



KINGSWAY
CHRISTIAN COLLEGE

Kingsway Christian College

Business Services Update

October 2009



Dear Parents

Welcome to Term 4! How quickly the year has gone. As we enter Term 4, it will be a busy time as we finalise matters relating to this current school year, and make preparations for 2010.

We do encourage you to attend the College Annual General Meeting to be held on Monday 09 November 2009 so that you will be well informed in regards to the College plans for next year.

If you need clarification relating to any matters covered in this issue of the Business Service Update, please contact Neph Janssen or Maree Snudden from Business Services.

Yvonne Boswarva
Executive Business Manager

Dates to Remember:

16 October
Term 4 Fees
Due for Payment

09 November
College Annual
General Meeting

13 November
Closing date for
Fee Remission and Bursary
Applications

27 November
Last day to lodge Direct Debit
Stop request

Bursary Assistance for those in Severe Financial Need Application Closing Date: Friday 13 November 2009

The College Bursary Fund was established to help families who may be experiencing severe financial difficulty, and who will be unable to keep their children in the College unless special assistance is provided.

The funds for Bursary Assistance come from the College budget, as well as the donations that are made by College families and staff for this specific purpose.

Although we will not be able to help everyone due to the limited

funds available, we will seek to assist those families with the greatest need.

If you are experiencing financial difficulty and would like to be considered for Bursary Assistance in 2010, you can ask for a Bursary Application Form from the Cashier Window located at front reception.

For further information please phone Neph Janssen on ext. 713 or Maree Snudden on ext. 774. They will be more than happy to speak with you.

“We will seek to assist those families with the greatest need.”

Fee Remission Applications

**For all families on Gross Annual Incomes Below \$ 48,000
Application Closing Date: Friday 13 November 2009**

As a way of offering some assistance to families on low incomes, the College offers a Fee Remission (discount) off the cost of the school fees. To be eligible for Fee Remission your combined annual gross family income must fall below \$48, 000. Please note

that it is only available for students in Years 1-12. It is not available for Kindergarten or Pre-Primary.

Application forms are available from the Cashier Window located at front reception, or please contact Neph Janssen on ext. 713 or Maree Snudden on ext. 774.



CHRISTMAS BREAK FROM DIRECT DEBIT PAYMENT?

If your 2009 fees are cleared before the end of December, your Direct Debit payments will continue over the holidays and will start reducing your 2010 fees. Accumulated credits will be paid into your Term One 2010 fees.

Please note that Direct Debit payments **do not automatically stop** over the Christmas holidays. **Should you require your Direct Debit to be stopped over the December/January break, you will need to put this request in writing to Business Services by Friday 27 November 2009.**

Please note however that if your account is in arrears at the end of Term 4, we will only be able to stop your Direct Debit after all 2009 fees are paid in full.

2009 Practical Help Now Closed

Practical Help hours for 2009 have now closed. If you have completed the hours but have forgotten to hand in your form, your completed form must be signed by the supervising teacher/staff member and handed in no later than Friday 16 October 2009 so that your account can be adjusted.

From 13 October 2009, families can begin logging hours for their 2010 Practical Help requirement. Practical Help/Busy Bees run from Term 4, 2009 to the end of Term 3, 2010. Practical help forms are available from the College Reception.

Don't get caught out, start logging your hours immediately. The last term of the year is a busy time and there are plenty of opportunities to help with the various functions/events happening at the College. You can contact Administration where the staff will direct you to the departments requiring help. You can also help during scheduled Saturday Busy Bees which are advertised in the College Newsletter.

Mark your Diaries: 2010 Practical Help must be completed by the end of Term 3, 2010.

Music Tuition Will Your Child be Continuing in 2010?

Notification of the intention of your child to **continue** or **withdraw** from music tuition in 2010 is essential for our recording processes. Notification Forms are available from Reception.

Withdrawal from Music tuition requires five (5) weeks notification prior to the end of term.



Withdrawal from the College

One Term's Notice is Required

If you will be withdrawing your children, please be reminded that the College requires that one term's notice be given in writing to the Principal prior to withdrawal of any student. Failure to give one term's notice will require payment of one term's fees. This payment is a genuine pre-estimate by the College of the loss that it would suffer if parents have not provided a full term's notice of withdrawal.