



Fee Schedule | 2017

Schedule of Fees and Levies for 2017

Compulsory Annual Fees and Levies:

No. of Children	Tuition Fee	ICT Levy	Resources Levy	Capital Levy (per family)	Yearly Total	Four (4) Instalments	Ten (10) Instalments
1	\$5,710.00	\$260.00	\$135.00	\$300.00	\$6,405.00	\$1,601.25	\$640.50
2	\$11,270.00	\$520.00	\$270.00	\$300.00	\$12,360.00	\$3,090.00	\$1,236.00
3	\$16,830.00	\$780.00	\$405.00	\$300.00	\$18,315.00	\$4,578.75	\$1,831.50
4	\$22,390.00	\$1,040.00	\$540.00	\$300.00	\$24,270.00	\$6,067.50	\$2,427.00

A discount of 3.00% on the whole year's fees will apply if the applicable amount shown below is paid by the 31st of January 2017.

No. of Children	1	2	3	4
Discounted Yearly Total	\$6,212.85	\$11,989.20	\$17,765.55	\$23,541.90

Voluntary (Tax Deductible) Building Fund Levy:

Per Annum	Four (4) Instalments paid Termly	Ten (10) Instalments paid monthly
\$250.00	\$62.50	\$25.00

Tuition Fee

Tuition fees are reviewed on an annual basis. Tuition fee increases are approved by the School Council and the Outer Eastern Lutheran Church.

ICT Levy

The ICT Levy applies to all students. This levy contributes towards the cost of our one-to-one tablet device program, desktop computers, software licensing, ICT support and other ICT costs that the school incurs.

Resources Levy

The Resources Levy applies to all students. This levy contributes towards the cost of student textbooks, educational resources, reference material, sporting equipment, science equipment, music equipment and consumable items used within each class including paper, craft materials and alike.

Capital Levy

The Capital Levy applies to all families. Funds derived from the levy are for the purpose of replacing, upgrading and maintaining capital equipment and facilities.

Voluntary (Tax Deductible) Building Fund Levy

The Building Fund Levy is voluntary and 100% tax deductible. Contributions to the Building Fund greatly assist the School in the regular servicing of building loans, ensuring the school is able to provide high quality buildings and facilities for our students.

Additional Expenses

Camps

Other charges may apply throughout the year for school camps. Good Shepherd endeavours to keep these charges at a minimum.

Co-curricular Activities

Depending on co-curricular activities chosen (eg: Instrumental Music, sport, etc), there may be additional costs. Details will be provided at the time.

Family Discount

The Good Shepherd Lutheran Primary School is committed to educating the whole family. As such, families with multiple children attending Good Shepherd concurrently are entitled to receive sibling discounts.

Each sibling of the oldest child will receive a \$150 discount on their Tuition Fees.

Payment of Fees and Levies

PERIODIC PAYMENT OF FEES AND LEVIES

School Fees and Levies are able to be paid:

- **Annually**
If School Fees and Levies are paid in full by the 31st of January 2017, a 3% discount will apply.
- **Termly (Four Instalments per annum)**
Payable in full by the second Friday of each Term:
Term 1: Friday 10th February 2017
Term 2: Friday 28th April 2017
Term 3: Friday 28th July 2017
Term 4: Friday 20th October 2017
- **Monthly (Ten Instalments per annum)**
Payable in full by the 15th of each month from February to November.

METHODS OF PAYMENT

A number of payment options are available:

- **Direct Debit**
You are able to establish a direct debit arrangement by completing a Direct Debit Request Form. A Direct Debit can be made from your bank account or credit card.
- **Direct Deposit**
Account Name: Good Shepherd Lutheran Primary School
BSB No.: 033-044
Account No.: 90-1127
Reference: Family Name and Initials to be used as reference

- **BPay**
Biller Code: 24794
Reference: Your reference number is shown on the top right hand side of your tax invoice, next to the BPay symbol.
- **In person via Credit Card, Cash or Cheque**
Fees are also able to be paid in person in the Administration Centre by Credit Card, Cash or Cheque. Please make cheques payable to "The Good Shepherd Lutheran Primary School".

OVERDUE FEES AND LEVIES

Overdue fees and levies will attract a Late Fee of **\$30.00**. If any difficulty is anticipated in meeting the due date for payment, please contact the Administration Centre before the due date to discuss the matter.

