PROcedures for Billing Families who Enrol Students Other Than at the Beginning of the School Year

To ensure charges are just and equitable they will be billed as follows for students who are enrolled after the beginning of Term 1.

1. **P & F Levy**
   
   The P & F Levy will be charged on a pro rata basis using the following formula.
   
   \[
   \text{P & F Levy} \div 4 \text{ terms} \times \text{number of terms remaining in the year including the term of enrolment} = \text{P & F Levy Payable}
   \]

2. **Building Fund Levy**
   
   The Building Fund Levy will be charged on a pro rata basis using the following formula.
   
   \[
   \text{Building Fund Levy} \div 4 \text{ terms} \times \text{number of terms remaining in the year including the term of enrolment} = \text{Building Fund Levy Payable}
   \]

3. **Subject Levies and Excursions**
   
   Subject Levies will be charged on a pro rata basis using the following formula
   
   \[
   \text{Subject Levies} \div 40 \text{ weeks} \times \text{number of weeks remaining in the year including the week of enrolment} = \text{Subject Levies Payable}.
   \]
   
   Except for levies under $20 per annum which will be charged in full.

   Excursions will only be charged if the student has been enrolled prior to the excursion or camp commencing.

4. **Fees**
   
   College Fees will be charged from the week the student commences College using the following formula
   
   \[
   \text{Total Fees Payable for the year} \div 40 \text{ weeks} \times \text{number of school week remaining in the year} = \text{Fees Payable}.
   \]

5. **Text Book Bond**
   
   A refundable Textbook Bond will be charged as per the current years Handbook.