

## Fees Policy

### Purpose

Endeavour College is a Lutheran co-educational secondary school offering education for Years 7-12. Endeavour College follows the Australian Curriculum to set our education offerings and guidelines. Our mission is to develop staff and students' God-given gifts and abilities for LIFE (*Living In Faith Every day*) and community. Our primary goal is to educate the whole person, academically, spiritually, physically, socially, and emotionally.

The purpose of this policy is to assist families with understanding information surrounding fees and charges at Endeavour College. Endeavour College is a not-for-profit organisation. All fees collected support the delivery of education services for students. Fees are set by the Endeavour College Board after consultation with the Principal. All fees are reviewed annually by the College Board and are subject to reasonable changes.

This Policy is to be read in conjunction with the Endeavour College [Schedule of Fees](#), [Student Enrolment Policy](#) and the [Enrolment Procedure](#).

### Scope

This policy is applicable to the Endeavour College learning community.

### Authority

The College Board determines the fees and charges that will be payable on an annual basis. These fees and charges are set out in the [Schedule of Fees](#). Families will be notified in advance, either electronically or in writing, of their current year fees. The College Board has the right to terminate the enrolment of a student whose fees are in arrears. The College also reserves the right to charge a late payment fee and the cost of debt recovery on overdue accounts.

The College considers the legal commitment for Tuition Fees and charges to rest jointly and severally with the parent/caregivers specifically named on the student's [Application for Enrolment](#) form unless the College has been notified otherwise.

If parent/caregivers arrange for a third party to pay the Tuition Fees and charges, it is the parent/caregiver's responsibility to ensure payment occurs. All queries related to Tuition Fee and charges, and legal actions (if necessary), will be directed to the parent/caregivers.

### Application Fee

The [Application for Enrolment](#) incurs a non-refundable fee per student. The [Application for Enrolment](#) does not secure a place at the College. The application fee is not applicable to those who are enrolled currently at one of our [Connected Schools](#).

### Confirmation of Enrolment bond

To secure and confirm the enrolment, a **bond** is required to be paid at the time of signing the *Acceptance Form*\*. This will be refunded in the final term of the student's enrolment providing the following conditions are met:

- The student commences their schooling at the College.
- All financial obligations to the College are paid.
- All hire textbooks are returned in good order and condition.
- If leaving before the completion of Year 12, at least one Term notice of leaving the College is given in writing to the Principal.

*\*Students within our Connected Schools network moving to Endeavour College from either [Good Shepherd Lutheran School](#) at Para Vista, and [St Paul Lutheran School](#) at Blair Athol may be eligible for a bond transfer and is not required to be paid upon signing the Acceptance Form.*

## Fees

The annual Tuition Fee includes a textbook hire fee and a composite fee to cover various sundry items.

The Endeavour College Board has set an ICT Levy per student to contribute to software licensing, internet charges, provision of hardware and audio-visual needs across the College.

Camp charges are also billed at the commencement of each year. Attendance is compulsory as camps form an essential part of the curriculum.

This is in addition to the purchase of a laptop, of which the cost is spread over three years. Laptop repairs are payable by the parent(s)/caregiver(s).

The College may charge additional charges throughout the year including expenses such as competitions, performances, and excursions.

## Payment arrangements

Tuition Fees and charges are rendered annually in January. All parents/caregivers are required to pay for Fees in full by the last Friday in February or complete a Direct Debit Payment Plan for payments to be completed by the last week of November each year.

Variations of payment options or variations to the Direct Debit Payment Plan must be negotiated with the Finance Manager before commencement at Endeavour College. Payment options include, weekly, fortnightly, monthly, termly or annually.

Tuition Fees and charges are to be paid in full each year, and all accounts are required to be up to date prior to the College accepting additional sibling enrolments, unless prior approval has been made by the Business Director.

Payment methods include:

<b>CASH</b>	Payable in person at the College.
<b>DIRECT DEBIT</b>	Direct Debit forms to be completed and returned to the College.
<b>BPAY</b>	Payments can be made by using the Biller Code and Reference Number at the bottom of your fee statement.
<b>EFTPOS</b>	Available at reception or by phone to accounts (08) 8368 3311
<b>CENTREPAY</b>	Centrepay enables you to have a regular amount from you Centrelink payment paid directly to the College. Forms are available from the College Administration Office.

For other payment options, please contact the Finance Manager for a confidential discussion.

College Tuition Fees and charges are currently GST free.

## Family Concessions

Families with more than one child attending the College will receive a sibling discount for each subsequent child. The rate is detailed in the current year [Schedule of Fees](#). The definition of a sibling is where two or more children have one or both parents in common, a brother or sister.

