT AGE FOR PREPARATORY YEAR OF SCHOOLING

Students must turn four before 30 June prior to the year of entering the Prep year – e.g. a student must be four before 30 June 2018 to commence 2019.

APPLICATION AND ENROLMENT FEES

These Application and Enrolment Fees apply from 1 January 2019.

- A **Registration Fee** of **\$110.00** per student (including GST) is to be paid at the time of submitting the "Application for Enrolment" form. This fee is non-refundable. A family limit of **\$175.00** (including GST) applies when multiple children are registered at the same time.
- A **Confirmation of Enrolment Fee** of **\$375.00** per child is to be paid following acceptance of an Enrolment Offer. This fee is non-refundable. A family limit of **\$925.00** applies to this Confirmation Fee.
- An **Enrolment Bond** of **\$600.00** per child is to be lodged with the College prior to commencement. This fee is refundable when the last student of the family leaves the College, and there are no outstanding charges or accounts owing and all textbooks and school equipment have been returned. Application for this refund must be received in writing within 6 months of the final student leaving the College. A family limit of **\$1500.00** applies to this Enrolment Bond.

2019 FEES, CHARGES AND LEVIES

At Prince of Peace the fee structure reflects the curriculum, facilities and program offered at each school level.

YEAR LEVEL	TUITION FEES PER ANNUM	RESOURCE LEVY PER ANNUM	APPROXIMATE CAMP COSTS (estimate based on 2018 costs)
Prep	\$4,950 (\$25.38 per day)	\$465	N / A
Year 1 - 6	\$4,950	\$375	Y2: \$40; Y3: \$180; Y4: \$315; Y5: \$370; Y6: \$1,300
Year 7 - 9	\$7,390	\$515	Y7: \$280; Y8 \$360; Y9: \$2,400
Year 10 - 12	\$8,200	\$515	Y10: \$290; Y11: \$240

N.B. The Resource Levy covers the cost of activities that all students participate in: e.g. sport, swimming lessons, Arts Council, Life Education, Naplan fees, incursions, excursions, access to copyright material provided by College.

Tuition fees are an annual fee that is invoiced quarterly for the convenience of the Parent. It is not a term fee.

SIBLING DISCOUNTS

Deductions to the Tuition Fee only will be applied as follows:

3rd child: 35%

4th and subsequent children: 100%

CAMP COSTS: These are specific to particular year levels and will be charged at the beginning of the term in which the camp is to occur except for Years 6 and 9 for which charges are spread over multiple terms.

COMPULSORY CAPITAL LEVY PER FAMILY

There is a compulsory capital levy of \$500 per family. This levy contributes to the capital programme of the College. This is an annual levy which, for the convenience of parents, will be charged on Term Fee accounts as \$125 per term.

ANNUAL DISCOUNTS

In 2019, a discount of 2.7% will be given on tuition fees when the annual tuition fees payment is received in full by 4 February 2019.

OTHER CHARGES:

BUS TRAVEL TO AND FROM THE COLLEGE: The College currently operates four bus services. Fees are \$340 per term for permanent full time use, \$3.90 per trip for permanent part-time users when booking 5 or more trips per week, and \$4.50 for casual use when space is available. (Refer the College Bus Policy on the website).

INSTRUMENTAL MUSIC LESSONS: While the College will oversee the Instrumental Music Programme, tutors will invoice parents directly. Where the tutor is an employee of the College, the Finance department will invoice the Instrumental Tuition fees on their behalf each term.

TEXTBOOK HIRE: A Textbook Hire Scheme operates for Year 7 – 12. An annual fee will be levied, offset by any government textbook allowances that apply.

NATIONAL ASSESSMENTS PROGRAM LITERACY AND NUMERACY

The Federal Government levies all schools for the cost of the National Testing Programme. This cost will be passed on to parents of students in years 3, 5, 7 and 9. It is included in the Resource Levy. The amount reflects the difference between the Queensland Government's continuing contributions to the cost of national testing and the actual costs.

GROUNDS AND MAINTENANCE LEVY

The Grounds and Maintenance levy is \$50.00 per annum per family. This money is used to provide capital for Grounds and Maintenance requirements.

FOUNDATION BUILDING FUND DONATION (TAX DEDUCTIBLE)

The College operates a Foundation called the Prince of Peace Lutheran College Foundation. The Foundation has a Building Fund. Donations to the fund are voluntary to enable families to claim this as a tax deduction. Receipts are issued for taxation purposes.

Monies from the Foundation's Building Fund are used to assist the College in the provision of appropriate facilities and resources to ensure that your children receive the best educational opportunities possible. Strong community donations contribute significantly to reducing the impact of increased capital costs impacting on annual school fees. This facility is also available to relatives and friends who may like to contribute financially to the College's needs.

BURSARIES

- A limited number of Bursaries are available, on the basis of financial need, to students from families who are members of Christian congregations. Applicants must produce a letter from their minister on church letterhead confirming this.
- Bursaries are currently for \$1300 annually, with \$325 deducted from Tuition Fees each term.

FEE REMISSIONS

- Fee Remissions are available on application and assessed based on financial need.

CONDITIONS FOR BURSARIES / FEE REMISSIONS

- The family's financial situation will be taken into account in awarding Bursaries/Fee Remissions. Parents will be asked to produce a copy of the last tax return of all income earners in the family, plus a list of other assets other than the family home and vehicles. A new application must be submitted for assessment each year.
- Applications may be submitted prior to enrolment or when a place is offered.
- The decision to award a Bursary/Fee Remission will be made by the Head of College.
- Should the student be removed or withdrawn from the College, the Bursary/Fee Remission will cease. All outstanding fees and charges will be payable on departure.
- All details provided by applicants will be confidential.
- The name of a Bursary/Fee Remission recipient will not be made public.
- The offer of a place at Prince of Peace is not conditional on applying for a Bursary or Fee Remission
- Discounts will not be applied for families receiving fee remission. A family may only receive fee remission or a discount but not both.

ENROLMENT PROGRESSION AND INTENTION TO LEAVE

Enrolment progression from one year level to the next is automatic. When children are leaving, parents must give appropriate notice. This advice of an intention to withdraw their child / children from the College must be in writing (verbal intention will not be accepted) and be received no later than the first day of the term at the end of which the child/children will leave. If the child/children are to leave part way through a term, written notice is required no later than the first day of the preceding term. The term's notice will not be pro-rated.

When one term's notice is not given, the equivalent of the following term's Tuition Fee for the current year will be payable for each student.

These fees represent an estimate of loss likely to be incurred by the College due to cancellation of the enrolment.

The Enrolment Bond will not be refunded if the offer of placement is accepted but the parent subsequently withdraws their application prior to the first day of the term before the child is due to commence at the College.