

Finance **Information** Pack

2020

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Commonwealth Register of Institutions
and Courses for Overseas Students
(CRICOS) Provider Code 01529C



Financial Pack 2020

Lake Joondalup Baptist College is a coeducational PK-12 College, established in 1990. The College is a not-for-profit organisation, which exists to provide an independent education within the context of the Christian faith. The College relies on income from families in the form of fees, as well as recurrent funding from the State and Commonwealth Governments. A portion of fees each year is used for capital projects.



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Contact Information



Family Accounts
Christine Bailey
Christine.Bailey@ljbc.wa.edu.au
9300 7407



PPP Forms
Student Reception
LJBC@ljbc.wa.edu.au
9300 7444



Secondary Assistance Scheme
Secondary Reception
LJBC@ljbc.wa.edu.au
9300 7444



School Student Accident Insurance
Secondary Reception
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Independent Education Christian Faith

1. Fees and Charges 2020

Lake Joondalup Baptist College is a coeducational PK-12 College, established in 1990. The College is a not-for-profit organisation, which exists to provide an independent education within the context of the Christian faith. The College relies on income from families in the form of fees, as well as recurrent funding from the State and Commonwealth Governments. A portion of fees each year is used for capital projects.

Registration fee

A non-refundable fee of \$55 (including GST) per child is paid to register on the waitlist. Places are offered with priority given to siblings of existing or past LJBC students, the children of former students, children of staff, children of Lake Joondalup Baptist Church members and then in order of date of registration.

Lake
Joondalup
Baptist
College



Enrolment Fee and Enrolment Bond

When the College offers an enrolment place to a student entering the College, an amount of \$1,000 is required to secure the place.

The amount of \$1,000 comprises two components:



- a. Enrolment Fee of \$500, which is non-refundable or non-transferable under any circumstance
- b. Enrolment Bond of \$500. Providing the student is still enrolled at the College in the next semester following commencement at the College, then the \$500 will be credited to the family account in that next semester. Credit of the Enrolment Bond occurs in August or when applicable in February. If your child leaves the College before completing the semester, the bond is forfeited. The Enrolment Bond of \$500 will not be refunded if, at any time after it has been paid:
 - a student's enrolment is withdrawn, and/or
 - a student does not take up the enrolment place, and/or
 - a student's enrolment is not current during the next semester following enrolment

Please note: The Enrolment Fee and Bond are not transferable to another child or another school year.

Tuition Fees

Pre Kindergarten \$1,115
Kindergarten \$5,990
Primary \$6,150
Secondary \$9,080

Sibling discounts

A reduction to the Tuition Fees of 10% is given for a second child and 20% for a third and subsequent children attending the College at the same time.



Subject/Course Levies

Secondary Students only

1. These charges are in addition to Tuition Fees, reflecting the consumable costs of each subject/course for which the student is enrolled
2. Charges for individual subjects/courses are invoiced at the end of Term 1. Payment is required by Friday 1 May 2020
3. Every attempt is made to include charges for excursions; however, if extra activities are incurred, these costs will be charged separately. Camps and excursions require payment in full prior to the event (if not already included in subject or course levies). In addition, the College reserves the right to invoice families, other than for fees, should the need arise
4. New students will be charged Subject/Course levies from when they join the College. Subject/Course Levies are not refundable should a student be withdrawn from the College part way through the school year

2. Billing Information

Tuition fees

Tuition fees are invoiced in two amounts:

- Semester 1 Tuition Fees and some sundry charges are billed in January
- Semester 2 fees and any remaining sundry charges are charged in June

The College requires payment in full by the end of October 2020.



Annual Subject/Course Levies

(Applicable to Y7 - Y12 only)

The Annual Subject/Course Levies will be invoiced in April 2020. Payments are due by **Friday 1 May 2020** (the end of the first week of Term 2).

Please note, Annual Subject/Course Levies are not refundable if a student leaves the College during the School year.

Families who choose Direct Debit/BPay as their preferred payment method for their Annual Tuition Fees, are required to make a separate payment for their Subject/Course Levies and any additional sundry charges on the invoice by **Friday 1 May 2020**.



Sundry items (Additional to Annual Tuition Fees and Subject/Course Levies)

Sundry item charges are invoiced in January, March and June each year. Due dates for payment for sundry charges is specified on the invoice.

Families who choose Direct Debit/BPay as their preferred payment method for their Annual Tuition Fees, are required to make a separate payment for sundry charges. The due dates for the 2020 year are provided below:

**Semester 1: Friday 7 February 2020, and
Semester 2: Friday 24 July 2020**

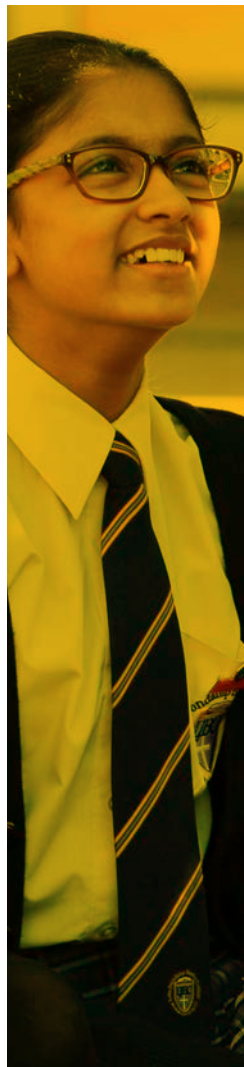
Other items may be invoiced separately on or before the date of occurrence throughout the year. They are due for payment within 14 days from the date on the invoice, or prior to the event or provision of goods or service, whichever is earlier.

