



# ST JAMES' ANGLICAN SCHOOL

## **FEES & CHARGES SCHEDULE**

**Kindergarten to Year 12**

**2019**

### **TERM DATES**

**Term 1**

Monday 04 February to Friday 12 April

**Term 2**

Tuesday 30 April to Friday 05 July

**Term 3**

Tuesday 30 July to Friday 27 September

**Term 4**

Monday 14 October to Wednesday 11 December

### **Application Fee**

In order to register a student for enrolment, an Application for Admission Form must be completed and a fee of \$100 (Inc. GST) paid. This fee is non-refundable and is designed to cover administration costs associated with the enrolment process. Please note that the payment of this fee does not guarantee enrolment.

### **Acceptance Fee**

Confirmation of the enrolment is dependent upon an interview at a time and date to be nominated by the School, and upon the payment of a non-refundable Acceptance Fee. This fee is non-refundable and is to secure your child's place at the school. This fee is **not** deducted from the first term's tuition fees. The Enrolment Fee for the first child is \$750, plus \$300 for the second child and \$200 for the third child enrolled from the same family to a maximum of \$1250.

### **Annual Tuition Fees for 2019**

	<b><u>Tuition</u></b>	<b><u>Resource Fee</u></b>	<b><u>Total</u></b>
Kindergarten*	\$3760	\$150	\$3910
Pre Primary – Year 2	\$4037	\$250	\$4287
Year 3 – Year 6	\$4120	\$300	\$4420
Year 7-Year 9	\$5765	\$450	\$6215
Year 10 –Year 12	\$6354	\$450	\$6804

\*The Kindergarten Tuition Fee is based on a 4-day program.

**NB. In 2019, the School will only be providing tuition from Kindergarten to Year 10. The tuition fees shown for Years 11 - 12 are indicative only. All tuition fees are revised annually.**

The School fees for Kindergarten to Year 11 each year will be levied by four equal charges. Year 12 School fees are levied by three equal charges.

School fees are calculated on a per annum basis. All Government per capita subsidies are paid directly to the School and have been taken into account in establishing the fees.

Students taking non-compulsory individual or small group lessons from any of the visiting music tutors will be billed separately by the Tutor. Some class sets of texts may be billed through the accounts. These are indicated on the booklists.

### **Family Concession**

A reduction of 15% of the Tuition Fee is made for the second student of the family attending the School, 30% for the third and 75% for the fourth and subsequent student of the family attending the school in the same calendar year. **The concession is system-generated in a chronological order using the children's ages.**

### **Payment Options are available and must be approved through contacting the Accounts Department:**

- Annual Payment - A 3% discount on Tuition Fees will be provided if paid in full for a complete year within fourteen (14) days of the commencement of Term One.
- Termly - 14 days after the commencement of each Term by either B/Pay, Direct Debit or Credit Card.
- Monthly - 3 equal instalments in Terms 1-3 and 2 equal instalments in Term 4 on 9<sup>th</sup> of each month by Direct Debit.
- Fortnightly - commencing the first Friday of February
- Weekly - commencing the first Friday of February

### **Payments** - School fees will be emailed the first day of each term and may be paid by the following methods;

- Cash (please ensure you receive a receipt for all cash payments)
- Cheque made out to '**St James' Anglican School**' or
- Direct Debit
- BPay
- Eftpos/Credit Card (Credit card payments incur a 1% surcharge)

### **Resource Levy**

The School's Resource Fee is levied to meet the costs of providing incidental tuition costs including software, on-line resources, insurances, licences, classroom resources, student diary, and the student handbook. Additional charges will be added to accounts where a cost is incurred, including items such as, excursions, incursions, camps, swimming lessons, formal and informal social occasions and voluntary excursions outside normal School hours. The Resource Levy is charged in full in Term One.

### **School Development Levy**

All families are required to contribute to the School Development Levy as a condition of entry. The non – voluntary contribution is calculated on the following basis: \$350 for the eldest child and \$120 for every other child attending the School in the same calendar year. The Development Levy contribution is an annual contribution charged in full in Term One.

