



ST JAMES'  
ANGLICAN SCHOOL

# Financial Information 2024

## 2024 TERM DATES

### **Term 1**

Tuesday 30 January to Thursday 28 March

### **Term 2**

Tuesday 16 April to Friday 21 June

### **Term 3**

Monday 15 July to Friday 20 September

### **Term 4**

Monday 7 October to Wednesday 4 December

St James' Anglican School

Postal Address: 2 Graceful Boulevard, Alkimos WA 6038

T: (08) 6336 8330 E: [info@stjames.wa.edu.au](mailto:info@stjames.wa.edu.au); [accounts@stjames.wa.edu.au](mailto:accounts@stjames.wa.edu.au)



**Application Fee**

In order to register a student for enrolment, from 1st January 2024 an Application for Admission Form must be completed and a fee of \$60 (inc. GST) paid. This fee is non-refundable and is designed to cover administration costs associated with the enrolment process. Please note that the payment of this fee does not guarantee enrolment.

**Acceptance Fee**

Confirmation of the enrolment is dependent upon an interview at a time and date to be nominated by the School, and upon the payment of a non-refundable Acceptance Fee. This fee is to secure your child's place at the School. This fee is not deducted from the annual tuition fees. From 1st January 2024 the Acceptance Fee for the first child is \$500, \$300 for the second child and \$200 for the third child enrolled from the same family, to a maximum of \$1000. This must be paid prior to commencement.

**Total School fees are comprised of the following charges;**

- Annual Tuition Fee
- Resource Fee\*
- Development Levy\*
- Stationery Levy \*(Kindy to Year 6 only)
- Parents & Friends Levy\*
- Camps (if applicable)

**\*There is no pro-rata adjustment for students enrolling or leaving part way through the year.**

**\*The Kindergarten Tuition Fee is based on a 4-day program.**

The School fees for Kindergarten to Year 12 each year will be billed on one annual statement at the beginning of Term One. The annual statement will include annual tuition fees, all levies, and School camps. There will be no additional charge for ANY **compulsory** excursions/activities including in-term swimming lessons and the Year 5 Band Program.

School fees are calculated on a per annum basis. All Government per capita subsidies are paid directly to the School and have been taken into account in establishing the fees.

Students taking non-compulsory individual or small group lessons from any of the visiting music tutors will be billed separately by the tutor.

| Year Group         | Tuition | Resource Fee | Sub Total<br>(Excluding Other Charges) |
|--------------------|---------|--------------|--|
| Kindergarten*      | \$4032  | \$200        | \$4232                                 |
| Pre-Primary—Year 2 | \$4329  | \$300        | \$4629                                 |
| Year 3—Year 6      | \$4414  | \$350        | \$4764                                 |
| Year 7—Year 9      | \$6175  | \$500        | \$6675                                 |
| Year 10—Year 12    | \$6811  | \$500        | \$7311                                 |

**Family Concession**

A reduction of **15%** of the Tuition Fee is made for the second student of the family attending the School, **30%** for the third and **75%** for the fourth and subsequent student of the family attending the School in the same calendar year. **The concession is system-generated in a chronological order using the children's ages.**

| Levy                   | Amount  |                             |
|------------------------|---|-----------------------------|
| Development Levy       | \$350 eldest child<br>\$120 every other child attending St James' | Charged in annual statement |
| Stationery Levy        | \$125 Kindy to Year 6 only (per student)                          | Charged in annual statement |
| Parents & Friends Levy | \$40 per family per annum   | Charged in annual statement |



# ST JAMES' ANGLICAN SCHOOL

## What are Levies?

### Resource Fee

The School's Resource Fee is levied to meet the costs of providing incidental tuition costs including in-term swimming lessons, Year 5 Band Program, software, on-line resources, student insurance, licences, classroom resources, student diary, and the student handbook. The Resource Fee is charged in full on the Annual Statement.

### School Development Levy

All families are required to contribute to the School Development Levy as a condition of entry. The non-voluntary contribution is calculated on the following basis: \$350 for the eldest child and \$120 for every other child attending the School in the same calendar year. This annual levy is non-refundable.

### Stationery Levy

All families of students from Kindergarten to Year 6 will have a Stationery Levy of \$125 per student. Students in Year 7 – 12 will have a Booklist. This annual levy is non-refundable.

### Friends of St James' Levy (F.O.S.T)

All families are required to contribute to the F.O.S.T Levy as a condition of entry. The non-voluntary contribution is \$40 per family per annum and commences in the family's first year at the School. This annual levy is non-refundable.

### Co-Curricular Activities

It is expected that students will participate in co-curricular activities organised by the School or in conjunction with community groups. Some of these activities may involve a cost, with details advised from time to time. Payment for such activities will not be reduced if a student does not attend such an activity after its commencement.

