



### ENROLMENT DEPOSIT

A non-refundable enrolment deposit of \$200 per child is payable upon submission of each student application.

Deposits are applied to family accounts upon commencement of a child's education at Port Macquarie Adventist School (PMAS).

### BUILDING & MAINTENANCE FEE

\$125 annual charge per family is payable at the beginning of each school year. This charge is not apportioned for attending part of a year.

### STUDENT FEES

Fees are charged on an annual basis at the beginning of each school year with a statement issued each term until your account is settled. All Family accounts are required to be paid in full by the end of November.

#### ANNUAL FEES PER STUDENT

Tuition	\$2,995
Stationery & Materials*	\$90
Technology*	\$150
<b>TOTAL</b>	<b>\$3,235</b>

\* Stationery & Materials and Technology fees are not apportioned for attending part of the year and are not subject to any family discount entitlements. These fees are payable by commencement at the school.

#### FAMILY DISCOUNT

Applicable on tuition fees to families with more than one child enrolled at PMAS in Kindergarten to Year 6:

2 <sup>nd</sup> Child	15%
3 <sup>rd</sup> Child	30%
4 <sup>th</sup> Child	45%
5 <sup>th</sup> & subsequent children	FREE

#### PROMPT PAYMENT DISCOUNT – TUITION ONLY

Annual – if paid by the 1 <sup>st</sup> Friday of the school year	10%
Term – if paid by the 2 <sup>nd</sup> Friday of each term	5%

Note: family accounts with outstanding balances are not eligible for this discount.

### ACCOUNT ENQUIRIES

Please direct any queries relating to your family account to the school front office, via email to [accounts@pmas.nsw.edu.au](mailto:accounts@pmas.nsw.edu.au) or by phone on 02 6582 2271.

### PAYMENT METHODS

<b>CASH</b>	In person at the school
<b>EFTPOS</b>	In person or phone on 02 6582 2271
<b>BPAY</b>	<b>BILLER CODE</b> 254854 <b>REFERENCE</b> Per family statement
<b>WEBSITE</b>	<a href="http://www.portmacquarie.adventist.edu.au">www.portmacquarie.adventist.edu.au</a>
<b>DIRECT DEPOSIT</b>	<b>NAME</b> SDA Schools (NNSW) Ltd Port Macquarie <b>BSB</b> 032-586 <b>ACCOUNT</b> 216875 <b>REFERENCE</b> Family code per statement
<b>CHEQUE</b>	Port Macquarie Adventist School
<b>PAYMENT PLAN</b>	<ul style="list-style-type: none"> <li>• Direct Debit Agreement</li> <li>• Centrepay Deduction Agreement</li> <li>• Payment arrangement approved by the school Finance Committee</li> </ul>

### CHANGES IN ENROLMENT STATUS

#### NOTICE OF WITHDRAWAL

Notice of withdrawal of a student from PMAS must be by completion of a Deregistration Notification Form. One full term's notice of withdrawal must be given or one term's tuition fee will be charged in lieu of such notice. The Deregistration Notification Form is available from the school office. Please direct any queries relating to your family account to the school either in person, via email to [admin@pmas.nsw.edu.au](mailto:admin@pmas.nsw.edu.au) or by phone on 02 6582 2271.

### SUBSIDIES & EXCEPTIONS

#### EXCEPTIONS

Parents can submit a written request to the School Finance Committee asking for an extension in time for payment of school fees. Consideration for extension will only be given to those experiencing hardship or other exceptional circumstances and must be approved by the School Finance Committee.

#### NEEDS BASED SUBSIDY

The School Advisory Council makes limited provision for fee assistance to families in genuine financial need. Applications are available from the school and an appointment with the school is required upon submission of your application. Allocation of fee assistance is decided by the School Advisory Council.