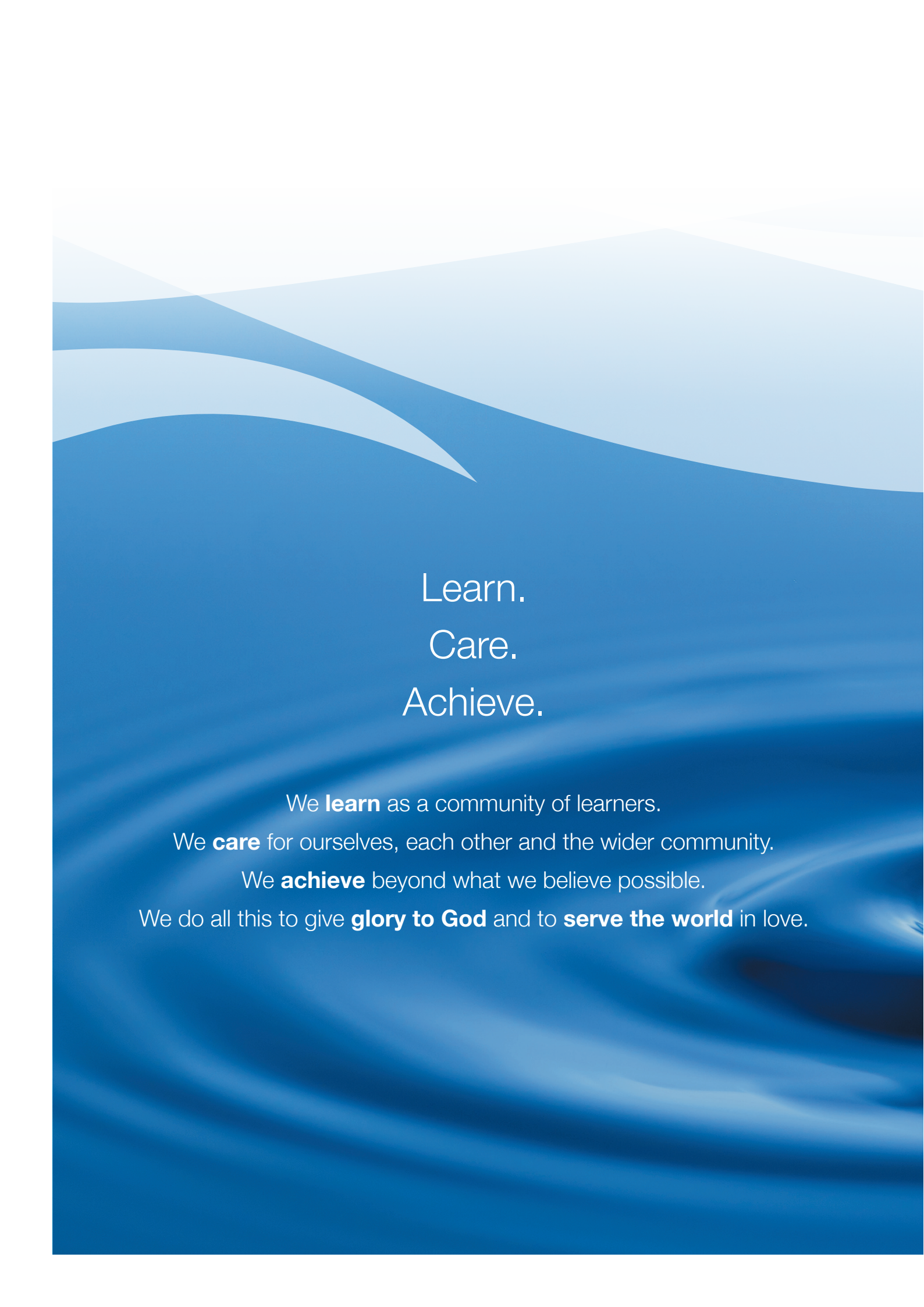


Enrolment

Information





Learn.
Care.
Achieve.

We **learn** as a community of learners.

We **care** for ourselves, each other and the wider community.

We **achieve** beyond what we believe possible.

We do all this to give **glory to God** and to **serve the world** in love.

Enrolment Information

How to get started?

To gain further insight into the life of the College, we welcome prospective families to make an appointment with the Registrar for a personalised College tour and receive a prospectus pack.

Alternatively, you can attend one of our Open Events including Prep Open Morning and Open Day, please contact the Registrar to RSVP.

Enrolments

The College is growing and the demand for enrolment placements are on the rise. The College is currently receiving a number of enrolment applications for the following year and beyond. Key entry years at Lakeside College are Prep and Year 7. However, applications will be considered in other levels dependant on availability of places.

