Middle School Scholarship Program

Lakeside College is offering Scholarships for new students entering the College in the Middle School from Years 7 through to Year 9 in 2017.

The Scholarship is available to applicants who achieve consistently well in a range of areas including Academic Excellence, Community Service, Leadership, Physical Education and The Arts.

The Scholarship provides up to 50% discount of the annual tuition fees for the duration of the student’s enrolment at Lakeside College.

Application Process

Parents and guardians are required to complete a Student Enrolment Application Form and pay an Application Fee, along with providing a copy of their child’s two recent School Reports and NAPLAN results, and in addition to this, provide a copy of their child’s Birth and Immunisation Certificate.

The applicant is required to provide appropriate supporting documentation relevant to the Scholarship category, supply a personal written reference from a working professional and write a handwritten letter addressed to the Principal.

Please refer to the Scholarship Application Checklist.

Scholarship Assessment

Applicants are required to complete an Academic Scholarship Examination on a specified day set by the College. Applications will be assessed based on the supporting documentation and outcome of the academic examination. Applicants who reach the pre-determined level of performance will be shortlisted.

Notification

All applicants will be notified in writing of the outcome and shortlisted applicants will be invited to meet with the Principal.

Terms and Conditions

Please refer to the Terms and Conditions document.
Scholarship Examination

The Scholarship examination will be held:

**Date:** Please refer to the Important Dates 2016 schedule

**Testing Location:** Lakeside College
2 Portobello Road, Pakenham VIC 3810
Middle School building

**Google Maps ref:** Lakeside College google map ref

**Parking:** Please enter via the carpark on Portobello Drive, there will be a sign to direct families to the Middle School building.

**Time:**
8:30am arrival time, allow time to park
8:45am registration
9am exam commences
*Mid-morning break*
11:45am exam concludes

Required materials: pencil sharpener, 2HB or 2B pencils, eraser, blue/black pens. Candidates are not permitted to bring a ruler, pencil case, calculator or mobile phone into the Scholarship Examination.

Candidates should bring a snack and bottle of water for their mid-morning break.

Should your child have Asthma or have an allergic reaction, please note that the parent must provide an Action Plan, signed by their medical practitioner, along with appropriate medication.

**Important Dates 2016**

Second Semester Scholarship Testing

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrations Open</td>
<td>Monday 6 June</td>
</tr>
<tr>
<td>Closing date of Scholarship Application</td>
<td>Monday 25 July</td>
</tr>
<tr>
<td>Scholarship Examination</td>
<td>Saturday 6 August</td>
</tr>
<tr>
<td>Applicant Interviews</td>
<td>Monday 15 August</td>
</tr>
</tbody>
</table>
Scholarship Application Checklist for New Students

Application
- Student Enrolment Application Form
- Scholarship Application Form
- Semester 1 and 2 School Reports
- NAPLAN Results

- Birth certificate or extract
- Immunisation certificate

Letter to the Principal
Please write a one page handwritten letter to the Principal, Mr. David Spike explaining how a Scholarship at Lakeside College will benefit you, your learning and the College community?

Reference
- Personal written reference attached

From a working professional other than a family member

Applicants must also provide supporting documentation relevant to the appropriate Scholarship category below:

Academic Excellence
- Evidence of Academic Excellence
- Certificates and awards

Community Service
- Evidence of Community Service involvement
- Certificates and awards

Leadership
- Evidence of Leadership
- Certificates and awards

Sport
- Domestic, State and/or National sporting involvement
- Sports leadership involvement
- Sporting awards & certificates

The Arts
- Art Folio
  - Finished art piece
  - Written art analytical piece
  - Perform a musical piece (2 – 5 minutes)
  - Music examination results
  - Reference from private tutor
- Certificates and awards
Scholarship Application Form

Please return all documentation by the closing date to:
Registrar, Mrs. Rebecca McAleese
Lakeside College, 2 Portobello Road, Pakenham VIC 3810
Phone: 5941 7544
Email: enrolments@lakeside.vic.edu.au

