

**FEE PAYMENT POLICY**

**and**

**FEE SCHEDULE**

**2017**

# FEE SCHEDULE 2017

Effective 1 January 2017

All fees are subject to the *Fee Payment Policy*. This Policy contains important information about conditions of enrolment at Tarremah.

## TUITION FEES are billed each term

Early Childhood Centre	Tuition Fees	
	Term	Annual
Playgroup	50	200
*Little Kinder & Kinder		
4 hrs per week	325	1300
6 hrs per week	490	1960
12 hrs per week	970	3880
18 hrs per week	1455	5820

### \*PRE-SCHOOL ATTENDANCE

#### Little Kindergarten (Silvereye)

Either 6 hrs (1 full day) or 12 hours (2 full days) per week. (Min. 4 hrs (1/2 day) per week in Term 1 only)

#### Kindergarten (Silvereye/Fantail/Pipit)

Either 12 hours (2 full days) or 18 hours (3 full days) per week.

Primary School	Tuition Fees		Secondary School	Fees	
	Term	Annual		Term	Annual
Prep	1750	7000	Class 6	1750	7000
Class 1	1750	7000	Class 7	2210	8840
Class 2	1750	7000	Class 8	2210	8840
Class 3	1750	7000	Class 9	2210	8840
Class 4	1750	7000	Class 10	2210	8840
Class 5	1750	7000			

## MATERIALS LEVY

This annual levy for student consumables is billed and payable in Term 1.

Kindergarten 4hrs to 6 hrs	\$ 120
Kindergarten 12 hrs to 18 hrs	\$ 160
Prep	\$ 175
Primary School	\$ 320
Secondary School	\$ 430

### STAS Grant – Material Levy

Families eligible for the State Government Student Assistance Scheme (STAS) are required to pay the Material Levy in the first term. The STAS grant is credited to the account when it is received by the School. Please note that STAS does not cover the entire Material Levy.

## **ADDITIONAL FEES AND CHARGES BILLED EACH TERM**

- An **ACTIVITY LEVY** is billed each term for each student from **Class 1**. This Levy includes excursions, swimming, camps and other activities at and outside the School.
- A **BUILDING LEVY of \$80 per family is charged each term** (Playgroup exempt).
- **ADDITIONAL ITEMS**, such as recorder purchase, musical instrument hire, textbooks and uniform are billed separately as they are issued.

## **FEE PAYMENT POLICY**

### **1. INTRODUCTION**

- 1.1 In this Policy 'fees' includes tuition fees, levies, charges and all other costs associated with the child's schooling at Tarremah Steiner School.

### **2. ENROLMENT APPLICATION FEE**

- 2.1 A non-refundable enrolment application fee of \$100 is payable on application.
- 2.2 Multiple applications from a family at the same time will be capped at \$200.
- 2.3 The application fee for additional children enrolled at a later date will be \$100 per child.

### **3. ENROLMENT ACCEPTANCE FEE**

- 3.1 On the written offer of a place at the School for students commencing in Grade 1 or higher, or when an enrolled student progresses to Grade 1, a non-refundable Enrolment Acceptance Fee of \$600.00 per child is payable within 14 days.

### **4. BILLING AND LIABILITY FOR PAYMENT OF FEES**

- 4.1 Fees are set annually
- 4.2 Fees and charges are regularly reviewed by the School and changes to fees and charges may be made by the School at any time.
- 4.3 Fees are invoiced prior to the beginning of each term and are due for payment in full by the first Friday of that term.
- 4.4 Parent(s) and/or guardian(s) are jointly and severally liable for the payments of all fees and charges incurred on behalf of their children. This will only be varied if the School is notified otherwise in writing by both parents/guardians and the School agrees in writing.

### **5. TUITION DISCOUNTS**

#### **5.1 Sibling Discounts**

Sibling discounts are applied to accounts when a family has two or more students currently enrolled at the School. Sibling discounts apply to second and subsequent in Prep or above. The sibling discount applies to tuition fees only.

For 2 <sup>nd</sup> child	15% discount
For 3 <sup>rd</sup> child	30% discount
For 4 <sup>th</sup> and subsequent children	50% discount

## **6. PAYMENT OF FEES**

### **6.1 Fees may be paid annually.**

Fees for the full year (4 terms) may be paid in full by the due date for Term 1

### **6.2 Fees may be paid by the term.**

Each term's fees must be paid by the due date each term.

### **6.3 Fees may be paid by Scheduled Direct Debit over the year.**

Direct debits enable the extended payment of School fees over the year.

Direct debit payments may be either fortnightly or four-weekly.

The date and amount of each scheduled direct debit is determined by the School.

A direct debit request form must be completed and signed by the payer and lodged with the Business Manager before the commencement of the term to which the School fees apply.

In the event of an unsuccessful direct debit payment, the payer will be charged any bank fees applied to the School's bank account and required to pay the dishonoured payment by a date determined by the School. In the event of three (3) consecutive unsuccessful payments, all outstanding School fees and charges will become due in full immediately.

## **7. NON PAYMENT OF FEES**

7.1 Unless a Scheduled Direct Debit has been agreed and adhered to, all fees outstanding after the due date each term will be considered delinquent.

7.2 Delinquent accounts will be charged an Administration Fee of \$25 per month until the account is paid in full.

7.3 If any term's fees remain fully unpaid at the end of that term, the School may give one term's notice of suspension from the School, unless a satisfactory payment plan has been agreed to repay all outstanding fees in the subsequent term. If such a plan is not adhered to, suspension may be enforced as per notice given.

7.4 In the event of fees not being paid in full by the last day of Term 4 each year, the student(s) will not be eligible to attend School in the following year and the account will be handed over immediately to a collection agency. All collection costs will be met by the debtor.

## **8. TEMPORARY ABSENCES/HOLDING FEE**

8.1 For an absence of up to and including 5 weeks of any term, the full term's fees are payable.

8.2 For an absence of more than 5 weeks of any term, 50% of the term's tuition fee is payable in order to maintain a place in the class (Holding Fee). Activity Levies will be charged as they are incurred.

## **9. WITHDRAWAL NOTICE**

9.1 In the event that a student is withdrawn from the School, one full School term's notice of withdrawal is required in writing to the Business Manager. This written notice is to be received by the Business Manager by the first Friday of the student's final term before withdrawal.

9.2 If one full term's notice in writing is not received by the due date, one full term's fees are required in lieu of notice.

9.3 This provision applies even if School fees are outstanding, and where the student is deemed to be ineligible to attend School by virtue of clause 7.3.