Fee Schedule 2017
Fees are set annually based on budgetary requirements.

Application and Enrolment Confirmation Fees
An Application Fee of $20.00 applies per child. This fee is non-refundable and assists in covering the enrolment processing costs. To secure enrolment, the total non-refundable Enrolment Confirmation Fee of $100.00 (per child includes a sun safe shirt, hat and wet bag) is to be lodged with the Centre within fourteen (14) days of receipt of an enrolment offer.

Withdrawal of students from the Centre/Change to Bookings
Parents are required to give two weeks’ notice in writing to the Director by completing a Cancellation/Change of Days form available from ELC administration, of their intention to withdraw or change their child/ren’s bookings. If such notice is not given, two weeks fees will be charged. Request for additional days will be dependent on availability and waiting list priority.

Centre Fees and Conditions
- $92.00 per day per child is charged.
- The Centre is Child Care Rebate and Child Care Benefit approved.
- The Centre is open 50 weeks per annum.
- Fees are payable for the full 50 weeks. There are no charges for the two weeks the Centre is closed over the Christmas and New Year break (dates are advised mid year).
- For an enrolment secured during the year, fees are payable from the enrolment date onwards.
- Fees are payable for all booked days e.g. absent, illness and holidays (excludes bookings that fall on a Public Holiday).

Payment Dates
Statements are issued to parents fortnightly in advance on the Friday before the next fortnightly billing cycle. Payments are due the first Monday following the issue of the fortnightly statement. Statements are issued via email unless directed by parents otherwise.

Methods of Payment
Fees may be paid in several ways:

1. Cash, cheque or EFTPOS
2. Direct debit
3. By telephone for credit card payments. T: 1300 885 175 and quote the Payway Biller Code 151043.
4. Online through our secure payment site – http://ielc.immanuel.qld.edu and go to Business@IELC
5. Via bank transfer from your bank on a weekly or fortnightly basis.

The Centre can be contacted on T: 5477 3416; F: 5477 3417 and E: ielc@immanuel.qld.edu.au

Fees Policy
A child will not be permitted to continue at the Centre if fees remain unpaid for a period of four weeks after the due date or parental contact with the Director has not been made. The IELC Committee, through the Director, will grant an extension of time if there are extenuating or exceptional circumstances. If fees are not paid before the next statement run, a $50.00 late fee will be added to the account to cover administration expense. Immanuel Early Learning Centre reserves the right to withhold the bond refund should accounts not be paid upon leaving the Centre.