
Bayside Christian College

Bayside Christian College is endeavouring to work with parents/guardians to provide as close as possible, an all-inclusive fee for education.

We trust this will provide parents/ guardians the opportunity to budget accordingly for their children's education.

2021

Schedule of Fees & Charges



Items covered in the Annual Tuition Fee include:

- Resource fees and secondary resource fees associated with appropriate year level
- Outdoor educational experiences
- Stationery requirements (books not pens and pencils)
- Annual camp
- Water safety classes/Swimming
- Leadership Breakout Course
- Laptop Usage (includes software packages and technology support)
- Internet Access and Printing
- Access to Chaplaincy and Wellbeing Programs and Activities
- Elective Activities
- College Newsletter
- Student Diary
- Student ID Cards
- Special Guest Speaker and special event days on campus.

All tuition fees associated with appropriate year level.

Building Fund:

The annual Building Fund Levy is a **per family levy**. The amount is \$400 per year and is billed quarterly in addition to the tuition fees and resource fees.

Transport Levy:

The annual Transport Levy is charged **per child**. The amount is \$85 per year and is billed quarterly in addition to tuition and resource fees. This levy covers school excursions, trips, swimming lessons travel, and other external events where children require bus transportation to a venue. This can be provided by College buses or externally provided.

This Levy does not include our College Bus Transport Service for those that catch the Bus to and from school. This is an additional cost (details following).

College Bus Service:

The College Bus will be charged on a Term by Term Basis at \$1.50 per student per trip

The College bus service is for long term allocation, it will be invoiced at the commencement of each term (or if a position becomes available during the year, you will be invoiced upon acceptance of the bus policy) and no refunds or adjustments will be made to your account if your child is unable to travel for any reason.

Cancellation of the College bus service requires 2 weeks' notice and full payment may still be required if your child's seat cannot be filled.

Billing Schedule:

Fees will be billed on a Term basis unless an Annual account is requested in advance.

Expectations are that invoices will be issued during the first two weeks of each Term and accounts are required to be paid in full within 30 days from invoice date, unless prior arrangements are in place.

Options for Payment:

- Annual – Payment in full for the year in advance made in a single instalment within two weeks of invoice being issued. (Discount of 10% will be applied to the Base Tuition Fees).
- Term – All fees are due and payable within 30 days of invoice date which will be displayed on the invoice when issued. Families may choose to pay by Cash, Cheque, EFTPOS or Credit Card at the Administration office, or they may choose to pay via direct deposit to the Bayside Christian College nominated account.
- Payment Plan – The College is offering families the opportunity to pay their school fee accounts by regular instalment over the course of the year. These instalments can be paid either weekly, fortnightly or monthly by either PAYWAY (Direct Debit arranged through us) or CENTREPAY. The payments are calculated to ensure all fees and charges are fully paid by 31 December 2020. Please contact Administration if you require documentation for using PAYWAY or CENTREPAY. **Note: Credit Card payments can incur processing fees from some banks.**

Collection Guidelines:

- Monthly statements are emailed at the conclusion of the month to the email address provided by you. It is imperative to ensure that contact details including email addresses are kept up to date.
- Reminders for overdue accounts will be sent out periodically to email addresses provided on enrolment.
- If invoices continue to remain outstanding the college will contact the responsible parties directly to negotiate payment or a payment arrangement.

If fees remain outstanding or if a payment arrangement fails, Bayside Christian College may send the account to a collection agency of our choice for collection, and student enrolments may be suspended or cancelled.

Damage:

Parents/guardians accept the responsibility for the repair or replacement cost (including shipping and handling) associated with any lost or damaged items or equipment (e.g. Diaries/ID cards/ textbooks/ computer equipment – Laptops & iPads/Library books)

Uniforms:

Uniforms will be available for purchase from the College uniform shop on nominated days. Uniform costs will be paid for at the time of purchase and will not be included on the student account. Families are responsible for keeping uniforms clean, properly maintained and free from rips or damage. The College reserves the right to mandate at the parent's/guardian's cost, replacement of any item it deems does not meet this expectation.

