



KINGSWAY
CHRISTIAN COLLEGE

FINANCIAL
INFORMATION
PACK
2024

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BILLING PROCESS 2024

Since 2023 we have changed some aspects of our billing to ensure accuracy and to utilize the benefits offered by the *Parent Lounge* portal. To confirm these changes are as follows:

- Tuition fees and compulsory year group charges will be billed in January as normal.
 - Only payment of these charges will be required to receive the 4% Annual Discount.
- All other subject specific College booklist charges will be billed during the Term 1 holidays. These charges will be payable by the Term 2 deadline (Friday 19th April 2024) except families that have already entered a Direct Debit Arrangement with the College – your Direct Debit amount will be increased by the College enabling payment throughout the remainder of the school year.
- Other compulsory charges (including camps and socials) will be payable at the time of sign-up, through the “Events and Payments” area in the Parent Lounge. Providing families with a payment plan for year group camps, several instalments up to 12 months prior to the Camp. You will also be required to verify your medical details at this point.
- *Please Note:* As the year 7 Camp is in February, this camp will be included on the family account to accommodate new families.

These changes will ensure you are only charged for final subjects’ selections at the end of the subject selection process which is finalised late in Term 1. The new billing process also ensures payment for compulsory events is received prior to attendance, as these charges are collected on behalf of third-party vendors.

FINANCES IN PARENT LOUNGE

A reminder that the *Parent Lounge* also provides you with an efficient means of accessing and updating the data the College holds for you and your children. From a financial point of view this includes a real-time College Fee account balance and statements. Statements will be posted monthly and provide the detail to support your College fee account balance.

To access the Parent Lounge please go to <https://sms.kingsway.wa.edu.au/parentlounge>
You will need your Parent code and password (provided by IT on your commencement at the College).
If you have forgotten your password, please go to <https://password.kcc.wa.edu.au> to reset your password.

To access your financial information please select “Accounts & Payments” from the options in the top ribbon bar (if viewing on a PC) or the bottom “Accounts” icon (if you are using the app) and then select one of the below:

- “School Fees Account” for your annual statement and charges billed to it
- “Events and Payments” for all individual events and excursions

ANNUAL TUITION FEES – Billed in January

YEAR LEVEL	ANNUAL TUITION FEES BEFORE ANY DISCOUNT
Kindergarten	4,360
Pre-Primary	5,160
Year 1 – 2	7,020
Year 3 - 4	7,040
Year 5 - 6	7,090
Year 7 – 9	9,940
Year 10 - 12	10,080

Please Note:

Kindergarten Fees are for a 5-day fortnight programme.

Year 12 school fees whilst incurred over three terms, have payment options spread equally over the entire academic year.

Family Discounts (on tuition fees only)

- 2nd child – 15% discount
- 3rd child – 30% discount
- 4th and subsequent children – 60% discount

OTHER ANNUAL COMPULSORY CHARGES – Billed in January

Please refer to the 'College Fees & Levies' schedule on Page 8 and 9 for the current year's charges.

Families are charged the following:

- ***Association/Admin Fee*** – to cover the administration associated with the Kingsway Christian College Association and additional governance requirements. This is an annual, non-refundable fee.
- ***Volunteer Hours Levy*** – please refer to the 'Volunteer Hours Levy' section on Page 6.

Primary Students are charged the following:

- **Early Learning Screening** – Kindy and Pre-Primary students are tested for speech, language and fine and gross motor skills thus allowing the College to best support and accommodate every student's learning
- **Kindy Excursion** – Kindy students will visit Landsdale Farm one day per week for 5 weeks each Term, over and above the standard 5-day fortnight. This is an optional excursion available to our families on a first come best dressed basis. Students will need to be dropped and collected at Landsdale.
- **Swimming lessons** (option of surfing instead in Year 6) – a lesson every day for one week in Term 4 including transportation to and from the pools and pool entrance fees.
- **Primary Wanderings (PP – Y4)** – Students will be working with Education by Nature for 10 days throughout the school year using the environment as inspiration for their learning.
- **ICT Levy (Y4-5)** – this charge is instead of asking students to bring their own device and supports the increased laptop usage in the higher primary years, in preparation for Secondary school.