Prospective families are encouraged to submit an application for their child at least two years in advance of their child's commencement at Lakeside College.

Parents should submit the Student Application Form together with relevant documentation to the Registrar.

Enrolment Procedure

Step 1 Complete all items under the Application Checklist and return to the Registrar together with non-refundable application fee of \$100.

Step 2 An enrolment interview for prospective students and their families will be coordinated by the Registrar, which will involve an appointment with the Principal and relevant Head of School. Enrolment interviews take place a year in advance of the child's commencement with the exception of students who require an enrolment placement in the current year.

Step 3 After the enrolment interview has been completed, a letter of offer may be presented to the family. Enrolment Offers will be made as applications are received, according to enrolment policy.

Step 4 Upon receiving a Letter of Offer, a refundable deposit of \$150 is required when returning signed letter to confirm placement. The deposit will be deducted from the tuition fees after a full year has been completed. This deposit is non-refundable if parents withdraw the enrolment of their child before a full year has been completed.

Step 5 After acceptance paperwork has been returned and all processes completed, parents will be provided with appropriate communication leading up to their child's commencement at the College, including information about Orientation Day, school booklist and school uniform.

Application Checklist

If you wish to enrol your child, please ensure that you complete each of these items when lodging your application.

Please provide:

- ☐ Enrolment Application Form
- ☐ Compulsory Government Information Form
- ☐ A non-refundable application fee of \$100 payable by cash or credit card

Photocopy of the following:

- ☐ Child's birth certificate
- ☐ Child's immunisation certificate
- ☐ Child's two latest school reports and latest NAPLAN (except for prep applications)
- ☐ Medical Action Plan for Asthma, Allergy or Anaphylaxis (where applicable)
- ☐ Relevant reports, certificates, test results etc
- ☐ Reports relating to educational, medical, behavioural or special support requirements (where applicable)
- ☐ Visa and passport (if applicable)
- ☐ Copy of any family court orders or parenting plans (where applicable)

College Registrar

2 Portobello Road, Pakenham VIC 3810
Phone: (03) 5941 7544
Email: enrolments@lakeside.vic.edu.au

Prep Open Morning

Prep Open Morning is a wonderful occasion for children to meet our Prep Teachers and spend time in the classroom. Parents and guardians will be provided with morning tea, hosted by the Principal, Head of Junior School and Registrar.

Prep Open Morning dates will be made available on the College website **www.lakeside.vic.edu.au**

Children should attend a session the year prior to commencing school at Lakeside College.

To RSVP to Prep Open Morning, please contact the Registrar.

Open Events

To gain further insight into the life of the College, please visit our next Open Event.

Tour the College and meet the Principal, teachers, students and their families.

Open Event dates will be made available on the College website **www.lakeside.vic.edu.au** or for more information, please contact the Registrar.

Financial support

We have a strong commitment to assisting families whose child would greatly benefit from a Lakeside College education, but without financial support, would be unable to attend. Please speak with our Registrar for more information.

Scholarships

Lakeside College is offering Scholarships for new students entering selected years in the Middle and Senior School. Scholarships are available to applicants who achieve consistently well in a range of areas including Academic Excellence, Community Service, Leadership, Physical Education and The Arts.

Scholarship Examination

Scholarship dates and information will be made available on the College website **www.lakeside.vic.edu.au** or for more information, please contact the Registrar.

College Registrar

2 Portobello Road, Pakenham VIC 3810

Phone: (03) 5941 7544

Email: enrolments@lakeside.vic.edu.au

Collection notice

All information collected is dealt with in accordance with the Commonwealth Privacy Act, the Victorian Health Records Act (2001) and Lakeside College's Privacy Policy. This information is collected in order for Lakeside College to carry out its duty of care fully and to meet legislative requirements. This information may be disclosed to third parties in the course of a student requiring medical assistance while under Lakeside College's duty of care or to fulfil legislative reporting requirements. Parents may access their child's information held on file by making an application to the Principal. Grievances will be dealt with following the process outlined in the College's Privacy Policy which can be accessed via the College website.

