

# FEE POLICY 2020

(Amalgamated Guide to School Fees and Fee Policy)

<b>Approver:</b>	<b>Board</b>	
<b>Owner:</b>	<b>Principal</b>	
<b>Last Reviewed By:</b>	<b>Board</b>	<b>Next Review Date: June 2020</b>

## PURPOSE

The MMS Fee Payment Policy ('policy') has been created by the MMS Board for the following purposes:

- to provide clear rules for the School to manage the payment, late payment or non-payment of tuition fees, charges and levies (**'fees'**) by members of MMS (**'members' or 'parents'**),
- to clearly articulate those rules to the parents,
- to ensure the rules are applied completely and consistently by the administrative staff and executive.

## TIMING OF FEE INVOICING AND PAYMENTS

Tuition fees are payable at least two terms' in advance. In other words, the fees for each school term are due at the beginning of the previous term.

New families will be required to pay two terms' fees prior to commencement at the School and will then join the standard payment cycle.

Fees will be sent out in October, January, March/April and June/July annually.

## PAYMENT OF FEES

Invoices will be issued at least 14 days prior to the due date which will be noted on all invoices.

There may be additional fees resulting from the payment method selected, or if fees are in arrears.

These charges are as follows:

1. Where fees are paid by credit card a surcharge of **1.10%** will be added to the total amount paid.
2. Where a cheque or credit card is dishonoured a fee of **\$50.00** will be charged.
3. Where fees are not paid in full by the required date, an administration fee of **\$145.00** will be charged monthly.
4. Any available fee concessions or discounts for that payment will be forfeited.
5. A member's rights under the MMS Constitution are suspended immediately.

### ***Non-Payment of Fees***

On rare occasions, parents/carers fail to pay their account, do not respond to reminder notices and do not contact the school to make alternative arrangements. In these instances, the school is reluctantly forced to consider engaging the services of the school's professional debt collection agency and may involve the instigation of legal action.

The matter then effectively passes out of the school's control and all negotiations for payment must then be made with the debt collection agency. The parent's/carer's credit rating may also be affected and listed as a default account with, the credit reference agency in Australia.

Any fees incurred by the school in collecting outstanding fees (including fees for dishonoured cheques or debt collection services) will be passed on to the parent/carer concerned.

The Board and the Principal reserve the right to ask parents not to send their child/ren to school if fees are 60 days overdue.

## **SCHOOL FEES**

### ***Application Fee***

A **non-refundable application fee** is payable at time of lodging an Enrolment Application. Submission of an application, together with the fee and relevant required documentation, (copy of birth certificate and immunisation certificate) are a requirement of entry into the School, but no guarantee of admission.

Cycles 1, 2 and 3:	\$200
Cycles 4 and 5:	\$500

### ***Acceptance Fee***

An Acceptance Fee of **\$2,000** per student is a one-off **non-refundable** payment and is payable from families accepting an offer of either a Junior or Senior School place. The fee is due and payable within fourteen (14) days of the offer being made. This fee is neither refundable or transferable. Enrolment of a place will not be finalised until the Acceptance Fee is paid and this will secure the child's place at the School.

### ***Tuition Fee***

The tuition fee, along with government funding, provides for teacher remuneration and professional development, classroom and whole school operations, provision of specialist classes in Performing Arts, Physical Expression, Art and Languages other than English; and support for students with learning difficulties.

The tuition fees are set at an annual amount payable in **four** instalments and charged two terms' in advance. Accounts are sent via email from our billing software in:

- September/October (Term 1 fees - Instalment 1)
- January (Term 2 fees - Instalment 2)
- March/April (Term 3 fees - Instalment 3)
- June/July (Term 4 fees - Instalment 4)

The tuition fee is outlined in the 2020 Fee Schedule.

## **ADDITIONAL FEES**

The following activities items will be invoiced separately to the tuition fees and will be charged by the school term.

### ***Early Learners, Parent and Toddler Groups***

Parents are invoiced at the beginning of each term for their involvement in the Early Learners Program and the Parent and Toddler Group which currently operate at the Brighton Campus.

### ***Parent Involvement Levy (PIL) - Cycle 1, 2 and 3 only***

The School conducts working bees, social and fund-raising activities throughout the year. All parents are expected to be involved, which usually equates to conducting or assisting in one or two activities each term. Families are asked to nominate their preferred activity from a list on the campus noticeboard at the beginning of each term; however, there are always more tasks appearing and new families are asked to contact the Business Manager or speak to their classroom teacher for suggestions of other ways you can assist.