Secondary Students are charged the following:

- **Year 7 Ern Halliday Camp** – **compulsory camp** for all Year 7 students *
- **Padlock for locker (Y7)**

OTHER ANNUAL COMPULSORY CHARGES – Via Parent Lounge “Events& Payments”

Primary Students are charged the following:

- Year 5 Swan Valley Adventure Camp – **compulsory camp** for all Year 5 students *
- Year 6 Busselton Camp – **compulsory camp** for all Year 6 students *

Secondary Students are charged the following:

- Year 9 Albany Camp – **compulsory camp** for all Year 9 students *
- Year 11 Ningaloo Camp – **compulsory camp** for all Year 11 students *

**Please Note:* Students will only be able to attend trips if College tuition fees are paid up to date.

ADDITIONAL CHARGES

The College adopts a ‘user pays’ principle in applying identifiable costs to individual students. Examples:

January Billing

- **Primary Resource Levy** –relates to booklist charges, enables the College to purchase items in bulk and pass on the cost savings to families.
- **Year Group Compulsory Booklist Charges** – These items are detailed on the booklists but are managed by the College to pass on savings to our families.

Billed during Term 1 Holidays

- **Booklist Charges** – Most items are purchased directly through the annual booklist programme, currently through Champion Education. Your annual fee statement will include some items which are detailed on the booklists, these are managed by the College to pass on savings to our families. The College receives a rebate on family purchases from the booklist.
- **External VET Fees** - Covers the external cost of the Registered Training Organisation fees and the certification of students.
- **Other subject specific charges** – Covers the cost of external parties and additional qualifications.
- **Specialist Basketball Program (Secondary students)** – Covers the cost of the external coach. Y7-10 includes one double practical session, one single theory or one single strength and condition session. Y11 and 12 will have one double practical session per week. Students in all year groups are also invited to participate in additional training held at Warwick Stadium each week.

PLEASE NOTE: The above fees are payable by the Term 2 payment deadline (Friday 19th April 2024) unless you have a Direct Debit Arrangement with the College – see “New Billing Process 2024” section above.

Termly Billing

- **Music Lessons** – Fees are charged to cover the cost of music tutors, please refer to the 2024 Music Handbook for further information and the current year’s charges. Lessons will be billed termly in advance and any credits for the year will be applied at the end of the year by the Finance Department. It is a condition of enrolment in individual/group music lessons that at least 5 schools weeks’ notice of a student’s withdrawal is given before the end of a term. This notice must be via the withdrawal form at the back of the Music Handbook. If such notice is not given, 5 lessons will be charged.

Other (where applicable)

- **Primary Clubs** – A variety of optional clubs are run before and/or after school, which incur small costs depending on their requirements.
- **Lost Library Books** are charged to the family at the end of each term once extensive effort has been made to recover the book. Once the charge has been made a refund will only be given (less a \$5 admin fee) if the book is returned to the Library within one month of the charge being applied.
- **Digital Technology** – We have a One-to-One program for Years 7-12 where a student must bring a specified device to school for use in their learning. For more details please refer to the One-to-one Information brochure available in Parent Lounge under school links and also on our website.

FEE PAYMENT OPTIONS

Payment Frequency:

- **Annually in advance**
Families who pay their annual tuition fees in full by Friday 2nd February 2024 will receive a 4% discount on their annual tuition fees only. All fees billed at this point must be paid by the due date to receive the 4% discount.

Please note: that Booklist charges are billed in April and will therefore require an additional payment following payment in full of Tuition charges.

- **Termly - 4 Equal Instalments**

With the balance due on or 1st Friday of each Term.

- Instalment 1 Due by Friday 2nd February 2024
- Instalment 2 Due by Friday 19th April 2024
- Instalment 3 Due by Friday 19st July 2024
- Instalment 4 Due by Friday 11th October 2024

- **More frequently than Termly**

As per the College's Terms & Conditions families must have a signed College Direct Debit Agreement in place where fees have not been received either annually in advance or termly by Friday 2nd February 2024.

