

# - HELENA COLLEGE -

Your fees account and statement will include Tuition Fees and some (but not all) of the Charges listed below. The statement of accounts is sent out in mid-January each year.

**Accounts are payable weekly, fortnightly, monthly or quarterly and must be finalised by 29 November 2019.**

## 2019 Tuition Fees

(Fees applicable per year)

Kindergarten to Year 6	\$8,145
Years 7-10	\$13,150
Years 11-12	\$13,405

Tuition fees incorporate all curriculum components including most excursions, swimming and sports, and camps although separate charges apply for camp food.

## 2019 Charges - All Families

### Reflections Yearbook

A charge of \$44.00 (including GST) per family will apply for *Reflections*. Additional copies are available upon request, at the cost of \$44.00.

### Accident Insurance

A charge of \$33.00 (including GST) will be applied for student accident insurance. This policy covers students 24 hours a day, 365 days a year, subject to the terms and conditions of the policy.

## 2019 Charges - Darlington Campus (K-5)

### Electives Programme (optional)

Where a student elects to take one or more classes offered as part of the Electives Programme, the fees will be charged on a semester basis once participation is confirmed. Places may not be offered if previous fees remain unpaid.

## 2019 Charges - Glen Forrest Campus (6-12)

### Laptop Programme Levy - Years 6 to 12

The ICT levy for students with existing agreements will remain the same for 2019. New students entering the programme will be charged the levy amount of \$1,000 per year while the student is enrolled and for the life of the agreement.

### Instrumental Development Programme (optional)

These fees are charged on a semester basis once participation is confirmed. Please note, places may not be offered if previous fees remain unpaid.

### Workplace Learning - Years 10-12

Workplace Learning has an associated additional charge determined by the managing body, the Hills and Associated Colleges Cluster.

## Registration Fee

A non refundable registration fee of \$110 (including GST) is payable when the completed registration form and a copy of the birth certificate are both submitted.

## Enrolment Fee

A non-refundable enrolment fee is payable to accept a place for your student and ensure its retention. This fee is not offset against the first fees account. In 2019 the enrolment fees are:

Kindergarten - Year 9	\$990
Years 10-11	\$400
Year 12	\$250

## Payment Options

Payment of tuition fees can be made through a periodic payment plan. **Instalments must be paid weekly, fortnightly, monthly or quarterly. Final payment of all fees and charges must be completed by 29 November 2019**, unless authorised by the Business Manager. Fees may be paid by:

- Direct credit to the College account (details appear on the fees invoice)
- PayWay – direct debit system (contact the Finance Manager to arrange)
- Xplor Schools - secure online payment platform in partnership with Westpac Bank
- Credit card (Visa, MasterCard or Amex) at administration or over the phone
- EFTPOS at administration
- Cheque made out to Helena College Council Inc.

## Payment Discounts

1. A discount of two per cent (2%) applies for payment in full by 4 February 2019.

2. A discount of one per cent (1%) applies for payment made in instalments each term by the following dates: 4 February, 29 April, 22 July and 14 October 2019. The discounts equate to the following amounts:

Kindergarten - Year 6	\$163 (2%)	\$20 per term (1%)
Years 7-10	\$263 (2%)	\$33 per term (1%)
Year 11-12	\$268 (2%)	\$34 per term (1%)

## Family Discounts

Families with two or more children attending the College receive a discount on the annual tuition fee for the second and subsequent siblings:

	2nd child	3rd child	4th child
	10%	20%	30%
<b>K-6</b>	\$815	\$1,630	\$2,445
<b>7-10</b>	\$1,315	\$2,630	\$3,945
<b>11-12</b>	\$1,341	\$2,682	\$4,022

### **Notice of Withdrawal**

Prior to the withdrawal of a student, notice in writing must be given to the Principal or Head of Junior School. In accordance with the Enrolment Agreement, at least one full term's notice is required or one term's tuition fee is payable.

### **Dishonoured Cheques / Collection Costs**

It is the Council's policy to charge, through the family fee account, for all dishonoured cheque fees, debt collection and legal costs charged by various institutions.

### **Unpaid Accounts**

An administration fee of \$132 will be charged on accounts remaining overdue on 29 November 2019. Council reserves the right to refuse acceptance of a student for the next term if the preceding term's tuition fee has not been paid.

### **Bursaries**

Families who are unable to meet their fee obligations due to financial hardship may apply for short term assistance. Applications may be made on the approved form by contacting the Business Manager.

### **Bus Service**

The College contracts private bus companies to provide services to Midland, Mt Helena, Gidgegannup, Darlington, Lesmurdie and surrounding areas. An application form for the use of the bus service must be completed and returned to administration before the first journey is taken. Bus tokens must be purchased in advance from administration. Bus tokens are \$5.00 with discounts for purchases in bulk. Details of the bus routes are available on the College website.

### **Parents' & Friends' Association**

A P&F voluntary contribution of \$80 is included on annual accounts to assist with P&F projects for the College. Payment is optional but appreciated and encouraged.

### **Questions and queries**

Parents are invited to direct any questions and queries on fees, financial matters and payments to the Business Manager by phoning 9298 9100 or email [businessmanager@helena.wa.edu.au](mailto:businessmanager@helena.wa.edu.au)

**Darlington (K-5)**  
Ryecroft Road, Darlington WA 6070  
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**Glen Forrest (6-12)**  
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