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) *Given names* *Surname*

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

Residential Address: _____

Postcode: _____

Postal Address: (leave blank if as above) _____

Postcode: _____

Date of Birth: ____/____/____ Gender: _____ ☐ Australian Citizen ☐ Australian Resident ☐ Visa

Country of Birth: _____ Nationality: _____

Date of arrival in Australia (if born overseas) ____/____/____ Date attended first Australian School ____/____/____

Visa number (if applicable): _____ Visa Sub Class: _____ Expiry Date: ____/____/____

Language spoken at home: _____

Current School/Kinder: _____ Current Year Level: _____

	Junior School -	Prep	1	2	3	4	5	
Proposed Entry Level:	Middle School -	6	7	8	9			
(PLEASE CIRCLE)	Senior School -	10	11	12				Proposed Year of Entry: 20 ____

Religious Denomination: _____ Congregation: _____
(if applicable) (if applicable)

Does the applicant have any siblings?	Date of birth	Kinder/School	Enrolled at Lakeside College
---------------------------------------	---------------	---------------	------------------------------

Name: _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------	-------	-------	--

Name: _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------	-------	-------	--

Name: _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------	-------	-------	--

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.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Particular Gifts | <input type="checkbox"/> ADHD | <input type="checkbox"/> Mobility Impairment | <input type="checkbox"/> Anaphylaxis |
| <input type="checkbox"/> Behavioural Needs | <input type="checkbox"/> Educational Needs | <input type="checkbox"/> Vision Impaired | <input type="checkbox"/> Personal Care Needs |
| <input type="checkbox"/> Speech Impaired | <input type="checkbox"/> Assistance with Medication | <input type="checkbox"/> Hearing Impaired | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Allergies / Chronic Illness | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Other (please explain) |
| <input type="checkbox"/> Autism / Aspergers | <input type="checkbox"/> 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.

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) *Given names* *Surname*

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

Residential Address: _____

Postcode: _____

Postal Address: (leave blank if as above) _____

Postcode: _____

Date of Birth: ____/____/____ Gender: _____ ☐ Australian Citizen ☐ Australian Resident ☐ Visa

Country of Birth: _____ Nationality: _____

Date of arrival in Australia (if born overseas) ____/____/____ Date attended first Australian School ____/____/____

Visa number (if applicable): _____ Visa Sub Class: _____ Expiry Date: ____/____/____

Language spoken at home: _____

Current School/Kinder: _____ Current Year Level: _____

	Junior School -	Prep	1	2	3	4	5	
Proposed Entry Level:	Middle School -	6	7	8	9			
(PLEASE CIRCLE)	Senior School -	10	11	12				Proposed Year of Entry: 20 ____

Religious Denomination: _____ Congregation: _____
(if applicable) (if applicable)

Does the applicant have any siblings?	Date of birth	Kinder/School	Enrolled at Lakeside College
---------------------------------------	---------------	---------------	------------------------------

Name: _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------	-------	-------	--

Name: _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------	-------	-------	--

Name: _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------	-------	-------	--

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.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Particular Gifts | <input type="checkbox"/> ADHD | <input type="checkbox"/> Mobility Impairment | <input type="checkbox"/> Anaphylaxis |
| <input type="checkbox"/> Behavioural Needs | <input type="checkbox"/> Educational Needs | <input type="checkbox"/> Vision Impaired | <input type="checkbox"/> Personal Care Needs |
| <input type="checkbox"/> Speech Impaired | <input type="checkbox"/> Assistance with Medication | <input type="checkbox"/> Hearing Impaired | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Allergies / Chronic Illness | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Other (please explain) |
| <input type="checkbox"/> Autism / Aspergers | <input type="checkbox"/> 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.

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.

Student	Surname	First Name	Gender M/F	Year Level
1				
2				

Student	Q1. Does the student speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often)</i>	Q2. Was the student born in Australia? <i>(If NO please indicate country)</i>	Q3. Is the student of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)</i>
1	No, English only..... <input type="checkbox"/> Yes, other (please specify)	Yes..... <input type="checkbox"/> No, other (please specify)	No..... <input type="checkbox"/> Yes, Aboriginal..... <input type="checkbox"/> Yes, Torres Strait Islander.. .. <input type="checkbox"/>
2	No, English only..... <input type="checkbox"/> Yes, other (please specify)	Yes..... <input type="checkbox"/> No, other (please specify)	No..... <input type="checkbox"/> Yes, Aboriginal..... <input type="checkbox"/> Yes, Torres Strait Islander.. .. <input type="checkbox"/>

Compulsory Government Enrolment Information Form

		Mother/Guardian	Father/Guardian
	Surname		
	First Name		
Q4. Do the parents/guardians speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	No, English only Yes, other (please specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Q5. What is the highest year of primary or secondary school the parent/guardian has completed? (For parents who have never attended school, mark 'Year 9 or equivalent or below')	Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent. Year 9 or equivalent or below	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Q6. What is the highest qualification the parent/guardian has completed? (Tick one box only in each column)	Bachelor degree or above Advanced Diploma/ Diploma Certificate I to IV (including trade certificate) No non-school qualification	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Q7. What is the occupation of the parent/guardian?		_____ _____	_____ _____
Q8. What is the occupation of the parent/guardian? <ul style="list-style-type: none"> If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months please use the person's last occupation If the person has not been in paid work in the last 12 months, enter '8'. 	Occupation Group Letter (Please select the appropriate occupation group number from the list on the next page)	<input type="text"/>	<input type="text"/>

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/special education/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/officer/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].