<table>
<thead>
<tr>
<th>First Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Current School:</td>
<td>Current Year Level</td>
</tr>
<tr>
<td>What are your hobbies and/or Interests?</td>
<td></td>
</tr>
<tr>
<td>What is your favourite subject at school and why?</td>
<td></td>
</tr>
<tr>
<td>Have you had a leadership role? If so what was the role and how were you involved?</td>
<td></td>
</tr>
<tr>
<td>Have you been involved in extracurricular activities at school?</td>
<td></td>
</tr>
<tr>
<td>Have you been involved in local community service work?</td>
<td></td>
</tr>
</tbody>
</table>
Terms and Conditions of Scholarship

1. Scholarships are awarded by Lakeside College to recognise and support outstanding students in their academic endeavours. In receiving a Scholarship, students will be expected to complete their academic studies through to the end of VCE at Lakeside College. Students who subsequently accept a Scholarship or Offer of Enrolment from another school may be required to repay all Scholarship amounts received.

2. The College reserves the right not to make an award if the standard of the applicants does not warrant it doing so. The Scholarship Committee has discretion as to the number and monetary value of all Scholarships.

3. Parents and students are informed that it is a condition of a Scholarship being awarded, that the value of the Scholarship remains confidential between the family, student and the College.

4. Scholarships are for the duration of a student’s education at Lakeside College, unless otherwise stated.

5. Recipients of Scholarships are expected to maintain a high level of academic and behavioural standards.

6. Scholarships are reviewed annually and may be reduced or terminated if a recipient’s progress, attitude or conduct is considered unsatisfactory.

7. Scholarships may also be reviewed should a family’s compliance with school policies (i.e. Fees) be considered unsatisfactory.

8. The information on the application form, results of tests, interviews and any other information provided remains confidential.

9. A non-refundable fee must accompany each application. This fee will be waived for existing Lakeside College students who wish to submit an application for Scholarship.

10. Scholarship application closing dates are set by Lakeside College.

11. The Scholarship Test will be held on a day determined by the College.

12. Scholarships are not available to overseas full-fee paying students.

13. An invitation to attend an interview does not mean that the student will necessarily be offered a Scholarship.

14. The College will not enter into any discussion regarding the awarding of the scholarship. Following the interview process, offers will be made in writing by the Principal. Any offers of scholarships not accepted by the due date will be rescinded.

15. All applicants, both successful and unsuccessful, will be notified in writing.
Student Application Form

Office Use Only
Enrolment Application Form submitted: _____/_____/_____
Enrolment Application Fee paid: _____/_____/_____ 
Enrolment Interview: _____/_____/_____ Time: ____ am/pm
College Tour: _____/_____/_____ Time: ____ am/pm

Full name of Student: ____________________________________________
(Please use block letters) Surname Given names

Preferred name: (leave blank if as above) ____________________________
Surname Given names

Victorian Student Number (VSN): ____________________________________

Residential Address: ____________________________________________
Postcode: ____________

Postal Address: (leave blank if as above) ____________________________
Postcode: ____________

Home Telephone: ____________________________

Date of Birth: _______ / _____ / _____  Gender: _______ □ Australian Citizen □ Australian Resident □ Other
Country of Birth: ____________________________________________
Language spoken at home: ____________________________

Current School: ____________________________________________
Prep  1  2  3  4  5 - Primary
Proposed Entry Level: 6  7  8  9 - Middle
(PLEASE CIRCLE) 10  11  12 - Senior  Proposed Year of Entry:___________

Denomination: (Optional) ____________________________ Congregation: ____________________________

Has the Applicant any sibling(s) that currently attend or have attended a Lutheran College?
□ YES □ NO  If YES, please provide details:

Name: ____________________________ Years Attended: _______ TO ____________________________

Name: ____________________________ Years Attended: _______ TO ____________________________

Name: ____________________________ Years Attended: _______ TO ____________________________

Special Needs/Health Issues
To assist the evaluation of planning, programming and resources and our capacity to provide appropriately for your child's needs, please tick the appropriate boxes and provide relevant information where applicable.

□ Particular Gifts □ ADHD □ Mobility Impairment □ Anaphylaxis
□ Behavioural Needs □ Educational Needs □ Vision Impaired □ Personal Care Needs
□ Speech Impaired □ Assistance with Medication □ Hearing Impaired □ Asthma
□ Intellectual Disability □ Allergies / Chronic Illness □ Physical Disability □ Other (please explain)
□ Autism / Aspergers □ Learning Difficulty

If you ticked any of the boxes above, please provide full details of those needs and any interventional support that the child may be currently receiving. Supporting documentation must be provided.

