



KIMBERLEY COLLEGE
41 Kruger Road
Carbrook, QLD 4130
(07) 3209 0300
admin@kimberleycollege.org

3rd December 2018

Dear Parents/Guardians,

Please find attached the Kimberley College tuition fees schedule for 2019. In setting the fees the board has carefully considered both the financial impact on families and the need for a sustainable budget to fund essential improvements.

Key changes to the fee structure include:

- A discount of 3% for annual tuition fees paid in full before the first day of Term 1, 2019
- Necessary increases to school term, academy and music fees
- Introduction of a fee payment for camps
- Two zone bus service fees – Zone 1 at a reduced cost (Zone 2 no change to current cost)

With these changes, Kimberley College continues to offer a low fee structure compared to other independent schools. Some bursaries will still be available, but an application to the Principal is required. In addition, the following school improvements are now in place or planned to ensure the best possible learning environment for your children next year and into the future:

- Increases to the number of learning support team members to provide a higher level of assistance to students with specific learning needs
- Employment of a school counsellor to better support the social and emotional needs of our students
- The introduction of specialist teachers for Japanese and Music to enhance the primary curriculum offering
- Upgrades to student amenities including the toilets and play areas for our primary students (expected completion Easter 2019)
- Building improvements including significant maintenance and cleaning to ensure current facilities provide the best possible working spaces for our students
- Major upgrades to IT equipment including the purchase of computers for middle and senior classes, enhancements to the network and WIFI for students and staff, and new software to improve the administrative management of the College. Most of these changes will take place in Term 1.

Early in 2019 our Principal, Glenn Johnson, will begin an extensive engagement with parents and the Kimberley College community to share future planned developments and seek your feedback. We encourage you to participate and help to build on our strong College community.

Yours sincerely,

Paul Wilton
Board Chair



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Dear Parents / Guardians

Fees for 2019 College Year

Please find enclosed a range of documents associated with the Kimberley College 2019 fees and payment options:

- Annual College Fee Table 2019 – “2019 Fee Structure”
- College Fee Payment Advice 2019 – “2019 Fees Payment Advice”
- Worksheet for Direct Debit Calculations 2019 – “2019 Calculations Worksheet”
- Bank Account/Credit Card Debit Request Form and Service Agreement 2019

Please review the documents enclosed and payment options, indicate your preferred method of payment on the “2019 Fee Payment Advice”, and return to the College by **17 December 2018**.

If you are opting to make direct debit payments in 2019, please also return the appropriate Direct Debit Request Form along with your completed Direct Debit Calculations Worksheet by **17 December 2018** (Direct Debit Requests must be renewed each year).

As you can see in the table below, the College will be billing by term in 2019.

Important Dates for the year ahead

Monday 17 th December 2018	All families to return their College “2019 Fees Payment Advice” form, and if applicable Direct Debit Request Form and completed worksheet for 2019 to the College Finance Department.
Tuesday 29 th January 2019	Families can receive a 3% early settlement discount if full payment of the year’s tuition fees are paid by close of business (4pm) on Day 1 of Term 1. Term 1 fees are due by close of business if not paying by Direct Debit.
Friday 1 st February 2019	First Weekly Direct Debit or Fortnightly (option 1) Direct Debit.
Friday 8 th February 2019	First Fortnightly Direct Debit (Option 2)
Friday 28 th February 2019	First Monthly Direct Debit
Tuesday 23 rd April 2019	Term 2 fees and Term 1 other fees and charges due (refer 2019 Fee Structure for list of other fees and charges)
Monday 15 th July 2019	Term 3 fees and Term 2 other fees and charges due
Tuesday 8 th October 2019	Term 4 fees and Term 3 other fees and charges due
Friday 15 th November 2019	Final day for payment of exiting families with Year 12 students (unless on a Direct Debit payment arrangement)
Thursday 28 th November 2019	Final payment of Monthly Direct Debits due
Friday 6 th December 2019	Final payment of Fortnightly Direct Debit (option 1) due.
Friday 13 th December 2019	Term 4 other fees and charges due – all accounts to be paid in full

The details for the 2019 year are outlined below.

The College's education programs and facilities are funded by College fees and are highly dependent upon accounts being paid on time. Parent support in making payment of College fees a priority is appreciated.

Tuition fees will be charged to parent accounts once per term unless parents opt to pay up front for the full year, or elect to pay through deferred Direct Debit means.

"Other Fees and Charges" as specified in the "2019 Fee Structure" or other miscellaneous items such as Opti-MINDS or formals will be charged as incurred. Forms and information relating to these costs will be issued to parents prior to the events which will be required to be completed, signed and returned to the College along with payment to our Finance Department in order to attend.

Certificate course information and fees will be advised during the year for year levels 10 - 12, Chris McAlpine will be able to provide any information required regarding these courses and payment will be required to be paid directly to Kimberley College.

Lost or damaged library books are to be replaced at the replacement value of the book and the charge will be included on the parent account. Notification will be sent to parents via email prior to being charged to encourage return or replacement before charges are applied. These additional charges, if any, are payable by the applicable due date each term.