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, horse 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.

Information for Parents

Regarding Compulsory Government Enrolment Information

Prepared by the Ministerial Council for Education, Early Childhood Development and Youth Affairs.

The purpose of this information sheet is to advise parents/guardians of new 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.

The primary purpose of national reporting is to improve the educational outcomes of our young people by informing the Australian public, and especially the education community and parents, and progress towards achieving the National Goals for the twenty-first century.

All school authorities must collect certain information from parents and/or students to fulfil their functions and obligations under State, Territory and Australian Government legislation, including accountability for spending public money. Governments must provide the community with information about school performance and the steps they are taking to improve student outcomes.

Information on students' performance is reported in the annual National Report on Schooling in Australia published by the Ministerial Council for Education, Early Childhood Development and Youth Affairs. (For more information, please go to www.mceecdya.edu.au).

Parents will be asked for information on the following:

- The gender of the student
- The indigenous status of the student
- The parents' occupations (in very broad terms)
- The parents' educational qualifications (also in very broad terms)
- The student's country of birth, and
- The main language spoken at home by the student and each of the student's parents.

Information is being collected on the educational and occupational background of parents so that school education authorities can evaluate the influence of socioeconomic background on student's educational outcomes across and within jurisdictions, and over time. This will allow critical evaluation of the effectiveness of policies aimed at promoting an education system which is fair for all Australian students.

Ministers have ensured that the questions asked of parents are not overly intrusive. Parents will therefore not be asked to provide specific details of their educations or income but, rather, will be asked to select an appropriate response from a limited number of broad educational categories.

Tuition Fees – 2019

The Council of Lakeside College has set the following fees for 2019. Fees will be levied in four instalments before the start of each term.

Tuition Fees

Please note that a discount of 5% is available to families who wish to pay one (1) full year tuition fees in advance.

Annual Fee	4 Term Instalment	11 Monthly Instalments	22 Fortnightly Instalments
Year Prep			
\$4,570	\$1,142.50	\$415.45	\$207.73
Year 1 and 2			
\$ 4,650	\$1,162.50	\$422.73	\$211.36
Years 3			
\$5,190	\$1,297.50	\$471.82	\$235.91
Years 4			
\$5,570	\$1,392.50	\$506.36	\$253.18
Years 5			
\$ 6,230	\$1,557.50	\$ 566.36	\$283.18
Years 6			
\$ 6,470	\$1,617.50	\$588.18	\$294.09
Years 7 and 8			
\$7,380	\$1,845.00	\$670.91	\$335.45
Years 9 and 10			
\$7,740	\$1,935.00	\$703.64	\$351.82
Years 11 and 12			
\$7,990	\$1,997.50	\$726.36	\$363.18

Sibling Discount Schedule

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

Discount for second child

Annual Discount	Term Instalment Discount
25%	25%

Discount for third child

Annual Discount	Term Instalment Discount
50%	50%

Discount for fourth child

Annual Discount	Term Instalment Discount
75%	75%

Discount for fifth child +

Annual Discount	Term Instalment Discount
Free of charge	Free of charge

Annual fee payment in advance

A discount of 5% is available to families who wish to pay one (1) full year tuition fees in advance.

Financial support

We have a strong commitment to assisting families whose child would greatly benefit from a Lakeside College education, but without financial support, would be unable to attend. Please speak with our Registrar for more information.

Individual Music Tuition

Fees for individual music lessons are outlined in the **Application for Individual Music Tuition Enrolment** form previously sent. The additional fees for this program will be charged before the start of each term. If you require the form, please contact the Administration Office.

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.

Camps, Sports and Excursions Fund (CSEF)

The CSEF is a Victorian government allowance provided to assist low-income families, particularly those with Health Care Cards (HCC) or Pension Cards (including students 16+ with their own HCC), with the costs of camps, sports and excursions. The allowance is applied to your account as a credit. The allowance is \$125 per primary student or \$225 per secondary student. Applications need to be made by parents through the school. Information regarding eligibility, closing dates and application forms are attached.

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

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.

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 one term of fees will 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 will be payable due to lack of notice.



Lakeside College

2 Portobello Road, Pakenham VIC 3810

Phone: 03 5941 7544

Email: enrolments@lakeside.vic.edu.au

Website: www.lakeside.vic.edu.au

Learn. Care. Achieve

Giving **glory to God** and **serving the world** in love