



## SCHEDULE OF FEES 2017

### Term Tuition Fees

Year level	Tuition Fee (Incl. Discount)	Building Fund Levy	PAFA Levy	Technology Levy	Total Fee (Incl. Discount)
Primary (Prep to Year 6)	1,570.30*	150.00^	10.00 <sup>ψ</sup>	-	1,730.30
Secondary (Years 7 to 12)	2,189.50 <sup>#</sup>	150.00^	10.00 <sup>ψ</sup>	75.00	2,424.50

\* Includes Discount of \$82.65

<sup>#</sup> Includes Discount of \$115.24

^ Capped at a maximum of \$375 per family

<sup>ψ</sup> Charged per family not per child

*Note: Additional charges of 0.7% will apply for ALL credit card payments. Fee free options are available, please see payment options.*

### Registration Fee

The Registration Fee per student is \$99.00 (incl. GST), and is payable at the time of registration. *This fee is non-refundable.*

### Enrolment Fee

From 1 January 2014, an Enrolment Fee per student of \$400.00 is payable when a place is offered to confirm enrolment. *This fee is non-refundable.*

For Enrolment Fees paid prior to 1 January 2014 that have a refundable component, this refund will only be provided upon receipt of a written request to the Principal, when a student leaves the College and providing there are no outstanding monies owing. If a student leaves without one full term's notice being given in writing the deposit will be retained by the College.

### Eligibility for Discount

To be eligible for the discount, payment of the full account balance must be received by 4.00pm on the dates listed below:

	Due Date for Discount
Term 1	3 February 2017
Term 2	28 April 2017
Term 3	21 July 2017
Term 4	13 October 2017

## Other discounts

### *Building Levy Discount*

Building Levy Discount is available if there are more than two children in a family; the maximum payable will be 2½ times the building levy or \$375.00 per term.

### *Sibling Discounts*

Child	Discount
2 <sup>nd</sup>	5%
3 <sup>rd</sup>	10%
4 <sup>th</sup> and subsequent	20%

Sibling discounts apply to the respective individual child's tuition fees and not the total fee account.

## Individual music tuition fees

Individual music lessons are available for students for an additional fee. Students who wish to have one on one music instruction must apply through the Music Department.

## Other Activities fees

Many co-curricular activities are included in the tuition fees, however there are some that may incur an extra cost as they may be hosted by outside organisations or provided outside of normal College operations. *These activities are optional.* Costs are advised in advance and are charged either by the College or the outside organisation as appropriate.

## Student accident insurance

The School pays the premium for student accident insurance through Willis Towers Watson. Enrolled students are covered for the full year. Details of insurance coverage are available on the College Website and through Parent Lounge. It should be noted that this is *not* a substitute for private health insurance, and will provide a compensation payment in the event of certain injury events. Conditions apply.

## Notice period for withdrawal of enrolment

One full Term's notice will be necessary if at any time you choose to withdraw your child or children from the College. Failure to provide this required notice will result in a full Term's fees being charged in lieu of notice. Notice must be on the approved form. The '*Notice of Withdrawal from Coomera Anglican College*' Form is available on the College website and on Passmarc.

## Payment Conditions

### *Mid-Term enrolment*

Fees for children enrolled after the end of Week 5 in any Term will be charged at 60% of the tuition fees for that Term.

### *Financial difficulties*

Where possible the College is prepared to work with families that are experiencing short periods of financial difficulty. If you have any issues in relation to the payment of your fees please contact the Accounts office or the College Business Manager.

## **Payment Conditions (Cont)**

### *Administration fee*

An administration fee of \$100 may be applied to the parent account if the account is not paid in full by two weeks after the due date. This fee may be waived where the parents have made contact with the College and where a mutually agreeable payment plan has been agreed upon and is being honoured.

An administration fee of \$33 (incl. GST) will apply per individual transaction if payments are made outside of the instructions provided for each payment. Under no circumstances are payments for tours, Early Learning Centre (ELC), Outside School Hours Care (OSHC) to be paid through your College Tuition Fee payment channel (including BPay). No direct deposits should be made into bank accounts. Separate biller codes are operated for ELC and OSHC for BPay payments.

### *Loss of concessions*

In the event the whole or any part of the tuition fees and other charges remain unpaid for any period in excess of four weeks from the due date, then any fee concessions or scholarships granted to the parents for that Term may be withdrawn.

