

## FEE POLICY

### OUR VISION

Wild Cherry School strives to educate and support the development and potential of each individual child, whilst fostering a creative and ethical community.

### OUR VALUES

- Fostering a desire in our students to aim for academic and artistic excellence by providing them with a rich, diverse, and integrated Steiner curriculum.
- Inspiring the children with a lifelong love of learning, a morality that strives for goodness, an appreciation of beauty, and a pursuit of truth.
- Developing respect, trust, and caring for themselves, each other, the broader community, and the earth.

### PURPOSE

The purpose of this policy is to ensure timely payment of school and preschool fees/education contributions.

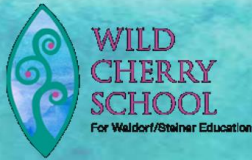
### POLICY

- Annual fees and charges are subject to amendment by the School Board and are payable via Edstart Plus as outlined in Payment Process below.
- If fees of the previous term are unpaid, a child will only be allowed under special circumstances, at the discretion of the School Leaders, 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 School will take necessary steps to recover any outstanding fees.
- The applicants, whose signatures appear on the Enrolment Agreement, 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.
- Parents/guardians, whose children are away from the School for any period during the school year, must continue to pay all fees to retain the enrolment place.

### PAYMENT PROCESS

- Edstart facilitates all school fee payments in partnership with Wild Cherry School. Please visit [Pay your fees at Wild Cherry School with Edstart](#) to set up your account.
- Payment options available through Edstart Plus are:
  - One yearly payment at the time of enrolment or start of the school year by no later than 28 January of any school year, with a discount as per current fee schedule.
  - Four term payments prior to the start of each term.
  - Payment by weekly, fortnightly, or monthly instalments

Payments can be made via direct debit, credit/debit card or BPay.



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- Families are to refer to the annual schedule of fees for current details.
- 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.
- An application for enrolment cannot be processed without the enrolment fee paid and a completed fee payment plan has been agreed to and signed.

#### 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.

#### DISCOUNTS

**Sibling Discounts:** For families with more than one child at the School (Prep to Class 6), we offer the following discounts:

- 10% on tuition fees for the second sibling concurrently attending (Prep to Class 6)
- 20% on tuition fees for the third sibling concurrently attending (Prep to Class 6)
- 40% on tuition fees for the fourth or more sibling concurrently attending (Prep to Class 6)

**Concession Fees:** Holders of a valid Health Care Card, Pensioner Concession Card or Department of Veteran Affairs Gold Card are eligible for a discount on school tuition fees. To be eligible for the concession you must present a valid concession card at the start of the year. If you become eligible for one of these cards during the year, before June 30 you can claim a pro rata concession.

Concession rates do not apply to camps, excursions and other sundries.

#### ALLOWANCES AND CREDITS

**CSEF (Camps, Sports and Excursion Fund) Credit:** Holders of Pensioner or Health Care Cards are eligible for CSEF. \$125 per child per year is credited to your account and used to contribute to the costs of camps and excursions. Please ensure that you complete a CSEF form to obtain the maximum credit against your account. This is required to be completed by June 30 each year. CSEF is available for Primary Students whose parent holds a valid Health Care Card and meet eligible criteria. Unused credits are rolled over to following years

The form is available at: [CSEF Application form \(education.vic.gov.au\)](http://education.vic.gov.au)

#### 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. Families are invited to discuss this with the School Leaders.



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### **SCHOLARSHIP PROGRAM**

At Wild Cherry School we seek to foster an inclusive and diverse community and wish to make Steiner education more available across our community. Our Scholarships program offers a limited number of subsidised places to eligible applicants, who would otherwise not have the opportunity to enrol in the school, due to financial disadvantage.

The total number of scholarships awarded annually will depend on the number of applications at each year level, the financial impact, and the social and educational impact on individual classes and the school as a whole.

### **NON-PAYMENT OF FEES**

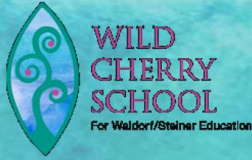
In the first instance, Edstart will continue to engage families and make alternative payment arrangements to suit families and the school.

If Edstart is unable to engage the family and payment arrangements are not being met, Edstart will return the debt to Wild Cherry School to manage. The School will take all necessary steps to recover any outstanding fees and will follow the process below:

- If student fee commitments are not being met, 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 by the end of the term.
- 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 families 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.



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#### RELATED DOCUMENTS

- Fee Schedule
- Application for Enrolment Form
- Enrolment Form and Agreement
- Fee Assistance Application Form
- Scholarship Program Application Form

#### POLICY REVIEW

The governing Board will review the Fee Policy annually.

**Date Approved: 26 April 2023**

**Date for Review: 26 April 2024**