



POLICY TITLE: FEES POLICY AND SCHEDULE

BOARD APPROVAL DATE: 21 June 2009

SIGNED BY CHAIR:

AMENDED: October 2009

BOARD REVIEW DATE: January 2010

OVERVIEW:

The School Council generally sets fees at the start of each school year based on:

- a. its expected level of Commonwealth and State funding for the year; and
- b. the strategic objectives for the year.

Fees are due and payable in full by the end of the first week of each term or as otherwise set out on your Fee Statement.

Continuation of enrolment cannot be guaranteed unless outstanding fees have been paid by the due date, or alternative financial arrangements have been made.

FEE SCHEDULE:

1. Application Fees

- Payable on return of the Application for Enrolment Form.
- Non-refundable.
- \$100 per enrolment application.

2. Enrolment Fee

- Payable on acceptance of enrolment.
- Non-refundable.
- \$400 per enrolment acceptance.

3. Enrolment Deposit Bond

- Payable in addition to the first term fees, and at the same time as those fees.
- Equivalent to a full terms tuition fees.

- Non-refundable for students in Cycle One.
- Refundable for departing students in Cycle Two and Three, in accordance with the Enrolment Deposit Bond policy.

4. Tuition Fees

- Payable by the end of the first week of each term.
- Non-refundable.
- Tuition fees for existing students for 2009 (as of Term 2 2009) are as follows:

		Term Fee	Subsequent child fee per term
Term 3 2009	Cycle One – aged 3-4	\$850	\$650 (\$200 discount per sibling)
	Cycle One –aged 4-5	\$940	\$740 (\$200 discount per sibling)
	Cycle One – aged 5-6	\$690	\$490 (\$200 discount per sibling)
	Cycle Two	\$690	\$490 (\$200 discount per sibling)
	Cycle Three	\$690	\$490 (\$200 discount per sibling)
Term 4 2009	Cycle One – aged 3-4	\$850	\$650
	Cycle One – aged 4-5	\$940	\$740
	Cycle One – aged 5-6	\$740	\$540
	Cycle Two	\$740	\$540
	Cycle Three	\$740	\$540

- Fees for existing students (as of Term 2 2009) for 2010 are as follows:

		Term Fee	Subsequent child fee per term
Term 1 2010	Cycle One – aged 3-4	\$850	\$650
	Cycle One –aged 4-5	\$940	\$740
	Cycle One – aged 5-6	\$790	\$590
	Cycle Two	\$790	\$590
	Cycle Three	\$790	\$590
Term 2 2010	Cycle One – aged 3-4	\$850	\$650
	Cycle One – aged 4-5	\$940	\$740
	Cycle One – aged 5-6	\$840	\$640
	Cycle Two	\$840	\$640
	Cycle Three	\$840	\$640
Term 3 2010	Cycle One – aged 3-4	\$850	\$650
	Cycle One – aged 4-5	\$940	\$740
	Cycle One – aged 5-6	\$890	\$690
	Cycle Two	\$890	\$690
	Cycle Three	\$890	\$690
Term 3 2010	Cycle One – aged 3-4	\$850	\$650
	Cycle One – aged 4-5	\$940	\$740
	Cycle One – aged 5-6	\$940	\$740
	Cycle Two	\$940	\$740
	Cycle Three	\$940	\$740

- Tuition fees for new students (from Term 2 2009 onwards) are:

Cycle One – aged 3-4	\$850	\$650
Cycle One – aged 4-6	\$940	\$740
Cycle Two	\$940	\$740
Cycle Three	\$940	\$740

- Where more than 1 child from a family is enrolled, the second and subsequent children will be entitled to a \$200 discount in tuition fees.
- If a child is turning 4 during the course of a term, the tuition fee for that term will be charged as per the Cycle One – aged 4-6 year fee.

5. Other Term Fees

Busy Bee Fee*	\$200 per family
Student Insurance	\$5 per student
Stationary Fees	\$20 per student
Services Fee	\$60 per family

*The Busy Bee Fee will be credited to the next terms Fee Statement if the School maintenance tasks or Busy Bee have been completed.

6. Building Levy

- Annual levy. Invoiced with the third terms Fee Statement.
- Voluntary donation.
- \$100 per child or \$200 per family.