Student travel will be charged and receipted as required to the parent account and will appear on Term statements. Children will not be able to travel without a bus pass which can be purchased from our Finance Department.

Statements will be issued for each term in January, April, July and October, and again in December, if required.

Statements will be distributed via email to the email address provided to the College. Alternatively, if you would like an updated statement at any time please contact our Finance Department who can issue one as required. Please ensure that your contact details are current and valid at all times, and contact Reception or email admin@kimberleycollege.org to update any details.

Timing of Payments and Discount Entitlements

The College offers the following options:

Annual Payments

A 3% discount will apply to tuition fees provided full payment for the year is received by the College on or before close of business (4pm) Tuesday 29 January 2019, the first day of the first term. No extension of this payment date can be accepted. Please allow for Public Holidays and financial institution processing times. The Annual Discount will be applied after any other discount entitlements are applied.

Term in Advance

Those parents who wish to pay College fees by term should note that the fees are due and payable at the commencement of each term (as specified on the "2019 Fee Payment Advice").

Weekly, Fortnightly or Monthly payments

Periodic Direct Debit payments occur in accordance with the scheduled payments as laid out in the Direct Debit Payment Schedule. If these dates are not suitable then please contact the Finance Department on 3209 0345. All fees paid using a direct debit arrangement must be paid in full by the final respective processing date for the year. Other Fees and Charges (e.g. music consumables, unreturned or damaged Library books, camps fees etc.) are charged separately to your fee account. These amounts are not covered by your direct debit payment but are payable on the first day of the term following the date of the charge. These charges can be paid separately or the College Finance department can be contacted to arrange an increase to your direct debit payment. The College reserves the right to continue with direct debit payments beyond the advised final date until all outstanding fees are cleared.

Please check that your first direct debit for the year has been processed from your bank account or credit card on the appropriate scheduled date and advise the College Finance Department should the transaction fail to complete. Please accept that the administrative costs of managing rejected direct debit payments are high. Any scheduled direct debit payment that is rejected or dishonored will incur an administration charge of \$50.00 which will be charged to the fee account.

Late Payment of Fees

It is important that tuition fees are paid by the due date to ensure the College can continue to maintain high quality educational standards for students. If the account remains unpaid the following may occur:

- Your child's enrolment may be cancelled at the discretion of the Principal, re-enrolment of the student may be withheld, or the student may be suspended until all fees are paid. No reduction in fees will be given for such a period of suspension.
- Action to recover the outstanding amount may follow, and you will be responsible for all additional legal and debt collection charges incurred to settle the account.

It is College policy to charge a monthly administration charge of \$50.00 on those accounts that are in arrears to cover administration and collection costs. This will apply where satisfactory payment arrangements have not been entered into and maintained.

The College does, however, acknowledge that situations can arise from time to time that cause financial hardship for families. Parents are always urged to ensure that accounts are paid on time but, where circumstances are such that payments cannot be maintained, parents are urged to openly communicate with the College Finance Department in order that arrangements be put in place to ensure students' education is not disrupted. Flexible arrangements can be structured where communication is open and there is a commitment to the best interests of the student. Please note, however, that parents or guardians will not be permitted to enrol their children in extra-curricular College activities which involve a significant cost unless the College tuition fees have been paid. In addition, any scholarships or bursary discounts awarded may be forfeited, and will become immediately due and payable where fees are not paid in full by the due date.

Withdrawal of a student prior to the end of year 12

As the College makes plans in advance for resources for students and teachers, it is for parents to provide written notice to the College Registrar if a student is leaving the College:

- No later than the first day of the term at the end of which the student intends to leave, or;
- No later than the first day of the immediately preceding term if the student intends to leave during a term.

Parents who do not provide sufficient notice of exit will be liable to pay or forfeit (as the case may be) to the College one term's fees and charges in lieu of notice. Withdrawal forms are located on the website or alternatively you can email enrolments@kimberleycollege.org to inform the school of any intent to withdraw.

Confidentiality

The College adheres to the Australian Privacy Principles as set out in the Privacy Act (Cth) 1988 (as amended 2012). Further details are available on our website.

College Reception

Reception Office hours are 8.00am to 4.00pm weekdays. The office will be open during all school holidays except between 21 December 2018 to 1 January 2019 inclusive. It will reopen on 2 January 2019.

Payments accepted are Direct Debit, EFTPOS (Bank account, Visa or Master card), Credit Card (Visa or Master card over the phone by calling our Finance Department on 07 3209 0339), cash or cheque (although, dishonored cheques will attract an administration fee).

We look forward to welcoming the students back to school in late January next year and wish all families a happy and safe Christmas and New Year 2019.

Yours Sincerely

Joe McMeniman
Chief Financial Officer.

WHAT YOU NEED TO DO NOW

- Complete and sign the College “2019 Fee Payment Advice” after nominating payment method;
- Calculate your weekly, fortnightly, or monthly payment amount using the Worksheet as a guide;
- Complete and sign the Direct Debit Request if you wish to take advantage of Direct Debits;
- Return all of the above forms to the College Finance Department by Monday 17 December 2018.