Payment Methods:

We encourage families to consider contactless payment options. The details of payment options provided below aim to assist families in managing their financial obligations throughout the academic year.

- **Parent Lounge Payments online**

Only available to families paying annually in advance or Termly - 4 Equal Instalments

- **Direct Debit Agreement**

The College offers a variety of options for this payment method:

- *Weekly* 43 Payments Commencing Friday 2nd February 2024
- *Fortnightly 1* 21 Payments Commencing Thursday 8th February 2024
- *Fortnightly 2* 21 Payments Commencing Thursday 15th February 2024
- *Quarterly* 4 Payments Commencing Friday 2nd February 2024
- *Monthly* 10 Payments Commencing 28th February 2024

Weekly, fortnightly and quarterly Direct Debits are processed on a Thursday and monthly direct debits are processed on the 28th of the month. Where these dates fall on a public holiday or weekend, payments will be processed on the next business day.

The College Direct Debit Agreement is available in the “Finance” Area under the “School Links” tab in the Parent Lounge or [click here to open it](#).

➤ **BPAY Payments online**

Only available to families paying annually in advance or Termly- 4 Equal Instalments

Your *BPAY reference number* is located on the top right corner of your statement. Your monthly Statements are in the Parent Lounge (see details above).

FEE DISCOUNTS

Family Discounts (on tuition fees only)

2nd child – 15% discount

3rd child – 30% discount

4th and subsequent children – 60% discount

Early Payment Discount (on tuition fees only) - A discount of 4% on the year’s tuition fee applies if fees are paid in full paid on/or before 2nd February 2024.

Secondary Assistance Scheme - The State Education Department offers a Secondary Assistance Scheme of up to \$350 to parents or guardians of Y7-Y12 students, who hold an eligible Centrelink Health Care Card, Centrelink Pensioner Concession Card or Veteran Affairs Pensioner Concession Card. Application forms can be obtained from College reception. The application form needs to be witnessed by a member of staff from the Finance Department, please note that proof of eligibility must be provided. Applications close on Thursday, 28th March 2024.

FINANCIAL DIFFICULTY

Should payment at any time present a difficulty, please contact the Finance Department (schoolfees@kcc.wa.edu.au) immediately to discuss possible resolutions.

Bursaries – To assist families who have been at the College for longer than a year and encounter *unexpected* financial hardship the College has established a bursary fund. On receipt of a completed bursary application form, eligible families will receive a one-off discount on their tuition fees, provided the College still has funds remaining in the bursary account. Until receiving bursary assistance, families should continue to pay fees as they fall due and maintain communication with Finance Department providing updates on their financial situations.

Please Note:

- The College reserves the right to engage a debt collector, and/or initiate legal action, to recover unpaid fees and charges. All associated debt collection costs incurred by the College and its representatives (including a 10% commission on the value of the debt) will be added to the respective account to be paid in full.
- Liability for the payment of fees is a joint and several responsibilities of all parties that signed the student’s enrolment form.
- All fees are payable in the year in which they are incurred.
- Outstanding fees that remain unpaid for a period of 30 days from when they are due, place your child/s enrolment at risk where no written payment arrangement with the Director of Corporate Services (or delegate) has been entered.

WITHDRAWAL OF STUDENTS

It is a condition of enrolment that a full Terms written notice (10 school weeks', not including scheduled school holidays) of a student's withdrawal is given in writing to the Principal (principal@kcc.wa.edu.au), verbal notice cannot be accepted. If such notice is not given, a 10-week fee in lieu of notice per student will be charged to your family account.

DEDUCTIBLE GIFT RECIPIENT (DGR) FUNDS

Donations can be made into the following Australian Tax Office approved funds. Tax deductible receipts will be issued by the College on request for any donations over \$2 and you will be able to deduct the amount of the donation(s) from your assessable income for tax purposes.

- **Scholarship Fund**
Scholarship funds will be allocated based on academic and sporting excellence.
Details: BSB 036-237 & Account 348579

- **Building Fund**
Donations into this fund will be used to finance future building developments.
Details: BSB 036-237 & Account 354493

VOLUNTEER HOURS LEVY

The \$250 Practical Help Levy will be billed at the start of the year and apply to that Academic year. This enables families to spread the payment of their practical help hours over the year. Those families who are able to provide practical help will receive a credit refund in their family account, credits are processed at the end of each school term.

