

2018 Fee Schedule

ELC

This Schedule must be read in conjunction with the ELC Fee Policy (and other St George College Policies) which are available by visiting our website www.sgc.sa.edu.au

Early Learning Centre

| Hours of Operation & Tuition Fees | | Hours | Day(s) | Fee Per Session | ELC Sibling Discounts |
|-----------------------------------|--------------------------------|------------------|--------------------|-----------------|-----------------------|
| 1 & 2 Year Olds | Playgroup | 9:00am – 10:30am | Tuesday & Thursday | \$12.00 | N/A |
| 3 & 4 Year Olds | Half Days | 8:30am – 1:30pm | Monday to Friday | \$35.00 | 10% |
| | Full Days | 8:30am – 3:00pm | Monday to Friday | \$45.00 | 10% |
| 4 Year Olds | After School Care ⁴ | 3:00pm – 6:00pm | Monday to Friday | \$20.00 | N/A |

1. Days of Operation

The Early Learning Centre is open from Monday to Friday except school holidays, pupil free days and public holidays.

2. New ELC Enrolments

Families may enrol children in the Early Learning Centre at any point throughout the year, subject to availability. Where a child is enrolled mid-term, fees will be charged from the first session attended. Families may elect to be placed on a waiting list if there are no places available on the day(s) requested.

3. Minimum Enrolment Conditions

Enrolments are offered only for specific days, subject to availability, with the following minimum enrolment conditions:

- Playgroup: 1 day per week
- 3 Year Olds: 2 consecutive days per week
- 4 Year Olds: 3 days per week

4. After School Care

Families must complete a separate Application for Placement in After School Care (ASC) as this is an approved Out of School Hours Care (OSHC) service for the purposes of the Australian Government's Child Care Benefits Scheme (CCB). This ASC service is only approved for children 4 years of age and above.

5. Calculation of Fees

Fees are calculated based upon days enrolled for each week. No adjustments will be made to fees payable due to closures on pupil free days, public holiday holidays, absences or changes in personal circumstances that result in a scheduled service not being utilised. Fees for services not utilised will not be refunded.

6. Accounts

ELC Accounts will be maintained separately from College Family Accounts. Fees are payable in

advance of each week's booking schedule. The account holder may elect to make payments fortnightly in advance. Account holders will receive weekly/fortnightly statements based upon their elected payment frequency.

7. Payments

All payments are fulfilled by Direct Debit via EziDebit, with options for payment via bank account, VISA, MasterCard, Amex and Diners. Surcharges apply to all credit card transactions as outlined in the Direct Debit Request Form. The Direct Debit Request Form is required to be completed in advance of each year for continuation of enrolment.

8. ELC Sibling Discounts

ELC Sibling Discounts are available for any student with a sibling at the ELC (excluding Playgroup) or in Reception to Year 12 at the College.

9. Notice of Changes to Enrolments / Withdrawal

Ten (10) weeks' notice must be given in writing to the College Registrar registrar@sgc.sa.edu.au advising that a student will be:

- Withdrawing from the ELC;
- reducing enrolment days (subject to the Minimum Enrolment Conditions); or
- not returning for the following year, other than to enrol in Reception at the College.

If such notice is not given, fees will remain payable in lieu of notice.



Fee Schedule Review & Approval

The Board of Management reviews the level and structure of fees within the Fee Schedule annually. **The 2018 ELC Fee Schedule was approved by the Board of Management on 18 September 2017**

Please see reverse or refer to our website for the full terms & conditions of enrolment:

<http://www.sgc.sa.edu.au/resources/>

Please refer all family account enquiries to the College's Finance Department on 8159 8100 or familyaccounts@sgc.sa.edu.au