7. Montessori Playgroup

- Fees are to be paid per term unless a vacancy exists which may be filled by a casual participant.
- Fees are as follows:

	Fee per Term:	Fee per Term:	Casual Fees:
	1 session per week	2 sessions per week	Per session
1 Child	\$60	\$120	\$8
2 Children	\$100	\$200	\$8

- Membership of Playgroup Australia is compulsory for insurance purposes. An annual fee of \$28 per child is to be paid by all playgroup participants (\$14 for concession card holders). This membership is transferable between any playgroup.
- Fees (excepting Playgroup Australia Membership) will be charged on a pro-rata basis for children commencing part-way through a term.

8. Monty's Club Out of School Care

- Fees are \$12 per session per child. \$10 per session for second or subsequent children.
- Children must be collected by 5pm. A charge of \$2.00 per five minutes will be charged for children collected after these times.
- If a child is booked into Monty's, fees will be charged regardless of whether a child is able to attend.
- These fees will be invoiced separately.

PROBATIONARY PERIOD FOR ALL NEW ENROLMENTS:

- On admission of each child, there is a probationary period of one term, allowing the child to settle in to the school, observations to be made and profiling developed.
- If following this process, the School decides (in consultation with the parents) that it is in the child's best interests to be withdrawn, the School will refund the Enrolment Deposit Bond and on a pro-rata basis the Tuition Fee.

FINANCIAL ASSISTANCE:

- Parents/caregivers should contact the office immediately if they have difficulty paying the fees by the due date.
- Information concerning Financial Assistance is available from the office.

QUERIES CONCERNING THIS POLICY:

- Questions concerning the Schools fees should be directed in the first instance to the School Financial Officer or the Principal.
- Further concerns may then be addressed in writing to the School Council – attention of the Treasurer.

REFUND OF ENROLMENT DEPOSIT BOND:

- The Enrolment Deposit Bond is refundable on completion of Cycle Three.
- It is not refundable to students who withdraw during Cycle One.
- For Cycle Two and Three students, it will be refunded upon written request in accordance with the schedule below:

Intended withdrawal at the end of:	Term 1	Term 2	Term 3	Term 4
Request required by:	End of Term 4	End of Term 1	End of Term 2	End of Term 3

- Any refund will be made within 4 weeks of the child leaving the School.
- If no request is made in writing for a refund of any refundable fees, the fees remain the property of the School.

PAYMENT OF ACCOUNTS:

- Unless otherwise stated, the fees in this Policy include GST.
- The School will issue a Fee Statement before the start of each term and as required during the term.
- Fees may be paid by:
 - o Cheque: Made payable to Rockingham Montessori School.
 - o Cash
 - o Direct internet account transfer
 - o Credit Card: Bankcard, Mastercard, Visa.

ADDITIONAL FEES:

- Extra fees will occasionally be due for excursions, classroom learning resources, or camps.
- Extra fees are payable when tuition is provided by external tutors, such as music teachers. Such fees are payable by parents by arrangement directly between the tutor and the parent.

BUSY BEE CONTRIBUTION:

- Parents/caregivers are expected to contribute towards the maintenance of the School.
- There are two ways in which this can be done:

- Performing a minimum of 4 hours School support per family per term. This includes attendance at the School Busy Bee.
- Paying a fee of \$200 per family per term. This fee will be included in your Fee Statement. An hourly fee of \$50 per hour will be charged in lieu of hours not worked.

DISCOUNTS AVAILABLE FOR FEES:

- Parents who pay their annual tuition fees in one lump sum will be entitled to a 5% discount.
- Second or subsequent children enrolled in the School will be entitled to a \$200 discount in Tuition fees.
- When a child graduates from Cycle Three, the sibling discount continues to apply to all remaining students still at the School.
- If a child is withdrawn from the School prior to completing Cycle Three, the sibling discount will be revoked for the older remaining child at the School.
- Where a child commences after the end of the second week of a term, a pro-rata Tuition Fee for that term will be charged.
- No discount or refund to Tuition Fees will be made if a child is ill or absent from school, or if parents withdraw their child during a term. This includes children temporarily removed from the School due to job placements or travel.

RELATED AND SOURCE DOCUMENTS:

1. Enrolment Deposit Bond Policy
2. Fee Schedule 2009