The closing date for 2024 is Friday, 22th November 2024. Forms will **not be accepted after this date**.

Special Exemption for Final Year 12 Students: If your child is in Year 12 and is your last child at KCC (i.e., you have no other students attending), you are not required to complete Volunteer Hours or pay the \$250 fee. We realise it is a huge commitment to see your child/ren through their schooling, and this is just a small way to celebrate with you that you are almost there!

- **Who pays the Volunteer Hours Levy?**
Each family is required to contribute 10 Volunteer hours per year, or alternatively pay the Volunteer Hours Levy of \$250, for each year in which they have a child attending the College.

- **Where can I get a Volunteer Hours Levy Timesheet?**
Families can download a timesheet from our website, from the "Links" tab in the Parent Lounge to record their Volunteer Hours activities.

- **Who arranges my Volunteer Hours?**
It is the responsibility of families to arrange their own Volunteer Hours, and to have their timesheet signed by an authorised member of staff each time they complete help hours. *Please use the same timesheet until your 10 hours have been fully completed.*

- **What is the due date for completion?**
Timesheets must be returned to the College no later than 22 November 2024 to ensure a refund credit, or part thereof, can be applied against your fees for the 2024 academic year.
- **Can I do more than 10 hours of help?**
There is no limit to the number of hours you can provide; every hour worked is a huge benefit to the College community. However, any hours worked beyond the required 10 cannot be refunded and cannot count toward the following year.
- **When will my credit refund be given?**
Credits for 10 hours completion will be processed at the end of each school term. If you complete your 10 hours of help during Term 1 for example, a credit will be applied to your account at the end of Term 1. If you complete your 10 hours of help by the end of Term 2, a credit will be applied to your account at the end of Term 2.
- **I am paying Quarterly; how will I receive my refund credit?**
College Fee Statements will be visible in the Parent Lounge monthly. Once credits have been processed the balance for the current year displayed on the statement will have reduced. Please note however that if you submit your timesheet during Term 4, your refund credit will carry forward to the following year.
- **I am paying by direct debit; how will I receive my credit?**
College Fee Statements will be visible in the Parent Lounge monthly. When you view your statement, you will see your refund credit. You can contact Finance Department by email at schoolfees@kcc.wa.edu.au and request that your direct debit payment amount be reduced, or alternatively, you can leave your credit in your account to carry over and offset the following year's fees.
- **I have paid the annual fees in full by the February deadline; how can I receive my credit refund?**
If you have paid your 2024 fees in full, including payment of the \$250 Volunteer Hours Levy, we can refund you by EFT once your 10 hours of help have been completed. This can be requested by emailing schoolfees@kcc.wa.edu.au alternatively, you can leave the credit in your account and carry over and offset the following year's fees.

2024 COLLEGE FEES & LEVIES

PER FAMILY	Date	Method														
Association / Administration Fee	17/01/2024	January Billing	\$195													
Volunteer Hours Levy (10 hours)	17/01/2024	January Billing	\$250	A credit for 10 hours (or part thereof) will be applied to your fees on submission of a completed volunteer hours timesheet - see timesheet for submission period												
PER STUDENT		Method	PRIMARY						SECONDARY							
			Kindergarten	Pre-Prim	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
TUITION FEES	17/01/2024	January Billing	4,360	5,160	7,020	7,020	7,040	7,040	7,090	7,090	9,940	9,940	9,940	10,080	10,080	10,080
Early Learning Screening	17/01/2024	January Billing	60	110												
Kindy Excursion (family selection not compulsory)	17/01/2024	January Billing	950													
Swimming or Surfing Lessons	17/01/2024	January Billing			85	85	85	85	85	85						
Primary Wanderings	17/01/2024	January Billing		100	100	150	150	150								
ICT Levy	17/01/2024	January Billing						420	420	from 2025						
Padlock for Locker	17/01/2024	January Billing									35					
COMPULSORY YEAR GROUP CAMPS																
Year 5 Swan Valley Adventure Camp		Parent Lounge Invite & Payment							430							
Year 6 Busselton Camp		Parent Lounge Invite & Payment								750						
Year 7 Ern Halliday Camp	17/01/2024	January Billing - as new families									375					
Year 9 Albany Camp		Parent Lounge Invite & Payment											TBC			
Year 11 Ningaloo Camp		Parent Lounge Invite & Payment													1,800	
TOTAL COLLEGE FEES & LEVIES			5,370	5,370	7,205	7,255	7,275	7,695	8,025	7,925	10,350	9,940	9,940	10,080	11,880	10,080

