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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.

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 on the enrolment form. Invoices and statements will be sent to your nominated email address. Fees are invoiced for the entire year before Term 1.

If annual fees are paid in full before Week 4 Term 1, a 5% discount applies or - options for a Direct Debit / Credit Card Payment Plans are available.

Payment Agreement

Fee Payment Agreement plans must commence by Week 1, Term 1 and subsequent schedule of payments adhered to.

At Milkwood Steiner School the contribution of fees by parents and caregivers is essential to the School's ability to provide and resource its educational program. Fees can be paid in full or in instalments.

School Fee Explanations

Application Fee: A non-refundable application fee of \$110 that confirms your application to enrol your child and indicates your desire to meet with the class teacher to discuss the enrolment of your child at Milkwood.

Enrolment Acceptance Fee: On receipt of the enrolment acceptance letter securing your child's place in the school the non- refundable (or only to school fees) \$400 is payable. This amount is then deducted from the annual school fees invoice on commencement.

Tuition: Operational school expenses.

Resources Fee: Includes all classroom materials. Instrument hire or instrument purchase (from Class 3) is additional.

Voluntary Annual Capital Donation: A voluntary annual tax-deductible donation used for buildings and infrastructure. This appears on your annual invoice and applies once per family. This can be removed from your invoice on request.

Withdrawal Fee: One School Term's written notice to The School is needed if a parent decides to withdraw their child's enrolment. I.e. Notification must be received by the end of Term 3 for a withdrawal at the end of Term 4. Should the parent not provide 1 Term's notice, fees will be charged in lieu of notice.

Morning Tea supplied: Bush Apple and Waterlily Kindergarten classes only.

Uniforms: Milkwood T-shirts and Hats are available from the office.

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.

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.

Debt Collection: If school fees are not paid within the agreed time as per payment plan, debt collection will ensue. Any legal or collection costs incurred for overdue accounts will be added to the account.

Discounts and Fee Relief

Sibling Discount: Families with more than one child attending the school will 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.

Staff Discount: Permanent Staff will receive the following discount for their children attending Milkwood from Waterlily class onwards - 1st child 20% reduction in tuition fees and 2nd Child 50% reduction in tuition fees. Staff are not eligible for the standard sibling discount on top of this.

Annual payment by week 4 Term 1: 5% Discount applicable.

Fee Relief: Fee relief is determined on an individual basis where unforeseen and unavoidable circumstances present a difficulty to meet the payment agreement. The parents/guardians must complete a Fee Assistance form available on the school website and submit this to the Finance Manager.

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.

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.

Responsibilities

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

Parents are responsible for paying school fees as agreed, or notifying the school if payments cannot be paid as agreed.