**ST GEORGE COLLEGE
ELC FEE POLICY**

1. The Terms & Conditions of the ELC Fee Schedule and ELC Fee Policy is the basis of each family's contractual agreement with the College, both jointly and severally, in relation to each student enrolled at the College by virtue of that family's Enrolment Application and/or the Offer of Enrolment Letter. The ELC Fee Schedule should be read in conjunction with the College's other policies (accessible via the College's website).
2. All Terms & Conditions, including all any annual revisions/amendments, are deemed to have been irrevocably accepted by each and every parent/carer (Enrolment Agreement/ account signatory) upon the College issuing the latest version of the ELC Fee Schedule and, following issuance, by virtue of the ongoing operation of an account and/or the student(s) continued attendance at the College (post mailing/emailing by the College). For ease of reference, the latest version of this ELC Fee Schedule, and the applicable Terms & Conditions, can ALWAYS be viewed online (on our website).
3. Tuition Fees include curriculum delivery and co-curricular activities.
4. Tuition Fees do not include the costs of extra-curricular activities, text books, school bus travel, musical instrument hire & tuition and electronic devices (tablets, laptops etc).
5. Consent for students to participate in any extra-curricular activities includes financial consent for the cost of participation to be applied to the family account.
6. Uniform is not included in the Tuition Fees and must be purchased separately. Shop opening hours are available at Reception.
7. ELC Sibling Discounts only apply to Tuition Fees in accordance with the ELC Fee Schedule. Discounts will be permanently forfeited on any accounts more than 30 days overdue, unless a payment arrangement has been approved by the College.
8. Fees are calculated based upon days enrolled for each week. No adjustments will be made to fees payable due to closures on pupil free days, public holiday holidays, absences or changes in personal circumstances that result in a scheduled service not being utilised. Fees for services not utilised will not be refunded.
9. ELC Accounts will be maintained separately from College Family Accounts.
10. Fees are payable in advance of each week's booking schedule. The account holder may elect to make payments fortnightly in advance.
11. An adjustment will be made in each billing period for any additional services attended in the preceding billing period.
12. The After School Care service is an approved Out of School Hours Care (OSHC) service for the purposes of the Australian Government's Child Care Benefits Scheme (CCB) and operates separately from the ELC.
13. Families must complete a separate Application for Placement in the After School Care service, with placements subject to availability.
14. All payments are fulfilled by Direct Debit via EziDebit, with options for payment via bank account, VISA, MasterCard, Amex and Diners.
15. Surcharges apply to all credit card transactions as outlined in the Direct Debit Request Form.
16. The Direct Debit Request Form, is required to be completed in advance of each year for continuation of enrolment.
17. Ten (10) weeks' notice must be given in writing to the College Registrar registrar@sgc.sa.edu.au advising that a student will be:
 - a) Withdrawing from the ELC;
 - b) reducing enrolment days (subject to the Minimum Enrolment Conditions as outlined in the ELC Fee Schedule); or
 - c) not returning for the following year, other than to enroll in Reception at the College.

If such notice is not given, fees will remain payable in lieu of notice.
18. Any outstanding fees are payable immediately upon provision of notice of withdrawal.
19. In the event that notice is not provided, or is otherwise provided by the College in accordance with Clause 25 of this Fee Policy, notice will be deemed to have been provided on the last day on which the student attended the College and payment in lieu of notice will be required in accordance with Clauses 17 and 18 of this Fee Policy.
20. A refund on Tuition Fees is only granted in the event that the account is in credit and will be calculated strictly in accordance with the notice requirements and the actual notice provided in accordance with this ELC Fee Policy.
21. Both account holders / signatories to Enrolment Applications, Offers of Enrolment and/or any credit agreements, retain joint and several liability for the payment of all monies owing to the College across any account held, whatsoever.
22. In the event of divorce / separation or change of custody status of students, the College never splits school fee accounts (the College will never relinquish security or remove account holders unless instructed to do so by the Court).
23. It is the responsibility of each individual parent/carer to provide the College with any Court orders dealing with their school fee obligations. Additional charges apply where retrospective action is required because a Court order has not been provided in a timely manner.
24. The College may exclude attendance for any accounts in arrears by more than seven (14) days.
25. Any account which is more than fourteen (14) days in arrears may be terminated by the College on provision of seven (7) days written notice by the College's Finance Committee.
26. Accounts in arrears by more than twenty-one (21) days will be issued with a twenty-one (21) day 'Letter Before Action' (LBA) which incurs a late fee of \$200.00. Any account in default by more than twenty-one (21) days may also be referred, at the account holder(s) own expense, to an external firm of collection agents or solicitors.
27. All parents/carers jointly and severally agree to pay the legal costs, court fees, administrative charges, late payment interest (calculated at 5% per annum from the date of provision of each unpaid service) and any other expenses which are incurred by the College and/or its authorised agents, in the recovery of all monies owed and across any account held with the College, whatsoever.
28. The College's Board of Management may vary the ELC Fee Schedule and ELC Fee Policy annually at its absolute discretion.
29. Each student's continued enrolment at the College is in acknowledgement and acceptance of the full Terms and Conditions of this ELC Fee Policy and the 2018 ELC Fee Schedule.
30. Please refer to our website for the full terms & conditions of enrolment: <http://www.sgc.sa.edu.au/resources/>