



FEE AGREEMENT

Fee Schedule 2018

Fees are set annually based on budgetary requirements. Families will receive four weeks written notice of an increase.

Waitlist and Enrolment Fee

A waitlist fee of \$11.00 applies per child. This fee is non-refundable and assists in covering the enrolment processing costs. To secure enrolment, the total non-refundable Enrolment Confirmation Fee of \$55 per child is to be lodged with the Service within 14 days of receipt of an enrolment offer.

Withdrawal of student from the Service/Change to Bookings

Parents are required to give two weeks' notice in writing to the Service Leader of their intention to withdraw or change their child/ren's booking. If such notice is given, two weeks fees will be charged. Requests for additional days will be dependent on availability and waiting list priorities.

Service Fees and Conditions

- ✚ \$88 per day per child is charged.
- ✚ The Service is an Approved Service and as such eligible for Child Care Benefit and Child Care Tax Rebate.
- ✚ The Service is open 50 weeks per annum.
- ✚ Fees are payable for the full 50 weeks. There are no charges for the two weeks the Service is closed over the Christmas and New Year break.
- ✚ For an enrolment secured during the year, fees are payable from the enrolment date onwards.
- ✚ If you are late to collect your child there will be an additional fee of \$5 for the first 5 minutes and \$1 every minute thereafter.
- ✚ Fees are payable for all booked days e.g. absent, illness and holidays.

Payment Dates

Account slips are issued to parents weekly in advance on the Monday before the next billing cycle. Full statements are available on request and are emailed at the end of each quarter.

Methods of Payment

At Pacific Early Learning we offer a range of options to pay your fees, either by Cash, Cheque, EFTPOS or credit card, at the College's main office. Refer to Automatic Payment Authority Form if you wish to set up automatic credit card charges through the Accounts Office.

At this stage, we are unable to facilitate automatic payments from a bank account. If you wish to pay your ELC fees via a direct debit from your bank account, this will need to be set up via your own internet banking or bank branch. Below are our bank details:

Bank	Westpac
BSB #	034-168
Account #	400927
Name	Pacific Early Learning Centre
Reference	Your surname/child's name

(If you are eligible for reduced fees via CCB/CCR, we will be able to give you an exact amount of your weekly/fortnightly fees, once your child has commenced with us and Centrelink has confirmed your CCB/CCR status)

Fee Policy

- ✚ A child will not be permitted to continue at the Service if fees remain unpaid for a period of four weeks after the due date or parental contact with the Service leader has not been made. The Pacific Lutheran College Business Office through the Service leader, may grant an extension of time if there are extenuating or exceptional circumstances. An overdue account fee of \$20 per week will apply for all families with amounts outstanding aft the due date. Families with up to date payment plans will not be charged this fee.

Should you have any queries regarding the payment of your ELS Fees, please feel free to contact either Julie McCosker, our Service Leader (jmccosker@pacluth.qld.edu.au or 5436 7377), or Shannon Russell, our College Accountant (srussell@pacluth.qld.edu.au or 5436 7385)

Please retain for your records.



FEE AGREEMENT FORM

Pacific Early Learning Welcomes you to our Community and wishes you a long and fruitful association with the Pacific Lutheran College Community.

I _____ parent/s of _____ hereby understand and agree to comply with the Pacific Lutheran Early Learning Service Fee Policy and conditions documented in the 2018 Fee Schedule.

- + Families are required to keep their accounts in advance of the current week.
- + Families are expected to pay for 50 weeks of the year, depending on enrolment date.
- + Families are financially responsible for all absent days including sick, public holiday and annual leave days.
- + Families will inform the Service if their child will be absent from the Service.
- + Families will inform the Service if their child will be absent for an extended period such as holidays etc.
- + Requests to a child's booked days needs to be in writing.
- + Families are asked to give two weeks written notice of intent to leave the Service and will be financially responsible for that period. If the child does not attend during the notice period and specifically on the last day, the family is aware they will be charged full fees back dated to their last day in care.
- + Pre-prep children enrolled in Studio One are expected to complete a minimum of 10 weeks per school term, starting on the 8th of January, 2018 and finishing during the week ending the 9th of December, 2018.
- + Requests for additional days will be dependent on availability and waiting list priority.

Signature _____

Date _____

Account Name as per statement (please print) _____

Please email my weekly account to _____
(Go green and read from the screen)

I request that my end of term statement be emailed to the above email address