

## **FEES POLICY SUMMARY (As at 1/3/16)**

### **Copy of complete Fees Policy**

If you require a copy of the complete Fees Policy please contact the Business Manager.

### **Why fees are necessary**

The Department of Education & Training (DET) provides per capita funding for four year olds, as a contribution towards the cost of operating the preschool. There is no funding for three year olds or for the Early Learners' program. The service itself is responsible for all operational costs. Fees are necessary because there is a shortfall between the level of government funding and the costs of operating a viable preschool.

Parents/guardians need to be aware that the Centre is a non-profit organisation and relies on prompt payment of fees to meet costs. All parents/guardians must pay fees; the Centre has the discretion to withdraw service for non-payment of fees.

### **Fee Structure**

This is set out in the attached Fee Schedule.

### **Registration Fee**

A non-refundable fee, currently \$55 (incl GST) but subject to change, charged for the registration of a child on the waiting list for a Preschool Program place and on the waiting list for the Early Learners' Program, if applicable.

### **KMC Membership Fee**

In the event that a child is offered a place at the school at least one parent/guardian must become and remain a member of the Kalker Montessori Centre Ltd while the child is attending. Membership is dependent on the payment of an annual subscription, currently \$27.50 (incl GST) but subject to change. A Membership carries with it certain rights to receive notices and to vote.

### **Holding Fee**

Where a child is allocated a held place due to their immunisation status (refer to Enrolment & Orientation Policy), a holding fee will be charged to hold the place. The holding fee, currently \$400 for an Early Learner place and for Preschool an amount equal to the current 15 hour unfunded term fee less \$200, must be paid at the time the held place is allocated. When the child's enrolment is confirmed the holding fee will be credited to the Early Learner/Preschool Bond. Refer also 'Cancellation Fee' and 'Withdrawal' below.

### **Preschool Bond**

In the event that a child is offered a Preschool place, a bond must be paid in respect of such child, within fourteen days of the posting of the notice that a place is offered for such child. The payment of a bond shall, (subject to there being no family debt, refer below) once the Centre confirms a preschool place, secure the place for the child. The amount of the bond is equal to the current 15 hour unfunded term fee less \$200. The bond is held by the Centre, for the duration of the child's preschool education at the Centre. The bond will be offset against the final term tuition fees where the child in respect of whom the bond has been paid has completed the two (or optional three) year preschool program.

**The offer of a place in the Preschool program is an offer of place for 2 years, with an option, based on the Director's assessment, of a 3<sup>rd</sup> year. Refer also 'Cancellation Fee' and 'Withdrawal' below.**

### **Early Learner Bond**

In the event that a child is offered an Early Learner place, a bond, currently \$400 but subject to change, must be paid in respect of such child, within fourteen days of the posting of the notice that a place is offered for such child. The payment of a bond shall, (subject to there being no family debt, refer below) once the Centre confirms an Early Learner place, secure the place for the child. The bond is held by the Centre and will be offset against the term four tuition fees where the child in respect of whom the bond has been paid has completed the year in the Early Learner program.

**The offer of a place in the Early Learner program is an offer of place for 1 year. Refer also 'Cancellation Fee' and 'Withdrawal' below.**

## **Building Levy**

A levy, associated with the upgrading of the Centre's buildings, currently \$50 for Early Learners and \$200 for Preschool, but subject to change, must accompany the completed enrolment application forms. The payment of the levy will be processed when the enrolment is being confirmed and once the school year has commenced, is non-refundable.

## **Term Fees**

Term fees are set by the Committee annually and are set out in the yearly Fees Schedule. Term fees are payable from the time the child is eligible to commence in the program. They are conditional upon there being no significant reduction in funding by the State Government. The amount of the fees and the dates of payment are subject to alteration at any time. Term fees will not be reduced by reason of non-attendance at the school from any cause.

## **Cancellation Fee**

A fee charged in the event of cancellation of: (1) a confirmed or held place by written advice received from a parent/guardian, before the start of term 1 in the year of commencement in the program; or (2) a held place cancelled by the Centre as the parent/guardian has not provided an updated Immunisation Status Certificate as required (refer Enrolment & Orientation Policy).

The fee charged is: - in the case of an Early Learners' place - \$220 (incl. GST); in the case of a Preschool program place - \$500 (incl. GST).