College magazine

Each family receives a College magazine which will be charged in Semester 2 and is distributed in the following year.

3. Payment of Fees 2020

The College accepts payments made by cash, cheque, credit card (Amex/Mastercard/Visa) or BPay. Your BPay reference for family accounts appears at the bottom of your invoice and the College's biller code for BPay is 2576. BPay is for family account billed items only.



Payment options

The College offers three payment options for Annual Tuition Fees, details of each option is provided below:

Option 1: Payment of Annual Tuition Fees in full receive a 2.5% discount

Families who pay their annual tuition fees in full by Friday 7 February 2020 will receive a 2.5% discount on their annual tuition fees only.

Sundry items and Subject Levies are not included or discounted. These amounts are due for payment within 14 days from the date on the invoice.

Please refer to the attached payment sheet for the discounted tuition amount payable.

Option 2: Payment of Annual Tuition Fees by Semester

Payment by semester is due in full by the end of the first week of each semester.

The due dates for the 2020 year are provided below:

Semester 1: Friday 7 February 2020, and

Semester 2: Friday 24 July 2020

Option 3: Regular instalments of Annual Tuition Fees (Direct Debit or BPay)

Direct Debit:

A contractual commitment can be made with the College to make regular instalments by direct debit, this payment option is available for payment of Annual Tuition Fees only.

Two processing options are available:

Fortnightly: Every Thursday from 6 February to 29 October (20 payments), or

Monthly: On the 25th day of the month from February to October (9 payments)

In the event that the 25th day of a month falls on a weekend or public holiday, the payment will be processed on the next working day.

Important information and conditions for payment by Direct Debit:

- Completed Direct Debit forms must reach the College by Friday 17 January 2020, as the first fortnightly direct debit will be processed on Thursday 6 February 2020 and the first monthly payment will be taken on Tuesday 25 February 2020
- A new Direct Debit form/contract is required each year authorising the College to process amounts applicable to that year. Prior years direct debits are discontinued
- The nominated account must be a savings or a cheque account; we are unable to deduct amounts from a credit card or passbook account
- Please see the Tuition Fees - Family Groups Payment Schedule 2020 for the amount payable
- Fortnightly payments will be deducted from your nominated account and credited to our account, held with ANZ (20 payments) from 6 February to 29 October for 2020
- Monthly payments will be deducted from your nominated account and credited to our account, held with ANZ (9 payments) on the 25th day of each month, 25 February to 25 October for 2020. The actual day funds are taken will vary, if the 25th day of a month falls on a weekend or public holiday, the payment will be processed on the next working day
- Dishonour fee, if funds are not available in your nominated account on the due date, the fee incurred will be passed on to you. It is your responsibility to ensure that sufficient funds are available in your account on the due date
- A signed Direct Debit Request is a legal document and is binding to all parties. Please be very specific about your account details, BSB number, account number etc. The original form must be returned to the College (the form can be faxed but the original must also be posted or delivered to the College)
- Please notify the College in writing of any changes to the details on the Direct Debit Request throughout the year. Emails are accepted as written notice
- If you have further questions, please contact the Family Accounts Officer, Christine Bailey, at Christine.Bailey@ljbc.wa.edu.au or by telephone 9300 7407

Direct Debit Payment Option Checklist:

- Account name at the Bank to be debited
- BSB (Bank; State; Branch) number must be six (6) digits
- Account number up to nine (9) digits (cannot be a Passbook or Credit Card account)
- Direct Debit Request is signed by account holders and other details completed

BPay:

To make regular payments by BPay, please contact the Family Accounts Officer at Christine.Bailey@ljbc.wa.edu.au to confirm the regular payment dates that will apply.

A graphic consisting of a dark grey rectangle with the words "Payment" and "Information" stacked vertically in a large, bold, yellow sans-serif font. The text is positioned on the right side of the page, partially overlapping the main text area.

**Payment
Information**

4. CHANGE OF CIRCUMSTANCES

If your circumstances change, please advise the Family Accounts Officer as soon as possible. If you are having difficulty paying your account, please contact the Family Accounts Officer to discuss payment options/a suitable payment plan. Please note, The College Board reserves the right to refuse re-entry to a student where an account is outstanding and may pursue outstanding debts.

5. NOTICE OF WITHDRAWAL

Withdrawal of a student must be notified in writing to the Registrar by no later than the first day of term at the end of which it is intended he/she should leave. If it is intended that he/she should leave during a term, notice must be given no later than the first day of the preceding term, or ten school weeks' fees is payable in lieu. Students who are continuing from LJBC Primary to LJBC

Secondary are also required to give the notice outlined above if they decide not to continue to the Secondary School. Failure to do so will incur payment of ten school weeks' fees in lieu of notice.

