



LIVINGSTONE

CHRISTIAN COLLEGE

ISSUING OF ACCOUNTS

The College issues a statement at the start of each year showing the fees owed for the full year. Further statements are issued throughout the year (end of every Term) showing all transactions made and the current balance of the account.

Additional statements may be requested through the College Administration Office or by emailing College Fees Advisor- Tracy.Tynan@livingstone.qld.edu.au

FEES AND CHARGES

Creditable Enrolment Fee

A non-refundable amount of \$150.00 per fee paying student (the administration costs associated with prospective enrolments and interviews) is payable to the College on acceptance of enrolment. This amount will be fully credited against tuition fees by end of Term 1 (if fees paid in full) or end of Term 4 (if paying by Direct debit).

College Fees

College Fees are set annually by the College Board. Fees for the year are announced in Term 4 for the following year. A Projected Fee Correspondence will be emailed to current and future families which includes the breakdown of total fees for the year and weekly & fortnightly calculation for a payment plan. The schedule of fees and Direct Debit Authority are available at any time from the College Administration Office and is posted on the College website: www.livingstone.qld.edu.au.

Each year, the College Board endeavours to set the College fees as low possible to assist families to be able to make the choice to send their children to an independent Christian school. They do however need to take into consideration the staff and facility costs associated with providing a high standard of education.

BUILDING LEVY

A compulsory building levy exist for families to assist the College to continue to advance its facilities for the benefit of the students.

DISCOUNTS

Sibling Discounts

Generous sibling discounts are provided to parent(s)/guardian(s) who have more than one child at the College. A sibling discount applies to the 2nd child enrolled at the College (\$400 discount for Primary & \$600 discount for Secondary student). A 100% discount (Tuition fee only) on 3rd and subsequent students.

Sibling Discounts will only be provided to bone fide siblings, whether these be from immediate or blended families.

It would normally be expected that siblings would be living in the same household.

PAYMENT OF FEES

1. Payment of Tuition & Bus Fees

Approved Fee Payment Option:

- Option 1: Annual Payment – by Direct Deposit/Electronic Fund transfer, BPay to LCC account or EFTPOS at reception only. A discount of \$150 (Tuition) \$140 (Bus) per fee paying student applies if fees paid in full by the second week of Term 1.
- Option 2: Term Payment – by Direct Deposit/Electronic Fund transfer or BPay to LCC account or EFTPOS at reception only. Payment Plan by College processed direct debit may be arranged. Term payments are due the second week of every term.
- Option 3: Payment Plan – College Direct Debit System or Centrepay Deduction
 - Monthly Payments Plan – 11 equal monthly instalments over the period of January-November, first instalment due on week 1 of Term 1.
 - Fortnightly Payment Plan – 24 equal fortnightly instalments over the period of January to December.
 - Weekly Payment Plan – 48 equal weekly instalments over the period of January to December.
- An immediate commencement of a direct debit payment plan is required if no Full or Term payment is received by the set due dates.
- Electronic Fund Transfer/Direct Deposit or Bpay option are for Full or Term payment or other additional annual cost (Certificate Fees, LAA, Camps etc.) only.
- **Certificate Fees** – although charges were added to school fees account – the College expect that payments are made in full by the end of Term 2. Payment can be made by EFT-
Description: Identifier/CertFees.

All bus travel is to be paid in full/term or payment plan by Direct Debit (unless using a Casual Bus Pass). Seats on the buses are not guaranteed if payments are not in advance or on a functioning Direct Debit.

When commencing mid-term, payment of the balance of that term's fee are due prior to student's start date.

Please note:

1. The College reserves the right to charge \$150 per fee paying student per annum where accounts are paid by any other method not approved by the College. This will be applied pro-rata at the end of each school term, based on a review of your account.
2. Any bank fees in relation to returned direct debits or Payway payments will be on-charged on the fee statement at the discretion of the College.

1.1 Direct Debit/Payment Plan Information

- Payment plan can only be by DIRECT DEBIT or Centrepay deduction processed by the College
- Direct Debit for the *current year* will automatically stop once account is cleared (unless arranged to continue through the school holidays as advance payment).
- A Projected Fees Correspondence and Fees Schedule will be emailed before the end of December for the next school year.
- Direct Debit will be automatically adjusted and set for a new payment plan as per Projected Fees Correspondence.

2. Action on Overdue Accounts

While it is our general policy that children should not be prevented from having a Christian education due to financial reasons, the College Board has determined that the **College will not be able to continue to educate students whose fees are unpaid, except where special arrangements for payment have been made in writing.**

If the school fees remain unpaid and no special arrangements have been made, the student's enrolment may be cancelled and appropriate recovery action commenced.