Please turn over & complete reverse side.
Parent Information

Father: ___________________________ Dr/Mr/Other: ___________________________
(Please use block letters) Surname: ___________________________ Given names: ___________________________
Postal Address: (if it varies from the student) __________________________________________________________
_________________________________________________________
Postcode: __________________________________________________________
Telephone (H): ___________________________ Facsimile (H): ___________________________ Mobile: ___________________________
Telephone (W): ___________________________ Facsimile (W): ___________________________
Email (H): ___________________________ Email (W): ___________________________
Denomination: ___________________________ Congregation: ___________________________
Occupation: ___________________________ Employer: ___________________________
Are you a former student of a Lutheran College? □ YES □ NO If YES, years attended: _______ TO _______

Mother: ___________________________ Dr/Mr/Other: ___________________________
(Please use block letters) Surname: ___________________________ Given names: ___________________________
Postal Address: (if it varies from the student) __________________________________________________________
_________________________________________________________
Postcode: __________________________________________________________
Telephone (H): ___________________________ Facsimile (H): ___________________________ Mobile: ___________________________
Telephone (W): ___________________________ Facsimile (W): ___________________________
Email (H): ___________________________ Email (W): ___________________________
Denomination: ___________________________ Congregation: ___________________________
Occupation: ___________________________ Employer: ___________________________
Are you a former student of a Lutheran College? □ YES □ NO If YES, years attended: _______ TO _______
If Yes and not listed above, please provide Maiden Name: ___________________________

Please Note:
1. The payment of the Enrolment Application fee to Lakeside Lutheran College does not guarantee enrolment.
2. The Enrolment Application of $100.00 (includes gst) fee is non-refundable.

Parents and Guardians:
I am aware of the character and aims of the College as a Lutheran School and agree that my child and I shall treat these with respect.
I agree to abide by and support the rules and regulations of the College and to pay the fees on receipt of the fees account.
Signature of parent/guardian: ___________________________________________ Date: _______/_____/_____
Signature of parent/guardian: ___________________________________________ Date: _______/_____/_____

How to proceed with the Enrolment Application:
Please complete the Student Application Form per child, and submit it to the College Registrar, along with the Enrolment Application Fee, and copies of the student’s two most current school reports, and any NAPLAN results.
The Enrolment Application of $100.00 (includes gst) can be paid by credit card (below) or by cheque payable to Lakeside Lutheran College. CASH payments must be made at the Administration Office.

Credit Card Authority: □ VISA □ MasterCard (VISA & MasterCard ONLY)
Cardholder’s Name (please print) ___________________________________________________________________
Credit Card Number __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __ Expiry Date: __ __ / __ __
Student Application Fee: $100.00 (non-refundable)
Cardholder’s Signature: ___________________________________________ Date: _______/_____/_____

Compulsory Government Enrolment Information Form

Please note the following information is required at time of completing the student enrolment application – it is required by the government (Ministerial Council for Education, Early Childhood Development and Youth Affairs) with the purpose of data collection requirements arising from the decisions of State, Territory and Commonwealth Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers expect all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

<table>
<thead>
<tr>
<th>Student</th>
<th>Surname</th>
<th>First Name</th>
<th>Gender M/F</th>
<th>Year Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Q1. Does the student speak a language other than English at home?</th>
<th>Q2. Was the student born in Australia?</th>
<th>Q3. Is the student of Aboriginal or Torres Strait Islander origin?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(If more than one language, indicate the one that is spoken most often)</td>
<td>(If NO please indicate country)</td>
<td>(For persons of both Aboriginal and Torres Strait Islander origin, mark both “Yes” boxes)</td>
</tr>
<tr>
<td>1</td>
<td>No, English only □ Yes, other (please specify) ............................................</td>
<td>Yes............................................. □ No, other (please specify) .............................................</td>
<td>No........................ □ Yes, Aboriginal........................ □ Yes, Torres Strait Islander. □</td>
</tr>
<tr>
<td>2</td>
<td>No, English only □ Yes, other (please specify) .............................................</td>
<td>Yes............................................. □ No, other (please specify) .............................................</td>
<td>No........................ □ Yes, Aboriginal........................ □ Yes, Torres Strait Islander. □</td>
</tr>
</tbody>
</table>

