



Southside Montessori Pre and Primary School

Fees Policy

Aim

For parents to pay school fees on time.

Related Policies

Orientation for Children Policy
Privacy and Confidentiality Policy

Who is affected by this policy?

Parents
Management

Introduction

Southside Montessori School is a Montessori school. It is an incorporated company of limited liability governed and managed by the Board of Directors.

The purpose of the school is to provide Montessori education to children ages 0 to 12 from various cultures and social traditions. The school is committed to educating the whole child and to promotion to excellence in every aspect of education.

Policy Statement

Parents applying to enrol their child in Southside Montessori School are obligated to pay fees every term as well as additional costs (for example, excursions, afternoon programme, etc.) as agreed with the school.

Implementation

Fees accounts are forwarded home in week 10 of each term for the term following. Fees are not refundable if a student leaves during the term.

Payment is required before the end of week 3 of each term. The School has various means available for payment of fees, including electronic transfer.

Families experiencing difficulties are asked to contact the school so that suitable arrangements can be made.



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Parents who do not make arrangements with the school and who fail to pay fees need to be aware that all our outstanding debts are handed over to a commercial agent. Parents who cause the school to incur additional expense in sending repeated notices will be asked to pay interest on outstanding fees. The steps above are necessary as the school has regular financial commitments to its staff and creditors and does not wish to raise fees to cover unpaid debts.

The School Board determines the fees annually subject to variation. Fees for each year will be advised by letter prior to the end of the previous school year.

Information of fees issues

At the time of enrolment, parents/carers will be:

- Informed of the extent of the financial commitment to which they will be exposed. The commitment goes beyond the fees and extends to the expenses of non-compulsory, co-curricular activities, excursions and programs the student will participate.
- Informed of the school Fees Policy with particular emphasis on the consequences of the failure to meet their obligations fully over the period that a student will spend at school,
- Required to sign a guarantee to meet their financial obligations to the school,
- Parents/ carers will also be regularly informed of major changes to the Fees Policy to assist them in managing their individual situations over time.

The non-payment of fees

The School recognises that at times families may not be able to fully meet their commitment to pay fees. The School offers all parents/carers every opportunity to meet the obligation of paying the appropriate fees using the following procedure:

- If payments is not received within the due time a first letter is sent so that an arrangement can be made with Finance Department of the School;
- If payment is not made a second letter is sent advising the parents/carers that debt collection or legal action may be taken if contact is not made with the Finance Department of the School;
- Should both letters fail to elicit a response and the fees are not paid, a letter from the Principal is sent to the **parents/carers advising that the student's enrolment will be suspended until such times as contact is made with the School to make arrangements for payment.**

Additional information

A non-refundable application fee of 300 AUD is required when lodging an enrolment form. On enrolment, an enrolment fee of 1100 AUD is required. The enrolment fee is not refundable.



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Should you wish to end your child's place at the school or should management make the decision to terminate your child's place, 10 weeks written notice is required from the ending/terminating party. If this does not occur, the term fees will be billed.

Sources

Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2009

Review

The policy will be reviewed in the schools policy review cycle.

Review will be conducted by:

- Management,
- Employees,
- Family Members
- Interested parties.

Reviewed: March 2015

Date for next review: March 2018

Date

Name