### *Discretionary activities if fees outstanding*

It is College Policy that parents/guardians will not be permitted to enrol their child/ren in discretionary College activities (extra/co-curricular including sporting, cultural, music tuition, outdoor education, camps and tours) unless all the agreed College fees have been paid.

### *Cancellation of enrolment*

In the event that any of the monies due and payable to the College remain outstanding and unpaid for a period in excess of six weeks from the due date for payment, then the College shall be entitled to cancel the enrolment/s of the child/ren from the College.

### *Use of mercantile agent*

The College reserves the right to forward, at its discretion, outstanding balances to the College's mercantile agent to assist in the collection of outstanding accounts. The costs charged by the mercantile agent will be charged to, and met by, the parents concerned. These costs are 16.5% (incl. GST) of the outstanding balance referred.

### *Cancellation of enrolment on disciplinary grounds*

The Principal has authority to apply the student disciplinary measures in accordance with the College Behaviour Management Protocols which may result in the cancellation of enrolment for any cause judged by him/her to be sufficient. Should this occur no refund of tuition fees will be made available.

## **Pricing Policy**

Unlike many other independent schools, we have made a special effort to ensure that our fees, as far as possible, are all inclusive with no hidden extras and cover tuition for all subjects, text book hire, subject resources, excursions, camps, swimming programme, buses to sport, annual year book, entry into English, Mathematics & Science competitions, Eisteddfod entries, visiting artists, all other curriculum related activities and many co-curricular activities.

Every effort is made to keep annual fee increases as low as possible being sensitive to the growing financial pressures on our families. These fees are fully disclosed in advance giving families time to plan and budget.

All transactions are processed in Australian dollars (AUD) and include GST where applicable.

### **Refund Policy**

Coomera Anglican College does not ordinarily offer refunds. If you have a query regarding your payment please contact the Accounts Office.

### **Privacy Policy**

Coomera Anglican College does not retain any of your personal details when you access our website. The College Privacy Policy and Privacy Collection Notices are available on the College website.

### **Security Policy**

When making payments to Coomera Anglican College your financial details are passed through a secure server using the latest 128-bit SSL (secure sockets layer) encryption technology. 128-bit SSL encryption is approximated to take at least one trillion years to break, and is the industry standard.

### **Communication**

It is an important part of the relationship that the College has with families that open communication is maintained, particularly in relation to fees, and any issues a family may have in relation to the payment of those fees. We encourage all our families to download the College App, regularly read the College News page (Gumleaf Gazette), regularly check PASSMARC, and engage with the College through official social media. Notifications of when fee statements are emailed home and due date reminders are issued through these communication channels.

To ensure that communication can be maintained parents are reminded of their obligation to keep their contact details up to date, and maintain an active email account that is regularly checked.

## HOW TO PAY YOUR COLLEGE FEE ACCOUNT

### Payment options



#### ONLINE (College Fees only)

To pay online follow these steps:

1. Log on to Parent Lounge  
<http://tass.cac.qld.edu.au/parentlounge/>
2. Enter your 6-digit parent code which is located on your statement and your usual password (the same one used to obtain student reports).
3. Click on the “Pay Account” tab at the top of the screen.
4. Follow the prompts.
5. Your account balance will update to reflect your payment.

**Only credit card payments are accepted through Parent Lounge.**



Tuition Fee Biller Code  
**4899209**

#### BPAY

To pay with BPAY follow these simple steps:

1. If you haven't already, register for internet or phone banking with your financial institution.
2. Log on to your Internet banking site or call your phone banking service.
3. Select the BPAY or bill payment option and follow the easy to use instructions.
4. The College's Biller Code and your reference number are on the top of your statement.
5. Wait for and record your receipt number.

More information visit: [www.bpay.com.au](http://www.bpay.com.au)



#### SCHOOL PLAN

A monthly payment plan

Visit: [www.schoolplan.com.au](http://www.schoolplan.com.au) or

Request a brochure from the Accounts Office



#### MAIL

If paying by cheque.

Make payment to: Coomera Anglican College.

Send to: PO Box 457, Upper Coomera, QLD 4209

#### STATEMENT INQUIRIES

Please contact the Accounts Office on (07) 55 859 908 or email: [accounts@cac.qld.edu.au](mailto:accounts@cac.qld.edu.au) if you require information relating to your fee account.