



FEE POLICY

PHILOSOPHY

Wild Cherry School and Wild Cherry Kindergarten fees are carefully balanced to meet the needs of the school and kindergarten whilst being financially viable and keeping them at a minimum for families to remain affordable. It is expected that all families will pay their fees timely. Any non-payment will be followed up by the school immediately. We remind parents that the school is a not-for-profit organisation and as such must meet its financial commitments as and when they become due.

All families are also asked to contribute to the building fund account. By giving as generously as you can to your child or children's school you are acknowledging those who pioneered for the school and you are giving richly to your own children and laying the foundation for future families. Please consider giving above the minimum.

PURPOSE

The purpose of this policy is to ensure timely payment of school fees.

CORE POLICY

Annual fees and charges are subject to amendment by the School Board and are payable in advance by no later than 31 October of each school year as outlined in the fee payment plan.

If fees of the previous term are unpaid, a child will only be allowed under special circumstances, at the discretion of the School Board, to enter a new term.

30 days' notice in writing is required if a child ceases to attend the school for any reason. If such notice is not given, one term's fees will be charged.

The Board will take necessary steps to recover any outstanding fees.

The applicants, whose signatures appear on the Enrolment Application Form, are jointly and severally responsible for the payment of all fees and charges. Both parents/carers or those responsible for paying fees must sign the application form and fee payment plan.

Parents/guardians, whose children are away from school for any period during the school year, must continue to pay all fees to retain the enrolment place.

PAYMENT PROCESS

All fees must be paid in advance at the time of enrolment, or as per signed fee payment plan, and from then on by the 31 October of each relevant school year.

- A non-refundable enrolment fee is due at the time of enrolment. This amount will be deducted from the annual student fee, if and when the enrolment is accepted.
- Families are required to sign an annual fee payment plan prior to each year of enrolment of their child, outlining the frequency in which they will pay fees and the agreed amount.
- Fee payment plans are distributed in September for the following school year for families to nominate their preferred method of payment. Fee payment plans applicable to the following school year are due to be returned to the school by the 31 October of any given year.

- An enrolment application cannot be processed without the enrolment fee paid and a completed fee payment plan received.
- Two payment options are available:
 1. Payment in full at the time of enrolment, with a discount, see current fee schedule for details.
 2. Payment by weekly, fortnightly, monthly or term instalments, after initial deposit, by direct debit only.

FEES

- **Student Fee** - The student fee contributes to the general operations of the school, tuition costs, and classroom materials. It is to be paid as per approved and agreed fee payment plan. The student fee is refundable upon request in writing within 30 days of the child leaving the school, less any pro-rata fees and charges.
- **Building Fund** - The Building Fund is an annual elective contribution per family and non-refundable.

Other fees and charges may also apply depending on class level, e.g. camps and excursions, strings program, etc.

FEE ASSISTANCE

Four forms of fee assistance are available:

1. Healthcare card concession for low income earners;
2. Multiple child discounts;
3. Fee Assistance for circumstantial hardship; and
4. Kindergarten Fee Subsidy for eligible families.

Refer to the Fee Assistance Policy and current Fee Schedule for details.

NON-PAYMENT OF FEES

The Board will take necessary steps to recover any outstanding fees.

- If student fee commitments are not being met as outlined in the fee payment plan, families will be notified in writing reminding them of their agreement and requesting prompt payment.
- If within 14 days of the first correspondence, no contact has been made and the outstanding amount has not been settled, a second reminder will be issued, and a meeting requested to set up a debt clearance plan.
- If due diligence is not being applied by the parents/guardians to settle the overdue amount, the School will initiate a debt recovery process and request the child be withdrawn from the school.
- Charges to administer the non-payment of fees may apply.

This Fee Policy and all fees, charges and discounts are subject to review by the School Board on an annual basis.

Wild Cherry School will notify parents of children enrolled at least 14 days before any change to the Fee Policy or Procedure or any changes that will affect the fees charged or collected come into effect.

AUTHORISATION

Board Secretary

East Gippsland Steiner Education Group Inc.

Date authorised: 19 February 2019

Date Policy comes into effect (minimum 14 days from date authorised): 5 March 2019

RELATED DOCUMENTS

- 1) Fee Assistance Policy
- 2) Fee Schedule School
- 3) Fee Schedule Kindergarten