6. OVERSEAS STUDENTS

Lake Joondalup Baptist College is registered to accept Full Fee Paying Overseas Students. Our Provider Number is 01529C. Details of the Confirmation Fee, Tuition Fees and Charges may be obtained from the College Registrar.

7. INSURANCE

The College has arranged Personal Accident Insurance Cover for all current students. The policy does not cover medical expenses arising from illness, loss of, or damage to personal effects and property, or liability incurred by students for property damage. It is therefore strongly recommended that parents check their health and general insurance policies to ensure adequate cover is in place.

8. BOOKLISTS

Booklists are distributed to all returning students for the following year, or with an enrolment package for new students. Booklists are also posted on the College website. All stationery and texts listed are available through any educational book supplier such as Campion Education or OfficeMax.

9. UNIFORMS

Uniforms must be paid for in full at the time of purchase and cannot be placed on account. All uniform items, except shoes, can be purchased from the College Uniform Shop.

10. PARENTS & FRIENDS ASSOCIATION

Parents and guardians of current students are automatically members of our P&F Association.

11. Parent Participation Program (PPP)

The Lake Joondalup Baptist College Parent Participation Program (PPP) benefits the College by value adding to many aspects of College life. There are many examples of how the varied contributions made by families within the PPP program have provided support and services to the College which otherwise would have affected our fees structure. Whilst many families contribute way beyond the minimum 10 hours per year required, some families may not be able to give their time and therefore provision has been made for them to make a \$200 payment as an alternative to working the required hours, or to work some of the required hours and make a pro-rata payment. A charge of \$200 for PPP will be included in your Family Account with the Semester 1 Tuition Fees. As timesheets are received, your account will be credited with \$20 for every hour of PPP completed up to a maximum of 10 hours (\$200) per annum. When timesheets are received after a billing period has closed, the credit will be carried over to the next period, which may be the following year. Hours may be carried over from one year to the next.



PPP #1

Each family is required to contribute 10 PPP hours per year for each year in which they have a child attending the College, through to Year 11. This is regardless of the number of children attending the College, ie 1 child = 10 hours, 3 children = 10 hours. There is no maximum; every hour worked is a huge benefit to the College community. PPP hours are not transferable between families.



PPP #2

Prior to the start of the PPP year, each family will be issued with an Information Sheet, which lists areas within the College that require assistance. Parents are asked to identify the areas in which they would like to assist, and return the sheet to Student Reception by Monday 3 February 2020. The College may contact parents directly asking for help in a specific area; however, on most occasions, requests for help will be advertised in the College eNewsletter, and parents should respond as advised. It is the responsibility of parents to arrange their PPP hours if they are not contacted directly.



PPP #3

Each family will be issued with a timesheet on which to record their PPP activities. It is the responsibility of the family to ensure that the timesheet is completed and signed off by an authorised member of staff each time hours are worked. Please ensure that you only complete 10 hours per form, if you complete hours that exceed the required 10 hours, please collect a new form to record them on. We suggest that forms are handed in as soon as the 10 hours are completed, however they must be handed in no later than Friday 20 November 2020.



PPP #4

Families may accumulate hours to be credited to the next year by working in excess of 10 hours per year. This will enable them to work fewer hours during the following or future years, or to complete their total College PPP obligation earlier. The maximum number of hours which may be credited in any year is 10 (a maximum credit of \$200 each year).

4. Friends-and-Family Rewards Program 2020

We value each and every Lake Joondalup Baptist College family, therefore to provide some financial support the College will for a limited time period offer those who refer a new family to the College, resulting in an enrolment, a discount on tuition fees subject to the following terms:

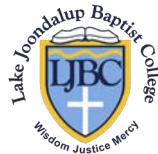
1. The discount will be 10% (10 percent) for each new enrolment.
2. The maximum over the life of the enrolment that a family will receive is \$2,000.
3. The discount will be calculated on the referring family's first child's tuition fees only.
4. Should the referred student leave the College or complete their education at the College, the discount will be honoured through to the end of the term in which the enrolment of the referred student ceases i.e. pro rata for the year.
5. The discount only relates to new enrolments not currently on College waitlists as of 1 November 2019.
6. The discount will apply for all referred students enrolled on or before 3 February 2020. The discount will continue to apply for all enrolments in Years 8 to Year 12 who confirm and commence by 30 June 2020.
7. The discount will only be applied to the student's tuition fees and is not refundable, transferable or redeemable for cash.
8. The discount is limited to the time period as stipulated and no variation to these terms is valid or binding unless approved in writing by the Principal.

**For further terms and conditions please refer to the College website:
www.ljbc.wa.edu.au/referral.html**

The image is a promotional graphic with a monochromatic yellow and orange color scheme. It features a background photograph of a group of people sitting on a stone bench in an outdoor setting. In the background, there is a large, dark cross and a modern building with a grid-like facade. The text is overlaid on the image.

#StrongerTogether

Be an Ambassador
and get rewarded for
every referral



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