

FEE PAYMENT POLICY

and

FEE SCHEDULE

2019

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Effective 1 January 2019

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

Tuition Fees		
	Term	Annual
*Little Kinder & Kinder		
4 hrs per week	357.50	1,430.00
6 hrs per week	538.75	2,155.00
12 hrs per week	1,065.00	4,260.00
18 hrs per week	1,597.50	6,390.00
Prep – Class 6		
	1,921.50	7,686.00
Class 7 – Class 10		
	2,426.50	9,706.00

*PRE-SCHOOL ATTENDANCE

Little Kindergarten (Fantail / Pipit)

Either 6 hrs (1 full day) or 12 hours (2 full days) per week.

Min. 4 hrs (1/2 day) per week in first term of attendance only.

Kindergarten (Fantail / Pipit)

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

Extra days must be booked in advance and will incur a fee of \$66.00 per day.

ANNUAL FEES AND CHARGES

The following fees and levies are billed and payable in Term 1:

MEMBERSHIP - \$10 per Parent/Guardian

Parents/Guardians become members of the Association upon enrolment of their child(ren).

Parents/Guardians may opt out of membership by lodging a written objection to the Business Manager.

MATERIALS LEVY

For student consumables

Kindergarten 4hrs to 6hrs \$ 136.50

Kindergarten 12hrs to 18hrs \$ 183.75

Prep \$ 199.50

Primary School \$ 367.50

Secondary School \$ 493.50

CAMP LEVY

To cover the cost of hiring camp assistants

Classes 6 – 8 \$ 110

Classes 9 – 10 \$ 250

ADDITIONAL FEES AND CHARGES BILLED EACH TERM

- An **ACTIVITY LEVY** is billed each term for each student. 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.
- **ADDITIONAL ITEMS**, such as recorder purchase, musical instrument hire and textbooks 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 student'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 siblings in Prep or above. The sibling discount applies to tuition fees only.

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

5.2 STAS Grant

Families eligible for the State Government Student Assistance Scheme (STAS) will have their account credited when the grant is received by the School

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 and Late Payment Fees will be charged the day after the due date in accordance with section 7.2.

- 6.4 **A payment plan may be negotiated with the Business Manager.** A written payment schedule must be prepared by the Business Manager and signed by the payer. In the event of one (1) missed monthly payment or three (3) consecutive missed fortnightly payments all outstanding School fees and charges will become due in full immediately and Late Payment Fees will be charged the day after the due date in accordance with section 8.3.

7. NON PAYMENT OF FEES

- 7.1 Unless a Scheduled Direct Debit has been agreed and adhered to, all fees outstanding after 4pm on the due date each term will be considered overdue.
- 7.2 Overdue accounts will be charged a Late Payment Fee of \$100 plus \$100 per week or part thereof until the account is paid in full. The Late Payment Fee will be charged the day after the due date. Subsequent late payment fees of \$100 will be charged every 7 days after the initial Late Payment Fee.
- 7.3 Late Payment Fees may be avoided by contacting the Business Manager to arrange a mutually acceptable payment agreement in writing. Should the written agreement not be adhered to, all previously waived Late Payment Fees will be applied to the debtor's account.
- 7.4 If any term's fees remain fully unpaid at the end of that term and no contact has been made with the Business Manager, the debtor will be referred to a debt collection agency. A 25% debt collection fee will be charged to the debtor.
- 7.5 If fees are outstanding for more than one term (that is one full term and all or part of the previous term), the student(s)' enrolment will be suspended and the debtor will be referred to a debt collection agency. A 25% debt collection fee will be charged to the debtor.
- 7.6 In the event of fees not being paid in full by four weeks prior to the commencement of Term 1 the following year, the student(s) will not be eligible to attend School in that year and the account will immediately be referred to a debt collection agency. A 25% debt collection fee will be charged to 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.