Written notification of a cancellation of a held or confirmed place, which is received after the start of Term 1 in the year the child commences in the program, will be regarded as a withdrawal. (See 'Withdrawal' below.)

## **Late Collection Fee**

As set out in the Delivery & Collection of Children policy, a Late Collection Fee may be applied when a child is collected late on a number of occasions. The fee is charged at the following rate:

The child is collected 10 minutes or more after the program finishes a fee of \$100.00 will be imposed immediately with an additional \$10.00 for every minute

## **Late Payment Fee**

Term fees are payable 14 days after the date of the invoice. A Late Payment Fee \$50 will be charged if step 2 of the Late Payment of Fees Procedure is implemented (see below).

## **Withdrawal**

Cancellation of a confirmed or held place: (a) after the start of term 1 in the year of commencement in the program; or (b) where a parent has advised their child will undertake an optional 3<sup>rd</sup> year of preschool, after the start of term 1 in that 3<sup>rd</sup> year.

If there is any likelihood that a child will not complete the two year, (or third year if applicable), preschool program, or 1 year Early Learner's program, the parents are urged to discuss their circumstances with the Business Manager as early as possible.

At least one term's notice in writing to the Business Manager must be given before any child is withdrawn from a program. Term fees are payable in respect of any term during or at the end of such notice of 60 working days expires, even if the child does not attend the Centre.

If a preschool child is withdrawn from the program prematurely, that is, after the start of term 1 in the year the child commences in the program and prior to the completion of the two years, or optional third year if the child has commenced this third year, the **bond monies will not** be returned.

If an Early Learners' child is withdrawn from the program prematurely (prior to the completion of Term 4) the **bond monies will not** be returned.

## **KMC Limited by Guarantee**

The Kalker Montessori Centre is a company limited by guarantee. Under the Memorandum and Articles of Association each member undertakes to contribute to the assets of the company in the event of the same being wound up during the time that he/she is a member or **within one year after he/she ceases to be a member** such amount as may be required not exceeding \$50.00.

### **Payment of Accounts**

Fees will be invoiced to families directly prior to the commencement of each term, giving 14 days for payment. Fees must be paid by the date indicated on the invoice. If parents/guardians are experiencing financial hardship, they should contact the Business Manager to discuss payment options.

### **Outstanding Family Debts**

Where a family owes any amount of money to the Centre, no further placements in a program will be provided to any child in the family, until all outstanding monies are paid or a payment plan signed by both the parents/guardians and the Centre is implemented. Any offer, allocation or confirmation of a place is made subject to the family having no outstanding debt either at the time or in the future. If a family does have a debt at any time the Committee may decide to withdraw any offer, allocation or confirmation of a place. (Refer to the Enrolment & Orientation Policy Summary).

### **Method of Payment**

Payments should be made by either: cheque, made payable to the Kalker Montessori Centre Ltd, direct deposit to the Centre's bank account; EFTPOS – cheque or savings account; credit card – Mastercard or VISA; or by cash. The completed payment slip, with the cheque attached if applicable, should be either: handed to the Business Manager; left in the locked letter box at the main gate of the Centre; or posted to the Centre. Cash payments must accompany the payment slip and can only be accepted by administrative staff.

### **Fee Payment Agreement Form**

All families must complete and sign a Fee Payment Agreement form when accepting an offer of place.

### **Late Payment of Fees Procedure**

If fees are not paid by the due date, the Business Manager will:

- Step 1 Issue a reminder notice stating fees are overdue, giving 5 working days for payment and advising that if the fees are not paid by this date a late payment fee of \$50.00 will be implemented. The notice will state that if the parents are having difficulty paying the fees they should contact the Business Manager to arrange a payment plan.
- Step 2 If payment has not been received or an agreed payment plan has not been drawn up within the 5 working days, the Business Manager will add the late payment fee to the invoice and refer the case to the Committee who will issue a second and final demand for full payment within 5 working days. They will notify the family that if full payment is not made there will no longer be a place available at the Centre for the child.

If a family receives two second and final demands for fees, the Committee may decide to advise that all future payments must be made by the original due date or the child's place will be cancelled from that due date.

The Committee reserves the right to take action to recover debts owing to the Centre, this can include the engagement of debt collectors. Any charges incurred in this process will be passed on to the parent/guardian.

### **Refund of Fees**

Fees are not refundable under any circumstances.

### **Child Absence**

Fees are still required to maintain a place if the child is absent for any reason, including holidays and illness.