Families with one or more children enrolled at one of the Connected Schools ([Good Shepherd Lutheran School at Para Vista](#), [St Paul Lutheran School at Blair Athol](#) or [Golden Grove Lutheran Primary School](#)) may receive an additional fee concession for each child at those schools.

These concessions are detailed on our [website](#).

## Annual Discounts

Accounts paid in full, on or before the last Friday of February each year, will receive a [settlement discount](#) on the account. **\*\*Conditions apply**

*\*\* This discount is not applicable where there are prior fee arrears or fee remission discounts in place.*

### **Fee Remissions**

Fee Remissions may be available to families with exceptional circumstances who consider they cannot meet the full payment of fees. An 'Application for Fee Remission' form is available from the Finance Department. A meeting may be required with the Finance Manager and/or Business Director.

Any Fee Remission granted will only apply for one academic year and may be reviewed upon further request for assistance. Full financial disclosure will be required from all enrolling parties, and all information provided by families in this process will be held in the strictest confidence by the College. For further information on Fee Remissions, please schedule a confidential discussion with our Finance Manager and/or Business Director.

### **Payment inquiries**

Enquiries should be directed to the Finance Manager.

### **Overdue accounts**

The recovery of overdue fees is approached pastorally and sensitively, particularly if this involves legal action. Comprehensive documentation is kept on attempts to resolve the matter of overdue fees.

The College reserves the right to charge interest on overdue accounts and is not responsible for any delays in receiving fee payments. The College also reserves the right to apply an administration fee on each occurrence of a payment dishonour.

Accounts not paid by the agreed payment date are considered 'in default' and become due and payable in full within 14 days. Should the account default continuously, internal debt collection processes may occur for recovery purposes.

The College Board reserves the right to terminate an enrolment when an account remains in continual default, however, such a termination process will normally take place only after negotiations have ceased or where there is no cooperation from parents/caregivers in respect to the payment of the outstanding account.

Parents/caregivers will remain liable for any outstanding Tuition Fees and charges despite the termination of enrolment. Any costs (legal or otherwise) incurred by the College to recover Tuition Fees and charges will be charged to the parents/caregivers, and parents/caregivers will be charged the replacement cost of lost/damaged College property.

### **Music Tuition**

Instrumental and voice lessons are available to all students at the College on an individual lesson basis. The College has arranged for suitably qualified teachers to provide such lessons. Instrumental and voice lessons are at an additional cost and are not included in the Tuition Fees and charges.

### **Transport Fee**

Transport fees are applicable to students travelling on the Endeavour College bus to/from the Northeastern suburbs through the [BusMinder App](#) and are subject to change.

### **International Students**

Endeavour College accepts applications from International Students. For information, please contact the Business Director.

### **Leave of Absence**

Tuition Fees and charges are still due in the event of an extended period of leave of absence from the College to guarantee a student's ongoing enrolment at the College.

### **Exiting Students**

An enrolment may be terminated or withdrawn with one term's written notice to the Principal. For students exiting at the end of a school year, and not returning for the following year, a reasonable notice period needs to be provided in writing prior to the end of Term 4. Should the stated notice period not be provided, then one quarter of the annual Tuition Fee and charges may be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee may be payable. For further information, please see our ***Student Enrolment policy***.

### **Termination of Enrolment**

Where a termination of enrolment is actioned by the College, any Tuition Fees and charges payable will be at the discretion of the Principal and will be handled in a sensitive and pastoral manner.

### **Stationery and Textbooks**

Stationery and textbooks are available online via Lighthouse Books: [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au). Detailed Booklists are available in Term 4 for the following year.

### **Uniform**

As per the Endeavour College ***Uniform Policy*** and ordered through Dobsons.

### **Camps**

Should medical circumstances prevent attendance, a waiver of camp fees will be applied to the account upon receipt of a medical certificate.

In the event of a planned trip preventing attendance, the notification must be in writing at the end of Week 2 Term 1. Discussions will need to occur between parents/caregivers and the relevant teaching staff to determine set camp dates.

### **Privacy Statement**

Endeavour College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes and to discharge its duty of care. This includes disclosing information to Lutheran Education Australia, Lutheran Education SA/NT/WA, other schools, government departments, outside organisations who are engaged for camps/excursions, medical practitioners, specialised visiting teachers, sports coaches, and volunteers. Endeavour's ***Privacy Policy*** can be found on the College website.

### **Breach of Policy**

Payment of Tuition Fees and charges is subject to all terms and conditions listed in this policy. Breach of this policy may result in the termination of enrolment. The College also reserves the right to take legal action for the recovery of Tuition Fees and charges not paid, noting that the parent/caregivers listed on the enrolment form are liable for any fees and/or charges incurred in the collection of Tuition Fees and charges.

### **Review Process**

The Principal is responsible for ensuring that this policy is reviewed at least every three years and will delegate the preparation of the review as required.