The process for collection of *overdue school fees* is as follows:

- A "Stage1" Letter- (Overdue Fees) will be sent to parents whose school/bus fees account are in arrears.
- Should there be no response to this letter within 14 days, then a "Stage 2" Letter- (Impending Termination of Enrolment/Debt Collection Agency) will be sent.
- After 30 days, should no further arrangement be made, the defaulter will be listed with a Debt Collection Agency and issue a "Stage 3" Letter - (Termination of Enrolment).
- No other arrangements will be considered in respect of school fees not settled.

3. Special Arrangement for Payment

Should parent(s)/guardian(s) experience difficulty with payment of College fees, they should discuss the matter with the Fees Advisor, by phoning 5540 8619. Application for Financial Hardship concessions will require disclosure of certain family financial details, which will be retained in strictest confidence by the College. Any concessions granted will apply to that year's fees only and all parent(s)/guardian(s) granted a concession will be expected to make a commitment to regular payment of the adjusted fees by Direct Debit.

It is entirely at the discretion of the Principal as to what arrangement will be made (if any) and those arrangements may include instalment payments or deferral for a period of time.

If the situation facing the parent(s)/guardian(s) changes such that they are able to meet the normal requirements of the school in relation to the payment of college fees, then the parent(s)/guardian(s) must inform the college of the change in their situation.

It is necessary to make an appointment with the College Fees Advisor each new school year to apply for a concession.

4. Change in the relationship between parent(s)/guardian(s)

Parent(s)/guardian(s) must inform the College Registrar in writing if there is a change in their relationship with each other since signing the enrolment form (e.g. Divorce or separation). Unless otherwise directed, the Principal will require that the person who is to assume the obligation of paying school fees to complete a new enrolment form. All information given will be treated in confidence.

5. Withdrawal of Students from the College

Ten school weeks' notice in writing must be given to the College Registrar when withdrawing a student from the College. If in default, the College reserves the right to invoice in lieu of notice (up to 10 school weeks).

LIVINGSTONE CHRISTIAN COLLEGE
2018

FEES CALCULATION PER STUDENT and WITH SIBLING/S

Tuition Fees		Annual Fee
Prep to Year 6		\$3760
Year 7		\$4440
Year 8 to Year 9		\$5330
Year 10		\$5550
Year 11 to Year 12		\$5720
Annual Building Levy		\$600
Ancillary Learning Materials		\$145 -Primary – \$180 - Secondary
2nd SIBLING DISCOUNT		3rd & subsequent SIBLING DISCOUNT
Primary	-\$400	100% on Tuition fees only – (Ancillary learning materials fee applies)
Secondary	-\$600	

PAYMENT PLAN BY DIRECT DEBIT (PER STUDENT) (Annual Building Levy & Ancillary Learning Materials included)					
48 Weeks –24 Fortnights – 11 months – 4 Terms					
	1 STUDENT	WEEKLY	FORTNIGHTLY	MONTHLY	PER TERM
Year 11 - 12	\$6,500	\$135.42	\$270.84	\$590.90	\$1,625.00
Year 10	\$6,330	\$131.88	\$263.75	\$575.45	\$1,582.50
Year 8 - 9	\$6,110	\$127.29	\$254.59	\$555.45	\$1,527.50
Year 7	\$5,220	\$108.75	\$217.50	\$474.55	\$1,305.00
Prep - 6	\$4,505	\$93.85	\$187.71	\$409.55	\$1,126.25

TOTAL FEES (Annual Building Levy & Ancillary Learning Materials included)							
	1 STUDENT	PLUS 2nd SIBLING					
		1 sibling in PREP – Y6	1 sibling in YEAR 7	1 sibling in YEAR 8-9	1 sibling in YEAR 10	1 sibling in YEAR 11-12	
Year 11 - 12	\$6,500	\$10,005.00	\$10,520.00	\$11,410.00	\$11,630.00	\$12,580.00	
Year 10	\$6,330	\$10,235.00	\$10,350.00	\$11,240.00	\$11,460.00	\$11,630.00	
Year 8 - 9	\$6,110	\$9,615.00	\$10,130.00	\$11,020.00	\$11,240.00	\$11,410.00	
Year 7	\$5,220	\$8,725.00	\$9,240.00	\$10,130.00	\$10,350.00	\$10,520.00	
Prep - 6	\$4,505	\$8,010.00	\$8,525.00	\$9,415.00	\$9,635.00	\$9,805.00	
3rd and subsequent sibling is 100% discount on Tuition fees only. Add Ancillary Learning Materials- \$145 for Prep-Y5 & \$180 for Y6-12 per subsequent sibling and adjust Payment Plan accordingly.							