

# MANNING ADVENTIST SCHOOL

Seventh-day Adventist Schools (NNSW)

## FEE INFORMATION 2019

### FEE SCHEDULE

Fee	Pre-Kindy	Kindy – Year 6	
	Per Day	Per term	Per year
Tuition	10.00	460.00	1840.00
Stationery		25.00	100.00
Resource & Technology		50.00	200.00
<b>Total</b>	<b>10.00</b>	<b>515.00</b>	<b>2140.00</b>

### INFORMATION ABOUT PAYMENT OF FEES

#### PRE-KINDY ENROLMENT FEE

A \$50 initial enrolment deposit is required to secure a place for 2019. While this deposit is non-refundable, it will be credited to the fees at the completion of term 4 when all fees are finalised.

#### STATIONERY (Kindy – Year 6 only)

Each child is supplied with stationery and work books valued at a minimum of \$100, which is charged at the start of each school year. This fee can be paid upfront or distributed across the year at \$25 per child, per term.

#### RESOURCE and TECHNOLOGY FEE – K-Y6

A resource and technology fee of \$50 per term is charged to each child. This is a student contribution towards resources and technology costs (e.g. computers, printing and photocopying).

#### EXCURSION FEES

Excursions and sporting events are an essential component of each child's educational experience. These activities assist in building children's self-esteem and help them to develop significant qualities. Manning Adventist School therefore expects that students will participate in all excursions and sporting activities, as appropriate. Fees for excursions and sporting activities are payable prior to the activity. Unpaid excursion and

sporting fees may result in the child missing out on that activity.

#### FAMILY DISCOUNTS

##### Kindy – Year 6

Manning Adventist School (MAS) provides generous discounts to families who have more than one child enrolled at MAS in K-Y6. The following discounts will be automatically applied to the family fee statement:

One child:	Full fee
Two children:	15% off each child
Three children:	30% off each child
Four+ children:	40% off each child

#### PROMPT PAYMENT DISCOUNTS

(Kindy – Year 6 only)

Discounts on fees (after all discounts, subsidies and fee assistance are deducted) are available for prompt payment of fees, as follows:

**Annual upfront payment:** 10% discount if annual fees are paid upfront by the end of term 1, week 2.

**Term only upfront payment:** 5% discount on current term's tuition if fees are paid by the second Friday of each term.

## **FEE PAYMENT OPTIONS**

### **Option A:** Payment of annual fees

(Kindy – Y6 only: 10% discount if annual tuition fees are paid upfront by the end of week 2, term 1)

### **Option B:** Payment of current term's fees

(Kindy – Y6 only: 5% discount of current term's tuition fees are paid by the second Friday of each term)

### **Option C:**

- 40% deposit before the end of week 1 of given term.
- Second instalment due by the end of week 5 of given term.
- Balance due by the end of week 9 of given term.

**Option D:** Weekly or fortnightly payments commencing the first week of term 1. These payments are to be made using direct debit, Credit card (via the school website) or Centrepay (a free direct bill-paying service offered to customers receiving payments from Centrelink).

*It is the fee-payer's responsibility to ensure the payment is received by the school office by the due date.*

## **FEE SUPPORT**

Manning Adventist School recognises that some families experience short term financial hardship and they do not want this to be the primary reason for students being unable to attend or remain at the school. In cases of extreme hardship, assistance in meeting fees may be available. People wishing to apply for fee support must complete the confidential fee remission application and speak with the school Head Teacher or Bursar.

## **UNIFORM PURCHASES**

Uniform items for sale through the school are paid for at the time of purchase, and can be made using cash or cheque. Uniform purchases cannot be added to the fee account.

## **GOVERNMENT ALLOWANCES or OTHER SUBSIDIES, ALLOWANCES or GRANTS**

Families who receive government educational allowances or other educational subsidies or grants must advise the school at the time of application for enrolment, or immediately they become aware of their entitlement. The family must advise the school of the name, nature, and extent of any funding provided to them which is to be paid directly to the school, to enable them to school to apply this information when they administer the family's fee account.

## **CHANGES IN ENROLMENT STATUS**

### **Temporary absence**

No deductions from fees will be given for delays in students returning to school or for absence during the term.

### **Withdrawal of enrolment**

Any student who leaves the school at any stage throughout the school year is required to give at least one term's notice, by phone or by letter to the school Principal. This gives the school adequate time to allow for the position to be filled by another student. The refund is the amount remaining after this one term's fees are deducted.

## **SCHOOL OFFICE HOURS**

The school office is not staffed on a regular basis. Most convenient times for parents to visit the office are before or after school or when the Bursar is working. The office is not open during school holidays.

## **METHODS OF PAYMENT**

### **Paying Accounts**

School accounts can be paid using any one or more methods of payment listed below:

- a) **In person by credit card or direct deposit using Westpac quickweb via the schools website**
- b) **By direct deposit** or direct debit authority  
**School Bank Details**  
Westpac Banking Corp  
Manning District SDA School  
BSB 032 587  
A/C 603 818
- c) **Authorising direct deposits** from Centrelink through Centrepay.  
Forms can be obtained through the school office.  
**Centrepay reference # 555 075 230K**
- d) **BPay** – Details on Family Statements.

## **IMPORTANT NOTES FOR PAYMENTS**

Payments made directly to the school bank account must include the identifying code to enable staff to recognise the payer and relevant account for receipting purposes. If an identifier is not allowed by the bank from which the payment is made, then the school must be advised of details of the deposit(s).

## **ACCOUNT QUERIES**

To enable the Bursar to clarify information or rectify any errors, please contact the school immediately if you have any query in relation to your fee account.