Miscellaneous Items:

Within the school calendar year, Bayside Christian College reserves the right to offer optional student opportunities which are not covered under the Fees. These items will be invoiced directly to the parent/guardian with the expectation the invoice will be paid by the due date (usually 30 days from invoice). These items include, but are not exclusive of:

- Secondary Costs from Outside RTO – These costs are associated with secondary electives that use a training provider other than the College, an outside Registered Training Organisation (RTO). When considering such an elective you will be notified of the additional costs. These costs will be agreed upon before starting the course.
- Any EXTRA camp or excursion outside of the annual all school experience provided under the annual fees.
- Core specific equipment e.g. Graphic Calculators for senior students
- Those families using the **Bayside Christian College bus service** to transport students to and from school will be billed at the start of Term in advance for their bookings.

Fee Payment

The College has the right to expect that all parents/guardians will adhere to payment policy and ensure all invoices are paid in full by due dates. In return, the College will ensure that all changes to payment rates and policy will be advised in an appropriate time frame.

- Fees include any amount invoiced to the parent/guardian which is payable to the College on behalf of a student as the result of the student's enrolment at the College and any expenses, loss or damages which the student may cause to become payable.
- Fees due must be paid in full by the specified due date on the invoice unless prior arrangement is agreed upon.
- If the outstanding account remains in default, **without prior agreement**, the College reserves the right to advise a student/s they may not be eligible to attend external school trips and/or extra-curricular activities.
- The College reserves the right to enact cancellation of next Terms bus booking until the next Term if the parent fails to meet their financial obligations.
- There will be no revocation of fees in the event a student is absent for any period from the College (refer to Bus Policy regarding bus accounts).
- Any liability for loss or damage to personal effects remain fully the responsibility of the student and the College accepts no responsibility in any form.

Financial Agreement

- This agreement must be signed by the parent/guardian financially responsible for their child's enrolment at Bayside. On enrolment, please indicate which parent(s)/guardian(s) will be financially responsible for their child's College fees and ensure the Financial Agreement is signed for each student enrolled. The Financial Agreement will remain in force for the life of the enrolment of the student.
- Where a third party, other than any of the signing parents/guardians, is acknowledging responsibility for the payment of fees and charges for a student, that person is required to sign a separate agreement before the enrolment is accepted. Parents/guardians are responsible for ensuring the College is informed of the third party's full contact details including mobile, email and residential address.
- Parents/Guardians must inform the Principal of any changes in their relationship with each other since signing the Financial Agreement (e.g. divorce, separation, bankruptcy). In the event of a relationship breakdown, both parties remain jointly and severally liable for the payment of the school fees or until a new Financial Agreement is signed.

Termination of Agreement by the Parent

If the student is to leave the College, the parent/guardian agrees to give at least one term's **written** notice to the College and complete a Notice of Withdrawal of Student Form.

- End of term departure: **Written** notice should be received no later than the first day of the term at the end of which it is intended that the student should leave.
- Mid-term departure: **Written** notice should be received no later than 8 weeks prior to the proposed date of departure.

Failure to comply with departure communication requirements will require parents/guardians to pay or forfeit (as the case may be) to the College – one term's (or part thereof) fees in lieu of notice. The Principal/Business Manager has the right to waive requirements at his/her discretion.

There will be no remission on other levies and charges that have been charged pro rata year to date, due to activities being organized and paid for in advance.

Termination of Agreement by the College

- The Principal will make rules and regulations to govern the conduct of the College and the behaviour of students.
- Parents/guardians will seek to ensure the good behaviour and good endeavour of any student they have placed in the College.
- Any student may be required to leave the College at the end of a term if, in the opinion of the Principal, his/her attitude to work or his/her behaviour is unsatisfactory.
- Any student may be required to leave the College forthwith if, in the opinion of the Principal, he/she has committed a serious breach of discipline or any other act which affects the good order and reputation of the College and its community.
- If the student is so suspended or expelled, it is at the sole discretion of the Principal whether a refund of fees will be made.
- The College may take legal action to recover overdue fees without notice. Parents/guardians agree to indemnify the College against all debt collection costs, and if disbursements incurred as a result of a non-payment of monies owed to Bayside Christian College.
- The College Board in collaboration with the Principal/Business Manager may amend the Financial Terms of Agreement at their discretion with reasonable notice of such changes given to parents/guardians.