



Annual Fee Schedule for 2018

The Tweed Valley Adventist College Fee Schedule has been established by the College Council and the North NSW Education Board of Management with a view to make Adventist Education available to many. To this end, it has been subsidized by the Seventh-day Adventist Church for the purpose of providing true education – which caters to the physical, mental and spiritual needs of our students.

FEE SCHEDULE	Kindy – Year 3	Year 4 – 6	Year 7 – 8	Year 9 – 10	Senior Yr 1&2
Tuition	1,650.00	1,950.00	1,950.00	2,150.00	2,350.00
Consumables Fee	950.00	950.00	950.00	950.00	950.00
Subject Levy			500.00	500.00	500.00
TOTAL	\$2,600.00	\$2,900.00	\$3,400.00	\$3,600.00	\$3,800.00

(Please note: There may be an additional fee for some senior subjects. This particularly applies to: Industrial Technology / Hospitality / Visual Art / TAFE / External courses. This fee will be outlined at the commencement of the subject and is not refundable if the student discontinues the course.)

FAMILY DISCOUNTS

Family discounts apply to families with more than one child enrolled in Kindergarten to Year 12. This sibling discount is applied to the tuition fee only, after all discounts and subsidies are deducted. Discounts are as follows:

- First child: Full tuition fee
- Second child: 15% tuition discount
- Third child: 30% tuition discount
- Fourth and subsequent children: 55% tuition discount

EQUIPMENT & STATIONERY

Primary students are provided with all their equipment and stationery. However, they are required to provide their own head phones. **Secondary students** will be given equipment and stationery lists for the new year by mid-December. Textbooks are supplied by the College and will be issued by the subject teacher when the class first meets.

ADDITIONAL FEE CHARGES:

The following extra-curricular activities also incur additional fees:

- ASSA / NCIS Sporting Events
- Year 6 Canberra Trip
- Year 11 Overseas Service Trip – Vanuatu

BUILDING AND MAINTENANCE LEVY

An annual **Building and Maintenance Levy of \$235.00** will be charged to each family. These funds are used to maintain plant and equipment at the College and make provision for future developments.

UNIFORM PURCHASES

Uniform items for sale through the College uniform shop are paid for at the time of purchase and can be made using cash, cheque, debit or credit card. There is no 'layby' option and purchases cannot be added to the fee account.

Conditions for Payment of Accounts

The following information relates to Australian citizens and permanent residents only. Rebates, discounts and subsidies are not available to international students.

Tweed Valley Adventist College fees and charges are structured to provide affordable access to private Adventist Christian Education.

Fees are charged on an annual basis at the beginning of each College year with a statement issued each term until your account is settled. Revenue from fees allows the College to continue to provide the best possible resources and opportunities for every child. For this reason, it is important that fees are paid by the due date.

An '**Options Sheet for Fee Payment**' is issued with the Fee Statement, outlining Payment Options A – D (see below). Your payments will be determined by the payment option you choose. Parents are to select their preferred payment option and communicate it to the College Bursar at the start of the year.

PAYMENT OPTIONS:

Option A10% Discount (calculated on tuition only) for paying annual fees before or on the date shown.

Option B5% Discount (calculated on tuition only) for paying the Term's fees before or on the date shown.

Option CPay the term's fees by the second last week of term.

Option DA direct debit payment plan of weekly or fortnightly installments. (Variation from a pre-arranged payment plan would need to be organised with the Principal or Bursar)

METHODS OF PAYMENT:

1. In person – using cash, cheque, EFTPOS, credit card
2. Telephone – Credit or debit card payments (the College does not accept Diners or AMEX)
3. Direct deposit to TVAC Bank Account:
Bank:Westpac
BSB:032-584
Account:158 894
Reference:Please use your Family Code as identification for your payment
4. Direct debit – inquire at TVAC Administration to organise

IMPORTANT NOTES FOR PAYMENTS

Payments made directly to the College bank account must include an identifying name/code to enable the Bursar 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 College must be advised of details of the intended deposit(s).

PLEASE NOTE

All accounts are to be finalised by the end of November each year unless special arrangements have been made with the Principal.

Additional Information

ENROLMENT DEPOSIT FEE

A non-refundable **enrolment deposit fee of \$50** is payable when submitting an application for enrolment.

EXCEPTIONS

Parents can submit a written request to the Finance Committee asking for an extension in time. If there is an acceptable reason for the request the College may allow it. Consideration of the request will only be in cases of hardship or exceptional circumstances.

REFUNDS – CAMPS / EXCURSIONS

All events which are covered by the annual College fees are non-refundable.

BUILDING AND SCHOLARSHIP FUND – TAX DEDUCTIBLE

Donations to the Tweed Valley Adventist College Building & Maintenance Fund and Scholarship Fund are tax deductible.

ACCOUNT QUERIES

Any query with a fee account should be notified to the College to enable staff to clarify information or rectify errors.

DEBT COLLECTION

If a family defaults on paying School Fees, the College will initiate regular business practices for the procurement of these fees. In this event all costs born through the recovery process will be added to your account.

The College reserves the right to instigate any or all the following actions:

- i) Your child/ren's enrollment may be terminated;
- ii) Your account may be sent to our Debt Collection agency;
- iii) Litigation may be instigated against you.

We regret having to take this course of action, but if school fees are not paid in full, or a mutually acceptable payment plan is not in place, we may be left with no alternative.

Changes in Enrolment Status

NOTICE OF WITHDRAWAL

If parents wish to cancel a confirmed enrolment place, this must be provided in writing as soon as possible before commencement of the term of entry.

Once a student is attending the College, one full term's notice of withdrawal is required or one term's fees is payable of such notice.

Any unused tuition component (not including compulsory fee, subject fee, and maintenance levy) will be refunded if applicable.

If a student withdraws and outstanding fees are not settled upon departure, the College will initiate regular business practices for the procurement of these fees. In this event all costs born through the recovery process will be added to your account.

REFUNDS – TUITION FEES

Where a student has a prolonged absence through illness, the following shall apply:

- Less than 4 weeks – normal term fees apply.
- More than 4 consecutive weeks of a term subject prior arrangements made with the principal – fees will be charged for the number of weeks or part thereof that the student is in attendance at school. Wherever possible, teachers will endeavour to support the student with schoolwork whilst absent through sickness or prolonged absence.

Refunds apply to the **Tuition Component ONLY**. Please note that the Consumables Fee, and Building and Maintenance Fee are non-refundable.