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<b>Signature:</b> 	
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<b>Related Legislation and Documents:</b> Finance Policy	
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**Document history:**

<b>Version</b>	<b>Date</b>	<b>Nature of Amendment</b>
1.1	2014	Approved version
2.1	2020	Major revision
2.2	2021	Minor revision, updated to 2021 data

## **Fees**

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## **DEFINITIONS AND ABBREVIATIONS**

**MSSA:** Milkwood Steiner School Association

### **PURPOSE**

This Policy exists to document expectations related to fees. Milkwood Steiner School is a fee-paying school. School Fees are vital to the functioning of our school. MSSA seeks to maintain school fees as low as possible while maintaining financial viability. Values of respect, equity, compassion and community guide this policy. Parents/ guardians are expected to honour their financial obligations. We emphasise building relationships with parents to ensure fees are paid in full on time. We provide varied payment options to assist parents to meet their financial obligations. This policy values dignity and compassion in ensuring enrolment remains accessible to students and families from diverse economic contexts.

### **SCOPE**

This document applies to parents/guardians and staff at Milkwood Steiner School.

## **POLICY STATEMENT**

### **School Fees**

School Fees are vital to the functioning of our school. MSSA seeks to maintain school fees as low as possible while maintaining financial viability.

**The Finance Manager** is responsible for coordinating the fee retrieval process equitably.

**Parents** are responsible for notifying the school if payments cannot be paid as agreed. Upon enrolment, parents/guardians enter an agreement with Milkwood Steiner School Association to pay school fees in exchange for delivering education. This agreement is represented in a statement signed by the parent/guardian and a school representative. Invoices and statements are distributed via email unless specifically requested to send correspondence to postal addresses.

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## GUIDELINES

### 2021 School Fees

The table below shows 2021 annual fees, broken down into resources and tuition.

Fees are due in full in Week 3 of each term or via a Direct Debit Payment Plan (refer below).

If annual fees are paid in full before Week 5 Term 1, a 5% discount applies.

MILKWOOD FEES	RESOURCES	TUITION	TOTAL (per Term)	TOTAL (Annual)
<b>Voluntary Annual Capital Donation</b> (per family, invoiced in Term 1)				<b>\$600.00</b>
<b>Enrolment Deposit</b> (Goes towards Fees on commencement)				<b>\$400.00</b>
<b>Bush Apple Kindergarten (4-5yo)</b>	\$145.00	\$850.00	<b>\$995.00</b>	<b>\$3,980.00</b>
<b>Water Lily Kindergarten (5-6yo)</b>	\$235.00	\$1020.00	<b>\$1,255.00</b>	<b>\$5,020.00</b>
<b>Class 1</b> <i>Including Recorder (** refer note below)</i>	\$275.00	\$1020.00	<b>\$1,295.00</b>	<b>\$5,180.00</b>
<b>Class 2</b>	\$275.00	\$1020.00	<b>\$1,295.00</b>	<b>\$5,180.00</b>
<b>Class 3</b>	\$625.00	\$1020.00	<b>\$1,645.00</b>	<b>\$6,580.00</b>
<b>Class 4</b>	\$625.00	\$1020.00	<b>\$1,645.00</b>	<b>\$6,580.00</b>
<b>Class 5</b>	\$625.00	\$1020.00	<b>\$1,645.00</b>	<b>\$6,580.00</b>
<b>Class 6</b>	\$625.00	\$1020.00	<b>\$1,645.00</b>	<b>\$6,580.00</b>

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### Payment Options

**Direct Deposit** - Account Name: Milkwood Steiner School Association; **BSB:** 035 311; **ACC:** 176 329; **REF:** Your child's name

**Cash** - Pay in person

**EFTPOS** – 1% fee may occur

### Payment Plan

Payment plans must commence by Week 2 and subsequent schedule of payments adhered to.

If fees cannot be paid in full at the beginning of the school year, parents must enter into a written Payment Plan which outlines the method and timing of instalments and is approved by the Finance Manager.

Payment plans must be made before fees are due.

A Payment Plan is a written schedule of payment instalments parents will make to pay fees associated with their child's education.

Both MSSA and the parent are responsible for maintaining a record of the payment plan.

The parent must notify the School Finance Manager in writing of any difficulty in keeping to the schedule of payments laid out in the Payment Plan.

