



## **FEE POLICY**

### **PHILOSOPHY**

Wild Cherry School and Wild Cherry Kindergarten's fees are carefully balanced to meet the needs of the School and Kindergarten of being financially viable whilst keeping fees at a minimum to remain affordable for families. It is expected that all families will pay their fees by the due date. 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**

- 1) Annual fees and charges are subject to amendment by the School Board and are payable in advance each school term and by no later than 31 October of each school year as outlined in the fee payment plan.
- 2) If fees of the previous term are unpaid, a child will only be allowed under special circumstances, at the discretion of the School Leader/Principal, to enter a new term.
- 3) 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.
- 4) The School will take necessary steps to recover any outstanding fees.
- 5) The applicants, whose signatures appear on the Enrolment Agreement, are jointly and severally responsible for the payment of all fees and charges. Both parents/guardians or those responsible for paying fees must sign the enrolment agreement and fee payment plan.
- 6) 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**

- 1) All fees must be paid in advance each term or 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.
- 2) A non-refundable enrolment fee is due at the time of application for enrolment. This amount will be deducted from the annual tuition fee, if and when the enrolment is accepted.
- 3) Families are required to agree to and 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 amount per payment.
- 4) 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.
- 5) An application for enrolment cannot be processed without the enrolment fee paid and a completed fee payment plan has been agreed to and signed.

- 6) Three payment options are available:
  - a) One yearly payment at the time of enrolment or start of the school year but no later than 28 February of any school year, with a discount, as per current fee schedule;
  - b) Four term payments prior to the start of each term; and
  - c) Payment by weekly, fortnightly, or monthly instalments, by electronic funds transfer, cash or cheque.
  
- 7) Families are to refer to the annual schedule of fees for current details.

## **TYPES OF FEES**

**Tuition Fee** - The tuition 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 tuition 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 Levy** - The Building Fund Levy 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, music program, etc.

## **FEE ASSISTANCE**

The School makes provision in its budget for financial assistance in cases of emergency or short-term financial hardship which may occur during the course of a child's enrolment at the School. Families are invited to discuss this with the School Leader/Principal.

Refer to the Fee Assistance Policy for details.

## **NON-PAYMENT OF FEES**

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

If 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 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/guardians 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: 5 September 2019

**Date Policy comes into effect 1 January 2020**

## **RELATED DOCUMENTS**

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