

Fees Policy

Purpose:

Fees are set by the Board and are administered by the Business Manager and Principal in liaison with the Board Treasurer. Fees are set at a level that enables the school to operate within a strict budget, and are payable in advance.

Relevant documents:

- Code of Ethics
- Privacy Policy
- Enrolment Policy
- Fees Schedule

This Statement of Policy on Payment of School Fees is included in the contract between parents/guardians and the school. It also includes the **Schedule of Fees and Charges**.

Prompt payment of Fees helps to keep down costs and ultimately keep the level of fees lower.

Initial Fees:

As detailed on the Schedule of Fees and charges, see Appendix.

Application Fee:

All applications for entry to the school must be accompanied by the appropriate Application Fee. This fee is non-refundable and does not guarantee a place in the school.

Enrolment Fee:

Payable for each child.

Building Levy:

Payable once only per family,

Fees in Advance Bond:

Payable for each child.

The Enrolment Fee, Building Levy and Fees in Advance Bond must be paid when a child is accepted into the school, and in any case must be paid before the child can start in the school.

Fees in Advance Bond:

This will be refunded if a full term's notice of withdrawal has been given in writing and all money owing for fees has been paid in full.

	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>
SP 014 Fees Policy	<i>May 2010</i>	<i>Jan 2013</i>	<i>Oct 2014</i>	<i>Nov 2015</i>	<i>Nov 2016</i>

Recurring Fees:

As detailed on the Schedule of Fees and charges, see Appendix.

All other fees will be invoiced prior to the start of each term and are due to be paid by the first Friday of each term (the **due date**), unless the annual payment, or monthly instalment option are exercised.

Fee in Lieu of Notice:

Parents are required to give a full terms notice of their intention to withdraw their child/ren from the school. If insufficient notice is given, the board reserves the right to charge a fee equivalent to one terms tuition fees as a **Fee in lieu of notice**.

Administration Fee:

If fees are not received within 14 days of the **due date** and a written instalment plan is not in place, a reminder statement will be issued and an administration fee will be charged. This fee covers costs incurred by the school for the preparation and provision of documents and postage.

Non Payment of Fees:

If, following a reminder statement, fees remain unpaid and no contact has been made with the Business Manager, the board reserve the right to hand over the matter to a debt collection agency and/or take legal action to recover the fees.

If any family is having difficulty in meeting payment requirements they should contact the Business Manager immediately to discuss payment options. Subsequent failure to arrange, or adhere to, an agreement to pay overdue fees will result in the Board reserving the right to:

- (a) to deny your child/ren access to classrooms, and,
- (b) to put the matter in the hands of a debt collection agency.

Instalment Plan Requirements:

A signed Direct Debit arrangement from your bank must be completed and *a copy submitted to the Business Manager*. Plans are only valid for the current year in which they are made.

Instalment plans that do not meet these requirements will be deemed invalid. The account will be considered overdue and be treated as such according to the School Fees Policy

Dishonoured cheques/collection costs:

The school will invoice families for all dishonoured cheque fees and other debt collection and legal costs charged by various institutions.

Refunds:

Fees in Advance will be refunded only if a full term's notice of withdrawal has been given in writing and all monies owing for tuition fees and levies have been paid in full.

Discounts:

The Year in Advance, and Term in Advance discounts are only available if the relevant fees are paid in full by the **due date**.

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Appendix

Schedule of Fees and Charges 2017

ANNUAL Tuition Fees	
Butterfly House	\$480 for one day a week
Children's House P/T	\$7,651
Children's House F/T	\$7,651
Primary years 1-6	\$7,651

Initial Fees	Fee
Application for Playgroup (non-refundable)	\$22 (including GST)
Application for all other classes (non-refundable)	\$110 (including GST)
Enrolment Fee (non-refundable)	\$350 (does not apply to playgroup)
Fees in Advance Deposit This deposit will be refunded if a full term's notice of withdrawal has been given in writing and all monies owing for fees has been paid in full	\$1,912 (does not apply to playgroup)
Building Levy per family one-off payment	\$500 (does not apply to playgroup)

Other Fees/charges	Per Term
Parent Support Levy per family – refundable if families contribute 4 hours' service where required, eg: attendance at busy-bees, open mornings, P&F support.	\$140 in arrears
P&F Levy (per family)	\$30
Excursions/Incursions	Costs invoiced each term in arrears
Camps	Costs advised and invoiced in advance
Books & stationery as required	Invoiced each term as necessary
Year Book	\$40 (Term 4 only)
Late Payment Fee (see Fees Policy)	\$55 (including GST)

Discounts	
Sibling Discount 2 nd child (per term)	\$286.80
Sibling Discount 3 rd child (per term)	\$431.00
Payment in advance (Full Year's Fees)	\$388.00
Payment in Advance (Full Term's Fees)	\$38 per term

Parents are encouraged to donate to the Riverlands Montessori Building Fund to assist with future capital development of the School. All donations are tax deductible.

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The School Board reserves the right to terminate the enrolment of a student for a new term if the preceding term's fees have not been paid

Payment Options

1. One Annual Payment

Advanced annual payment in full by the first Friday of the first term of the School Year (payment in advance discount applies).

2. Term Payments

School fees are invoiced before the start of each term. Four payments equal to 25% of the Annual Fee are due to be paid on the first Friday of the first week of each term (This is the **Due Date**). An Invoice including an Administration Fee will be issued if not paid by the Due Date.

3. Monthly Instalments

These are payable by way of ten equal payments by Direct Debit. Instalments are due on the 1st February through to the 1st November

Note: If any family is experiencing financial difficulty, they should make an appointment to see the Business Manager as soon as possible to discuss options.

The following discounts apply to Options 1 & 2.

1. Advanced annual payment discount (Option 1)
\$388.00
2. Termly instalment discount (Option 2)
\$38 per term

Payment Methods

The school accepts payment by credit card (Visa or MasterCard), cash, cheque (made payable to "Riverlands Montessori School Inc"), EFTPOS, BPay or Direct Debit.

For payments by BPay, details of the School's biller code and reference number will appear on your statement.

Direct Debit arrangements should be made with your own bank with a copy supplied to the Business Manager

Child Care Cash Rebate

Parents of Kindergarten or Pre Primary students may be eligible for the Commonwealth Health Commission Childcare Cash Rebate Scheme. If eligible, the required receipt is available upon request from the Office at the end of each term.

This document forms part of Riverland School Fees Policy SP 014.

Parents are invited to direct any questions and queries on fees, financial matters and payments to: Robyn Hart, Business Manager finance@riverlands.wa.edu.au

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