## Payment Options

Payment Options are available and must be approved by contacting the Accounts Department:

| Schedule    | Information   |
|-------------|---|
| Annual      | A 3% discount on Tuition Fees will be provided if paid in full for a complete year within fourteen (14) days of the annual statement. |
| Quarterly   | 4 equal instalments by Direct Debit . The second Friday of each School Term   |
| Monthly     | 11 equal instalments by Direct Debit, Feb to Dec.   |
| Fortnightly | Direct Debit commencing the second Friday of February and concluding in December.   |
| Weekly      | Direct Debit commencing the second Friday of February and concluding in December.   |

Payments - School fees will be emailed in the first week of Term One and must be paid by the following methods;

|                    |   |
|--------------------|---|
| Bankers Draft      | To be made out to 'St James' Anglican School'     |
| Direct Debit       | Direct Debit form must be completed and approved. |
| BPay               | BPay details will be provided on Annual Statement |
| Eftpos/Credit Card | Credit card payments incur a 1% surcharge         |

*Please Note: The School does not accept cash as payment for School Fees.*

### Notice of Withdrawal

The Principal must be given a full term's notice in writing prior to the withdrawal of a student from the School. In default of such notice one term's Tuition Fee will be charged in lieu of notice. To avoid fees in lieu being charged, notice of a student's withdrawal must be received in writing by the School by the first day of the School term preceding the term of the student's departure.

In calculating refunds or outstanding monies owed upon leaving the school, only Tuition fees are calculated on a pro-rata basis. Levies and other charges are not included.

### Overdue Accounts

Parents experiencing difficulties in meeting the payment schedule must discuss alternative arrangements with the Accounts Officer or apply for an extension of payment terms. If payment is not received within 7 days of the due date and/or alternative payment arrangements have not been made with the Accounts Officer, a late payment fee of \$50 will be charged. If paying by direct debit and a payment is returned unpaid it must be paid within 2 working days or a \$20.00 non-payment fee will be levied to the School Fees account. Students may be invited to take part in School trips which are extra-curricular in nature being both educational and recreational, for example the School's annual ski trip. For those students who wish to participate in these trips, there is a significant financial cost to the families involved over and above their normal school fees. In order for a student to be able to attend an extra-curricular activity, their school fee account will need to be fully up to date or a suitable payment plan in place.

### Legal Costs

The School reserves the right to take legal action for the recovery of fees and charges not paid, and any recovery costs incurred.

## FEE ASSISTANCE

### Students commencing during term time

Students starting any time during the term will be charged Tuition Fees on a pro-rata basis.

### Goods and Services Tax

GST legislation provides that tuition fees incurred in education courses are GST free; however, there are some activities and expenses that attract GST. These will be included in your fee account where appropriate.

### Insurance

It is strongly recommended that parents check their health cover and insurance policies to ensure adequate medical, ambulance, personal property and liability insurance cover is held. The School does not accept responsibility for loss of, or damage to, personal effects and property, or for bodily injury or property damage incurred by students. All students attending this School are covered against accidental injury under a "Student Accident Insurance Plan". Details of benefits are available from the Business Manager.

### Leave

The School does not usually grant leave for holidays during term time. Leave for exceptional circumstances may be obtained by written application to the Principal  
[principal@stjames.wa.edu.au](mailto:principal@stjames.wa.edu.au)

The Policy states that no refund or remission of fees will be provided for the time of prolonged absence from school for reasons other than illness. Parents need to be aware that a place will be held at the School for a student who is absent for a prolonged period of time for a reason other than illness, only if the parents pay the School fees plus the Commonwealth and State Grants which the School would forego, and the student will not be enrolled in another school in Australia. Parents should speak to the Principal before making firm plans.

### GOVERNMENT ASSISTANCE (Years 7 to 12)

**Additional Assistance and Clothing Allowance Scheme:** The Department of Education, Western Australia funds a High School Clothing allowance and an Additional Assistance Scheme (for students in Years 7-12) for parents who hold a Centrelink Pensioner Health Benefit and Concession Card, Centrelink Family Health Benefits Card, Health Care Card or Department of Veterans' Affairs Pensioner Health Benefit Card.

The allowance consists of two components:

- **\$115** Clothing Allowance paid directly to the parent/legal guardian.
- **\$235** Educational Program Allowance paid directly to the School.

Parents/legal guardians in receipt of the **ABSTUDY** School Fees Allowance from Services Australia (Centrelink) are not eligible for the Secondary Assistance Scheme, but they may apply for the **ABSTUDY** Supplement Allowance.

### CONCESSION CARD HOLDERS

Parents/legal guardians in possession of a current concession card (Centrelink Health Care card, Pensioner Concession Card or Veterans' Affairs Pensioner Concession Card) are eligible for a 50% reduction in tuition fees. The card holder must be the parent/legal guardian of the student/s while they remain enrolled. Please contact the Accounts Officer for more information.

### FINANCIAL HARDSHIP

Families who are experiencing temporary financial hardship are encouraged to contact our Accounts Officer to discuss how the School may assist. Options may include entering into a payment plan/arrangement or fee remission (in extreme circumstances). Please note that remissions are not available in a student's first year at the school and are not available for consecutive years.

### CAMPS

Fees for Camps are applied to relevant year groups. The camp expenses are an integral part of the curriculum and attendance is compulsory. Costs for camps are non-refundable if a student is unable to attend.

### SCHOOL FEES FIRST POLICY

The school operates on the understanding that parents prioritize the payment of compulsory tuition fees and charges over the cost of voluntary events such as, but not limited to Tours etc.

### VOCATIONAL EDUCATION AND TRAINING (VET)

Students in Year 11 and Year 12 have the option to participate in specific Vocational Education and Training courses. Some externally provided courses have an additional charge which will be indicated at time of selection and confirmed on the annual fees statement.



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A school of the Anglican Schools Commission (Inc.)