## **School Fee Explanations**

Annual Capital Donation: A voluntary annual tax-deductible donation to the school that is used for buildings and infrastructure. This appears on Term 1 invoice and applies once per family.

Application Fee: An administration fee that confirms an application to enrol a child and indicates parents' desire to meet with the class teacher to discuss the enrolment of your child at Milkwood.

Enrolment Deposit: Payable upon receipt of the enrolment acceptance letter securing a child's place in the school. The \$400 will be deducted from your school fees statement on commencement.

Extended Absences: If a student is to be away from school for extended periods and the parents wish to ensure there is a place held for the student in their class, then full tuition fees are applicable. In cases of financial hardship parents may apply for fee relief according to the below instructions.

Late Payment Fee: A late payment fee will be applied if fees are not paid in full by week 3 or payment plan put in place.

Morning Tea: Preschool & Kindergarten prepare a shared morning tea with organic fruit, vegetables and grains.

Recorders (Class 1): Each child is issued a *Moeck Flauto 1 Plus Soprano Recorder* (preferred model) in Class 1 and the cost is included in the Resources Fee. Parents advise the office if a child does not require a recorder and accounts will be credited accordingly.

Repair Fee: Damage to school property (including books and desks) due to lack of care or respect will be invoiced at repair or replacement value.

Resources Fee: Includes all writing & art materials, swimming lessons, excursions, camps & music tuition. No additional texts or books are required. String instruments are introduced for all students from Class 3 and instrument hire or purchase are not included in this fee schedule.

Tuition: Operational school expenses.

Uniforms: Non-compulsory Milkwood T-shirts and Hats are available for purchase at Reception.

Withdrawal Fee: Advance notice of 1 term or 10 weeks is required in writing to School Management. First and foremost the school's policy of 10 weeks (one term) minimum enrolment and therefore one term minimum fee payment will apply.

## **Discounts and Fee Relief**

Sibling Discount: Families with more than one child attending the school receive a 20% reduction in tuition fees for the second child and 50% reduction in tuition fees for the third and subsequent children. Sibling discounts do not apply to Bush Apple Kindergarten fees as these are already heavily subsidised by the

school and are not eligible for government funding.

Annual payment by Term 1 week 5: 5% Discount on full fees applicable.

Fee Relief: Fee relief is determined on an individual basis when unforeseen and unavoidable circumstances present a difficulty to meet the payment agreement. The Parents/guardians must apply in writing to the Finance Manager clearly stating:

1. The amount of fee relief required;
2. The invoice for which fee relief relates and;
3. The reason for the request; and
4. On request may need to provide additional documentation to substantiate their claim.

The Principal and/or Board will take into consideration:

1. The duration the family has been enrolled at the School;
2. The contribution the family has made to the growth of Milkwood;
3. If fee relief has been granted previously to the family; and
4. Whether independent advice is required to ascertain if the circumstances could have been avoided.

Enrolment Deposit: Payable upon receipt of the enrolment acceptance letter securing a child's place in the school.

### **Overdue invoice or account**

Milkwood Steiner School requires accounts to be paid by the set due dates to adequately function and meet our obligations. Families experiencing difficulties in relation to payment of fees or charges should contact the Finance Manager prior to the due date.

Accounts not paid in full by the Due Payment Date are classified as Overdue. An overdue account will incur an initial default charge of \$25 per account per term, known as a Late Payment Fee.

Any legal or collection costs incurred for overdue accounts will be added to the account.

### **Debt recovery procedures**

The School remains committed to building relationships with families and finding ways through difficult circumstances. Parents should contact the Finance Manager, prior to the due to discuss individual circumstances or establish an alternative payment arrangement.

The Finance Officer is authorised by the MSSA School Board to take action to recover outstanding fees. Signatories to the enrolment forms are jointly and separately responsible for ongoing obligations, financial and otherwise. Debt recovery procedures will be conducted by the MSSA Board or its delegate in a sensitive, discreet and confidential manner.

Where fees are in arrears, the full balance becomes due and payable.

Legal proceedings may be implemented if steps by MSSA taken to recover outstanding debt are unsuccessful. Any legal or collection costs incurred for overdue accounts will be added to the account.

### **Enquiries**

Any concerns or queries about payment of fees and charges may be discussed in confidence with the Finance Manager.