Please turn over & complete reverse side.
<table>
<thead>
<tr>
<th>Q4. Do the parents/guardians speak a language other than English at home?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If more than one language, indicate the one that is spoken most often)</td>
</tr>
<tr>
<td><strong>No, English only</strong></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Q5. What is the highest year of primary or secondary school the parent/guardian has completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(For parents who have never attended school, mark ‘Year 9 or equivalent or below’)</td>
</tr>
<tr>
<td><strong>Year 12 or equivalent</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q6. What is the highest qualification the parent/guardian has completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Tick one box only in each column)</td>
</tr>
<tr>
<td><strong>Bachelor degree or above</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q7. What is the occupation of the parent/guardian?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>__________</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q8. What is the occupation of the parent/guardian?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>__________</strong></td>
</tr>
</tbody>
</table>

**Compulsory Government Enrolment Information Form**
List of Parental Occupation Groups

- Please select the appropriate parental occupation group from the attached list. If you are not currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.
- If you have not been in paid work in the last 12 months enter ‘8’.

**Group 1:** Elected officials, senior executives/managers and professionals.

(Professionals generally have degree or higher qualifications and professional experience in government, private industry or own business.)

- **Elected officials** [parliamentarian, mayor, alderman/woman, trade union secretary, board member].
- **Senior executives/managers** [head large organizations or departments within them].
- **Business** [chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager].
- **Media** [newspaper editor, film/television/radio/stage producer/director/manager].
- **Public sector** [public service manager (section head or above), regional manager, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery manager, research laboratory/facility manager, police/fire services Commissioner].
- **Defence Forces** [Commissioned Officer].
- **Health** [GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician].
- **Education** [school teacher, university lecturer, VET/ESL/private teacher, education officer].
- **Law** [judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer].
- **Engineering** [architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer].
- **Science** [scientist, geologist, meteorologist, metallurgist].
- **Computing** [IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer].
- **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].
- **Social** [social/welfare/community workers, counselor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator].
- **Air/sea transport** [aircraft pilot, flight officer, flying instructor, air traffic controller, ship’s captain/office/pilot].

**Group 2:** Other business managers/professionals and associate professionals.

(Associate professionals generally have diploma/technical qualifications and support professionals.)

- **Farm/business owner/general manager** [crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager].
- **Specialist manager** [works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager].
- **Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer].
- **Retail sales/services manager** [shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station].
- **Artist/Writer** [editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor].
- **Sportsperson** [sportsman/woman, coach, trainer, sports official].
- **Medical, science, building, engineering, computer technician/associate professional.**
- **Health/welfare** [enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, and dental hygienist/technician].
- **Legal** [police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff].
- **Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors].
- **Defence Forces** [senior non-commissioned officer].
- **Other** [library assistant, museum/gallery technician, research assistant, proof reader].

More options on the reverse side.
Group 3: Trades and advanced/intermediate clerical, sales and service staff.

*(Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.)*

- **Recording clerk** [bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, investment accounting clerk, accounts/claims/audit clerk, payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/dispatcher, bond clerk, customs agent/clerk].
- **Inquiry/admissions clerk** [customer enquiry/complaints/service clerk, hospital admissions clerk].
- **Office assistant** [secretary, personal assistant, desktop publishing operator, switchboard operator].
- **Sales representative** [company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher].
- **Carer** [aged/disabled/refuge care worker/child care assistant, nanny].
- **Service staff** [meter reader, parking inspector, postal delivery worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor].

Group 4: Other occupations.

- **Sales staff** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker].
- **Office staff** [typist, word processing/data entry/business machine operator, receptionist].
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, fast food cook, usher, porter, housekeeper].
- **Assistant/aide** [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant].

Machinery operators.

- **Driver or mobile plant operator** [car, taxi, truck, bus, tram or train driver, driving instructor, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/ Loader/ Grader/ Excavator operator, farm/horticulture/forestry machinery operator].

