



## SCHOOL TUITION FEE POLICY & GUIDELINES

### RATIONALE

This document outlines the terms and conditions under which the school and the recipient agree to maintain for the purpose of tuition fees for the duration of each student's enrolment. The school seeks to be a blessing to families facing a change in their economic position.

### GUIDELINES

Any family that enrolls at Sherwood Hills Christian must abide by the Tuition Fee Policy and Guidelines document for the duration of their child/children's enrolment. This policy comes into effect upon receipt of a signed Student Enrolment Application Form and Acceptance of Letter of Offer via payment of Enrolment Fees.

#### 1) ENROLMENT FEES

Enrolment fees as detailed by the current Tuition Fee Payments Guide must be paid to secure a position at the school as stated in a Letter of Offer upon completion of an Enrolment Interview with the Principal. The enrolment fee per student includes a Registration Fee and Refundable Deposit and is applicable up to the 3<sup>rd</sup> child in the family. No tuition fees are charged after the 3<sup>rd</sup> child.

- a. Registration Fee is Non-Refundable  
(The Kindergarten registration fee includes a complete stationery start-up kit for the student)
- b. Refundable Deposit is equivalent to the first month's fee value and will be refunded to the family's financial account once the child/children leaves the school.

#### 2) TUITION FEE SCHEDULE

- a. Tuition fees in the school only charges tuition up to the 3<sup>rd</sup> child in a family enrolled at the school. If the enrolment includes a Kindergarten student, the Kindergarten student is recognised as the 1<sup>st</sup> child and has a different fee pricing compared to a child enrolled in Year 1-12 as the 1<sup>st</sup> (eldest) child in the family.
- b. EXAMPLE – Monthly tuition of family with 3 children enrolled (based on 2023 pricing):

FAMILY OF 3 STUDENTS ENROLLED WITHIN YEAR 1-12		FAMILY OF 3 STUDENTS ENROLLED, INCLUDING A KINDERGARTEN STUDENT	
Year 10	\$492	Kindergarten	\$504
Year 5	\$322	Year 9	\$322
Year 1	\$184	Year 7	\$184
TOTAL:	\$998	TOTAL:	\$1,010

- 3) **UNIFORM EXPENSES:** There is a Uniform Shop on site at the school and is open Mondays, Wednesdays & Fridays from 8:30-9am & 3-3:30pm. Uniform items are to be paid for upon pickup at the office.
- 4) **MISCELLANEOUS CHARGES:** If your child/children require any replacement items or miscellaneous items throughout the year, they will be added to the next scheduled invoice. Some examples of these items include: replacement pencils, erasers, diaries, family correspondence folders, etc.
- 5) **SCHOOL CAMP/EXCURSIONS:** All educational excursions are included in the tuition fees. The Primary Camp for Years 4-6 and the High School Camp for Years 7-12 are at an additional cost which is provided at the start of the year and can be paid in full or via instalments.
- 6) **EXIT PROCEDURE:**
  - a. Withdrawal Notice: The school requires minimum 4 weeks' notice if a family intends to remove their child/children from the school. If you fail to give 4 weeks' notice then you will be invoiced for one (1) month of tuition based on your regular tuition amount.
  - b. The refundable deposit will be applied to any outstanding fees, if applicable. Otherwise, the full refundable deposit amount will be credited to the family's designated account.
  - c. Exit Interview Form: Unless the student is graduating Year 12, when a student leaves the school for any other reason, the parents/guardian must complete an Exit Form and have an Exit Interview with the Principal before officially withdrawing the child/children from the school.



## 2025 TUITION FEE PAYMENTS GUIDE

ENROLMENT FEES	Kindergarten*	First Child	Second Child	Third Child#
Registration	\$300	\$250	\$250	\$250
Refundable Deposit	\$540	\$524	\$342	\$190
<b>Total Enrolment Fee:</b>	<b>\$840</b>	<b>\$774</b>	<b>\$592</b>	<b>\$440</b>

TUITION FEE	Yearly	Bi-Monthly (February, April, June, August, October)
Kindergarten	\$ 5400.00	\$1080
1st Child	\$ 5240.00	\$1048
2nd Child	\$ 3420.00	\$684
3rd Child	\$ 1,900.00	\$380
Tuition Invoiced	Bi-Monthly (February, April, June, August, October)	
Re-enrolment Fee	\$50.00 per child up to 2 children; charged in October	
Late Fine	\$33.00 per month if any outstanding amounts are not paid by the 14 <sup>th</sup> of March, May, July, September, November	

*Please be reminded that in accordance with the school guidelines any family that is more than two months behind in their account will have their child/ren at risk of being removed from the school until your account is paid in full.*

**PLEASE NOTE:** \*The Kindergarten student is recognised as the first child in the tuition system, if applicable. #Any child after the 3rd child is entitled to free tuition and enrolment fees. The ABC registration fee includes a start-up kit for the student which includes all necessary stationery items. A **5% discount is available if Tuition is paid in full by February**. Full Tuition can be made via: direct deposit, BPAY, cash, cheque or EFTPOS but cannot be paid with credit card.

PAYMENT METHODS	
<b>Direct Debit</b>	Automatic debits are setup via credit card or bank account and are deducted on or around the 14th of the month to cover your tuition fees each month. Please be assured that your personal credit card information is stored in a secure safe.
<b>EFTPOS</b>	ALL transactions through our EFTPOS machine will incur a 1% surcharge, effective 20 January 2025.
<i>Other online payment methods are available, if required. Details are listed on the school invoice.</i>	

2025	START DATE	END DATE	WEEKS	SCHOOL HOLIDAY DATES (OFFICE OPENING HOURS 9-4pm)
<b>TERM 1</b>	Monday, 3 February (Years 1-12) Thursday, 6 February (Kindergarten Students ONLY)	Friday, 11 April	10-week term, 2-week break	Monday – Thursday 14 – 17 April
<b>TERM 2</b>	Monday, 28 April	Friday, 4 July	10-week term, 3 weeks break	Tuesday – Friday 8 – 11 July
<b>TERM 3</b>	Monday, 28 July	Friday, 26 September	9-week term, 2 weeks break	Tuesday – Friday 7 – 10 October
<b>TERM 4</b>	Monday, 13 October	Tuesday, 9 December	8.2week term	Re-open in 2026
	<b>HIGH SCHOOL CAMP</b> – Tuesday, 14 October – Friday, 17 October 2025 <b>PRIMARY CAMP</b> - Wednesday, 22 October – Friday, 24 October 2025 <b>AWARDS NIGHT</b> – Tuesday, 9th December 2025			