### **Stationery Levy**

All families of students from Kindergarten to Year 6 will have a Stationery Levy of \$125 per student charged in full in Term One. Students in Year 7, 8 and 9 will have a Booklist.

### **Parents & Friends Levy (F.O.S.T – Friends of St James')**

All families are required to contribute to the P&F Levy as a condition of entry. The non –voluntary contribution is \$40 per family per annum charged in full in Term One and commences in the family's first year at the School. These contributions are non –refundable.

### **Co-Curricular Activities**

It is expected that students will participate in co-curricular activities organised by the School or in conjunction with community groups. Some of these activities may involve a cost with details advised from time to time. Payment for such activities will not be reduced if a student does not attend such an activity after its commencement.

### **Notice of Withdrawal**

The Principal must be given a full term's notice in writing prior to the withdrawal of a student from the School. In default of such notice one Terms Tuition Fee will be charged in lieu of notice. To avoid fees in lieu being charged, notice of a student's withdrawal must be received by the School by the first day of the School Term preceding the Term of the student's departure.

### **Overdue Accounts**

Parents experiencing difficulties in meeting the payment schedule must discuss alternative arrangements with the Business Manager or apply for an extension of payment terms. If payment is not received within 7 days of the due date and/or alternative payment arrangements have not been made with the Business Manager, a late payment fee of \$50 will be charged.

Students may be invited to take part in School trips which are extra-curricular in nature being both educational and recreational, for example the School's annual ski trip. For those students who wish to participate in these trips, there is a significant financial cost to the families involved over and above their normal school fees. In order for a student to be able to attend an extra-curricular activity, their school fee account will need to be fully up to date or a suitable payment plan in place.

Legal action for the recovery of outstanding fees is taken when school fees remain overdue. Costs, including commissions, fees and legal expenses are payable by the parent or guardian.

A student will not be permitted to commence a new Term without first obtaining the written consent of the Principal of the School, unless the previous Term's fees, levies and charges are paid in full, or a formal arrangement acceptable to the School has been made.

### **Students commencing during Term time**

Students starting any time during the first half of a term will be charged a full term's fee and students starting any time during the second half of the term will be charged 50% of the term's fees.

### **Goods and Service Tax**

GST legislation provides that tuition fees incurred in education courses are GST free; however, there are some activities and expenses that attract GST. These will be included in your fee account where appropriate.

### **Insurance**

It is strongly recommended that parents check their health cover and insurance policies to ensure adequate medical, ambulance, personal property and liability insurance cover is held. The School does not accept responsibility for loss of, or damage to, personal effects and property, or for bodily injury or property damage incurred by students.

All students attending this School are covered against accidental injury under a "Student Accident Insurance Plan". Details of benefits and costs are available from the Business Manager.

### **Leave**

The School does not usually grant leave for holidays during term time. Leave for exceptional circumstances may be obtained by written application to the Principal [principal@stjames.wa.edu.au](mailto:principal@stjames.wa.edu.au)

The Policy states that no refund or remission of fees will be provided for the time of prolonged absence from school for reasons other than illness.

Parents need to be aware that a place will be held at the School for a student who is absent for a prolonged period of time for a reason other than illness, only if the parents pay the School fees plus the Commonwealth and State Grants which the School would forego, and the student will not be enrolled in another school in Australia. Parents should speak to the Principal before making firm plans.

### **Government Assistance**

***Additional Assistance and Clothing Allowance Scheme:*** The Department of Education, Western Australia funds a High School Clothing allowance and an Additional Assistance Scheme (for students in Years 7-12) for parents who hold a Centrelink Pensioner Health Benefit and Concession Card, Centrelink Family Health Benefits Card or Health Care Card or Department of Veterans' Affairs Pensioner Health Benefit Card. Parents are invited to contact the Business Manager regarding this scheme.

Email: [accounts@stjames.wa.edu.au](mailto:accounts@stjames.wa.edu.au)