PAYMENT OF FEES BY THIRD PARTIES

Please contact the School if you are in a position to have fees paid by a third party, for example, an employer offering a salary sacrifice arrangement. In this situation, the annual fee amount can be paid by regular instalments over the course of the year directly into the School's bank account.

FURTHER INFORMATION REQUIRED?

If you have any questions regarding fees, levies and payment methods, please contact:

Suzi Meredith, Accounts Officer

Phone: (03) 9725 8255

Email: suzi.meredith@gslps.vic.edu.au

Hilton Haeusler, Business Manager

Phone: (03) 9725 8255

Email: Hilton.haeusler@gslps.vic.edu.au

Fee Payment Details Form | 2017

Fee Payers Full Name:	Surname: First Name: Surname: First Name: Relationship to student:
Student Name(s):	Name: Year Level: Name: Year Level: Name: Year Level: Name: Year Level:
Payment Frequency:	I / We wish to pay the 2017 Fees and Levies: <input type="checkbox"/> Annually <input type="checkbox"/> Termly (Four Instalments per annum) <input type="checkbox"/> Monthly (Ten Instalments per annum)
Payment Method:	I / We wish to use the following payment method for 2017 Fees and Levies: <input type="checkbox"/> Direct Debit (Please complete the attached Direct Debit Request Form) <input type="checkbox"/> Direct Deposit (Electronic Bank Transfer) <input type="checkbox"/> BPay <input type="checkbox"/> In person via Credit Card, Cash or Cheque
Voluntary (Tax Deductible) Building Fund Levy:	I / We wish to participate in the Voluntary Building Fund Levy (\$250.00pa): <input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: Name (Print):
 Date:

Please return to the Administration Centre by Friday 9th December 2016

**Establishing a
Direct Debit
arrangement is the
easiest way to ensure
your school fees are
paid on time**

Payment is
automatically deducted
on the due date from
your nominated
account

Direct Debit Request (DDR)

New Request Alteration Retain existing arrangement

DETAILS OF ACCOUNT AUTHORITY

I/we
(Name of the person(s) giving the DDR)

authorise The Good Shepherd Lutheran Primary School (ABN: 46 195 818 978) to arrange for funds to be debited from my/our account at the Financial Institution identified below and as described below through the Bulk Electronic Clearing System. This authorisation is to remain in force in accordance with the terms described in the Direct Debit Request Service Agreement (see below).

DETAILS OF ACCOUNT TO BE DEBITED

Bank Account
Name of Financial Institution:
Branch Location:
Account Name:
BSB No.:
Account No.

Credit Card
Name of Financial Institution:
Credit Card No.: / / /
Expiry Date: /
Card Type: Visa / MasterCard

PAYMENT FREQUENCY

Annually Termly (four instalments) Monthly (ten instalments)

VOLUNTARY (TAX DEDUCTIBLE) BUILDING FUND LEVY

\$250.00pa Other amount: \$..... No

SIGNATURES

I / we have read and accept the terms and conditions set out in the Direct Debit Request Service Agreement.

Signature: Date:

Name (print):

DIRECT DEBIT REQUEST SERVICE AGREEMENT:

- By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your nominated account, according to the agreement we have with you.
- Changes by us – you will be advised 14 days in advance of any changes to the Direct Debit arrangements.
- Changes by you – for all matters relating to the Direct Debit arrangement you will need to
 - call our office on 9725 8255 or visit the Admin Centre, and
 - Advise us in writing to 53 Plymouth Road, Croydon Hills, Facsimile: 9725 7061
 - Allow for 7 days for the amendments to take effect.
- Your responsibility – the customer should be aware that it is your responsibility to ensure sufficient cleared funds are in the nominated debiting account when the payments are to be drawn.
- Disputes – if you believe there has been an error in debiting your account you should contact us in the first instance and confirm details with us in writing as soon as possible so that we can resolve your query quickly.
- We will investigate the matter and advise you in writing whether your account has been incorrectly or correctly debited. If we cannot resolve the matter you can still refer it to your Financial Institution and they may lodge a claim on your behalf.
- Returned payments - in the event of returned unpaid transactions, the following procedures will apply:
 - You will be notified by phone of the details
 - You will have 7 days to pay the amount
- Fees and charges – a fee of \$10.00 will be charged per unpaid transaction. If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day.