Production/processing machine operator [engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete etc production/processing machine operator].

- **Other machinery operator** [photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery].

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above].

Other agriculture, horticulture, forestry, fishing, mining worker

- **Farm overseer, shearer, wool/hide classer, farm hand, horser trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Group 8: Unemployed greater than 12 months.
FEE SCHEDULE – 2016

The Council of Lakeside College has set the following fees for 2016. Fees will be levied in four instalments before the start of each term:

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual Fee</th>
<th>Term Instalment Fee inc GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>$4,300</td>
<td>$1,075</td>
</tr>
<tr>
<td>Years 1 and 2</td>
<td>$4,380</td>
<td>$1,095</td>
</tr>
<tr>
<td>Years 3</td>
<td>$4,900</td>
<td>$1,225</td>
</tr>
<tr>
<td>Years 4</td>
<td>$5,260</td>
<td>$1,315</td>
</tr>
<tr>
<td>Years 5</td>
<td>$5,900</td>
<td>$1,475</td>
</tr>
<tr>
<td>Years 6</td>
<td>$6,128</td>
<td>$1,532</td>
</tr>
<tr>
<td>Years 7 and 8</td>
<td>$6,968</td>
<td>$1,742</td>
</tr>
<tr>
<td>Years 9 and 10</td>
<td>$7,320</td>
<td>$1,830</td>
</tr>
<tr>
<td>Years 11 and 12</td>
<td>$7,688</td>
<td>$1,922</td>
</tr>
</tbody>
</table>

The tuition fee covers the cost of official excursions, theatre visits, school magazine and one diary per student. There is an additional levy charged for the Year 11 Camp of $350 and this will be included in the first term invoice. There is also an additional charge for students in Years 7-10 for the Take Home Chromebook Program. This will be $200 per student and will charged in four instalments of $50 per term.

Discounts for Second and Subsequent Children – Per Child

Fee discounts apply for the second, third and fourth children attending Lakeside College concurrently with any additional children being free of charge.

<table>
<thead>
<tr>
<th>Discount</th>
<th>Annual Discount</th>
<th>Term Instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount for second child</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Discount for third child</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Discount for fourth child</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Fifth or more child</td>
<td>Free of charge</td>
<td></td>
</tr>
</tbody>
</table>

Individual Music Tuition

Fees for individual music lessons are outlined in the Application for Individual Music Tuition Enrolment form enclosed. The fees for this program will be charged before the start of each term.

Family Capital Donation

School families are invited annually to make a $400 per family donation to the Lakeside College Building Fund. Such donations are tax deductible and support the College’s ongoing Capital Development Program. The College Council looks forward to continued wholehearted support for this program. Each of the four instalment notices will include a request for a $100 donation.

Payment of Fees

Fees are payable either:

(a) in four instalments, on the 14th day from the start of each school term (fee invoices are raised prior to the commencement of each school term), or
(b) by direct debit in 11 monthly or 22 fortnightly instalments, (January to November inclusive). A Direct Debit form authorising deductions from a nominated Bank or Credit Card account is required for this method of payment.
Families who elect to pay by invoice can do so by cash, cheque, credit card (Visa or Mastercard only) or BPAY.

**Note:** Only the duly authorised Direct Debit method is able to be processed monthly or fortnightly. All other payment methods are due and payable 14 days from invoice date.

Should parents require an extension of time to pay fees, or require assistance with fees due to exceptional circumstances, a confidential submission should be made to the Business Manager, prior to the due date for payment of the invoice or processing of a direct debit.

**Late Payment of Fees**
Parents of students at Lakeside College are responsible for and are required to pay the reasonable costs and expenses incidental to and arising out of late payment of fees.

These costs and expenses include, but are not limited to:
(a) debt collection costs incurred by the College; and
(b) any administrative expenses incurred by the College or any third party agents engaged by the College.

When these costs are incurred by the College, they will be passed on to the appropriate family.

**Withdrawal of Student**
Parents/guardians intending to withdraw a student are required to inform the Principal in writing, at least one full term in advance, otherwise a term’s fees may be payable due to lack of notice. Notice of withdrawal for the following school year must be received before the commencement of Term 4 of the prior year or a term’s fees may be payable due to lack of notice.