2024 COLLEGE COMPULSORY BOOKLIST CHARGES

The below are charges that form part of the booklist but that are managed by the College in order to pass on savings to our families. These items will be supplied to your child in class at the start of the year.

PER STUDENT		Method	PRIMARY						SECONDARY							
			Kindergarten	Pre-Prim	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
PRIMARY																
Primary Christian Studies	17/01/2024	January Billing			20	20	20	20	20	20						
Stationery Resource Levy	17/01/2024	January Billing		100	100	100	100	100	100	100						
SECONDARY																
KCC Study Guide	17/01/2024	January Billing										34 New Students Only				
Secondary Christian Studies	17/01/2024	January Billing									40	40	40	40	40	40
Mathspace	17/01/2024	January Billing									30	30	30	30	30	30
Education Perfect (Science)	17/01/2024	January Billing									30	30	30	30		
Education Perfect Second Language (French or Italian)	17/01/2024	January Billing									40	40				
Health and Phys Ed e-Book	17/01/2024	January Billing									30	35	30	35		
TOTAL COMPULSORY YEAR GROUP CHARGES			0	100	120	120	120	120	120	120	170	175	130	135	70	70

2024 COLLEGE BOOKLIST CHARGES - SUBJECT SPECIFIC CHARGES

The below are charges that form part of the booklist but that are managed by the College in order to pass on savings to our families. These items will be supplied to your child in class at the start of the year.

PER STUDENT	Method	PRIMARY								SECONDARY					
		Kindergarten	Pre-Prim	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Music General & Specialist	8/04/2024	Billed Term 1 Holidays								42	42	42	42		
Education Perfect (French)	8/04/2024	Billed Term 1 Holidays										40	40		
Education Perfect (ATAR French)	8/04/2024	Billed Term 1 Holidays												35	35
Education Perfect (ATAR Biology, Human Biology & Physics)	8/04/2024	Billed Term 1 Holidays												40	40
Resource Booklet (Human Bio. General)	8/04/2024	Billed Term 1 Holidays												40	40
Physical Education WACE Practical Workbook	8/04/2024	Billed Term 1 Holidays												40	40
Sports Science - eBook	8/04/2024	Billed Term 1 Holidays											30		
Revise Online (ATAR Biology)	8/04/2024	Billed Term 1 Holidays												37	37
Revise Online (ATAR Chemistry)	8/04/2024	Billed Term 1 Holidays												37	37
Revise Online (ATAR Human Biology)	8/04/2024	Billed Term 1 Holidays												37	37
Revise Online (ATAR Physical Education)	8/04/2024	Billed Term 1 Holidays												37	37
Revise Online (ATAR Physics)	8/04/2024	Billed Term 1 Holidays												37	37
Revise Online (ATAR Psychology)	8/04/2024	Billed Term 1 Holidays												37	37
Revise Online (General Physical Education)	8/04/2024	Billed Term 1 Holidays												26	26
Uni. Ready	8/04/2024	Billed Term 1 Holidays												675	675
External VET Fee (payable per CERT)	8/04/2024	Billed Term 1 Holidays												675	675
Specialist Basketball	8/04/2024	Billed Term 1 Holidays								500	500	500	500	500	500
Sport and Recreation	8/04/2024	Billed Term 1 Holidays								60 Per Semester	120	120	120		



KINGSWAY
CHRISTIAN COLLEGE



Family Accounts Officer:

E-mail: schoolfees@kcc.wa.edu.au

Student Insurance:

E-mail: insurance@kcc.wa.edu.au