



Clarence Valley ANGLICAN SCHOOL

2020 BUSINESS NOTICE

Introduction

The purpose of this Business Notice is to let families know the fees and associated terms and conditions applicable to students attending Clarence Valley Anglican School. The School levies fees to recover the cost of providing educational opportunities to students, maintain existing infrastructure, and fund new equipment and facilities. School Council determines the level of fees each year before the commencement of the first term in the year to which the fees apply and has determined that **for the second year in succession school fees will remain unchanged**. A number of payment options are offered to assist in meeting fee commitments. Timely payment of fees is a condition of continuing enrolment and enables the School to satisfy its financial and operational commitments.

Statements

The School invoices families by statement prior to the commencement of each term. Fees for Year 12 students are invoiced prior to the commencement of Terms 1 to 3. Fees for all other students are invoiced prior to the commencement of Terms 1 to 4. New students commencing during the year are invoiced in the first week of attendance. Statements are emailed to families with paper copies mailed to families without internet access. Statements may be requested by emailing accounts@cvas.nsw.edu.au.

Enrolment Application Fees

A non-refundable Enrolment Application Fee of \$120 is payable when lodging an *Enrolment Application* form. **This fee is credited towards the first term's invoice if the application translates into a new enrolment.**

Pre-Kinder Fees

A daily fee of \$45 for attending Pre-Kinder is charged one term in advance at the same time as other fees and levies. The fee is payable irrespective of a child being absent for due to illness, injury or other reasons. Make-up days are not possible due to regular commitments of other children. Refunds are not provided if public holidays fall on enrolled days.

Tuition Fees

Tuition fees cover the core costs of teaching and instruction.

Activities and Materials Levies

Activities and Materials Levies cover additional items such as year-level camps, sport, small excursions, most textbooks, consumables used in classrooms and NAPLAN tests.

Elective Subjects' Fees

Elective Subjects' Fees cover course-specific teaching and instruction costs, and program consumables.

Sibling Discounts

A Sibling Discount on Tuition Fees is applicable to siblings enrolled and concurrently attending. The eldest child is levied full fees (no discount). Siblings are 2nd child 20%; 3rd child 30%; 4th and subsequent child 100%.

Annual Fees in Advance

A 6% discount on annual Tuition Fees only is applicable if annual Tuition Fees, and Activities and Materials Levies are paid in advance **by Friday 31 January 2020 i.e. the last day of Week 1 of Term 1.**

Scholarships and Bursaries

A broad range of Scholarships (Academic, Cathedral, Community-Based, General Excellence and Year 11 Senior School) are available to suitable applicants, attracting a discount on Tuition Fees. Further details are available on the School website cvas.nsw.edu.au. A limited amount of Bursaries are also available to assist families demonstrating short-term financial need. Further details are available from the Principal, Business Manager or by emailing accounts@cvas.nsw.edu.au.

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Building Fund and Library Fund Donations

Families are encouraged to make voluntary, tax-deductible donations to the Building and Library Funds. Contributions to the Building Fund are for the acquisition, construction and maintenance of school buildings. Contributions to the Library Fund include the acquisition and maintenance of books and materials for study, reading or reference. Suggested donations of \$160 per family to the Building Fund and \$80 per family to the Library Fund are included on Term 1 school fee statements as reminders but not as billed amounts.

Payment Options

- Direct debit instalments (monthly, fortnightly or weekly – see below)
- Internet banking (BSB 705-077, Account 00040006, **reference: school fee statement account number**)
- TASS Parent Lounge via Westpac PayWay
- EFTPOS using credit card (Mastercard or Visa only; no merchant fees are payable)
- Cash and cheque

Payment Due Dates

- Annually Friday 31 January 2020 i.e. last day of Week 1 of Term 1
- Termly First Friday of each Term i.e. 31 January, 1 May, 24 July, 16 October
- Monthly Ten equal instalments 14 February to 13 November
(Year 12 eight equal instalments 14 February to 11 September)
- Fortnightly Twenty equal instalments 21 February to 13 November
(Year 12 sixteen equal instalments 21 February to 18 September)
- Weekly Forty equal instalments 14 February to 13 November
(Year 12 thirty-two equal instalments 14 February to 18 September)

(Payments made in instalments should be by direct debit administered by the School and can be arranged by emailing accounts@cvas.nsw.edu.au. Direct debit instalments exclude Pre-Kinder fees, and any miscellaneous fees and charges incurred throughout the year, which should be paid as invoiced.)

Dishonour Fees

Any bank dishonour fees incurred by the School will be charged to families' school fee accounts.

Late Payment Fees

Unless alternative arrangements have been agreed in advance, in writing, with the Principal and/or Business Manager, fees not paid by the due date will result in a late payment fee being added to families' school fee accounts from the payment due date until the date the account is paid. The late payment fee will be calculated using the Westpac Unsecured Personal Loan interest rate as amended from time to time. (This does not apply to families who are paying in agreed instalments or in some other agreed manner.)

Debt Recovery

When fees remain unpaid and alternative arrangements have not been agreed in writing with the Principal and/or Business Manager, the School reserves the right to terminate the enrolment of a student and refer the matter to a debt collection agency for full recovery of fees owed and any charges incurred. A student enrolment terminated in this manner may only be considered for re-enrolment upon full payment of any debt.

Leave of Absence

All fees and levies remain payable during any leave of absence including illness or injury.

Termination of Enrolment

In the event of the enrolment of a student being terminated by the School, all fees and charges remain payable to the end of the term in which the student's enrolment is terminated.

Withdrawal of a Student

One full term's notice of withdrawal of a student from the School is required in writing, addressed to the Principal, by the first Friday of the term prior to departure, otherwise a full term's tuition fees will be charged in lieu of notice. Continuing enrolment from one year to the next is assumed and the full term notice applies.

Property Damage or Loss

Students will be liable for any damage or loss caused by them to School property with any costs incurred by the School charged to families' school fee accounts.

Contact Information

Cathedral Campus 39 Victoria Street GRAFTON NSW 2460
Clarenza Campus 74 Centenary Drive GRAFTON NSW 2460
Email

Telephone 02 6642 2011
Telephone 02 6642 8205
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