At the beginning of each term a Parent Involvement Levy is charged. Parents are obliged to either pay the levy or participate in some maintenance or fundraising activities, for a minimum of at least four hours each school term.

A credit for this levy can be achieved in the following ways by:

1. attending a working bee once per term. At each working bee there is a sign-in sheet which should be signed by those participating. It is from this list that the Finance Office generates the working bee credit for each family, or
2. applying to do specific job/s around the School. A list of these jobs can be found near the front desk at each campus, alternatively speak to a staff member or email the school if you have further queries. Parent jobs are set by classroom teachers or administrative staff, or
3. participating in fundraising activities.

To receive credit for these jobs, parents need to complete the Parent Involvement Levy Form and submit this form to the Finance Office. PIL forms can be downloaded from the School website under the menu Parents' Hub/Forms and require to be signed off by teaching or administrative staff to be eligible for a PIL credit. These forms are retained on file and made available to the auditor at the end of the year for verifying that correct credits were awarded. Alternatively, families may prefer to make a payment in four equal instalments per school year in lieu of such duty.

Please note: The PIL amount is set each year as part of the increase in fees.

### ***Camp and Excursion Fees***

School camps and excursions are conducted to provide students with extended curricular experience outside the school environment. The cost of these activities are based on the cost for that particular camp or excursion in 2019 and charged prior to the date of the camp or excursion.

**Cycle 2, 3, 4 and 5 camp fees are compulsory regardless of attendance.**

### ***School Band***

School Band is an optional extracurricular activity offered for Cycles 2, 3 and 4 students. See Schedule of Fees attached.

### ***School Choir***

School Choir is an optional extracurricular activity offered for Cycles 2, 3 and 4 students. See Schedule of Fees attached.

## **DISCOUNTS**

### ***Early Payment***

A discount of **2.5%** is available if the total annual tuition fees for 2020 are paid in advance by **15 November 2019.**

Families must express their intention for an Early Payment Discount by completing and submitting the Ready Reckoner - a form that is available from the Business Manager or from the school website. The Ready Reckoner must be received by the Business Manager no later than **1 November 2019** to obtain the full year discount of the current year to allow time to generate an invoice for the payment to be processed prior to 15 November 2018.

The Early Payment Discount **does not** apply to other charges such as Parent Involvement Levy (for Cycle 1 to 3 only), material levy for Parent and Toddler Group and Early Learners Program and Voluntary Building Fund donations.

### ***Sibling Discount***

First Child: No discount  
Second child: 5% discount on tuition fee  
Third child: 15% discount on tuition fee  
Fourth child: 25% discount on tuition fee

## DONATIONS

### ***Voluntary Building Fund Donations***

School fees do not cover the cost of new buildings, which are made possible only through borrowings and the generosity of our donors. Our important capital works and maintenance programs are critical to ensure the best possible facilities for your children.

The Voluntary Building Fund Donation is tax deductible under the provisions of Section 30-25, Item 2.1.10 of the Income Tax Assessment Act 1997. The Building Fund is used to finance capital improvements and maintenance of the school's buildings, and the installation and maintenance of fixtures. Receipts for Building Fund Donations will be issued for Taxation purposes at the end of the financial year. The school relies heavily on these incoming funds to maintain the buildings and facilities. Without these donations school fees would have to be increased by the corresponding amount to ensure compliance with all the regulations and to maintain the school.

### ***Miscellaneous Donations***

Any gifts of \$2.00 upwards to Melbourne Montessori School Building Fund are also allowable taxation deductions under the provisions of Section 30-25, Item 2.1.10 of the Income Tax Assessment Act 1997.

## PAYMENT OPTIONS

The following options are available for the payment of fees:

1. ***Payment by Credit Card*** - The school accepts payment by MasterCard and Visa. Please complete the payment advice on the bottom of your statement and forward it to the Finance Office. **Credit Card payments will incur a surcharge of 1.10% ADDED** to the total payment to recover credit card fees charged to the School.
2. ***Direct Deposit to the School Bank*** - You can pay directly to the School's bank account by bank deposit slip at the Schools nominated bank or by Electronic Funds Transfer (EFT) directly to the Melbourne Montessori School's bank account. The details of the School's bank account can be found on your Invoice and/or Statement.

For payment via EFT, **please ensure you use your Account Code as the reference.** This will ensure Melbourne Montessori School identifies your payment.

3. ***Payment by Cheque*** - Cheques are to be made out to Melbourne Montessori School with the student's name written on the back and posted, or delivered by hand in a sealed envelope into the locked box, which is located near the front door of the administration building of the Caulfield Campus.
4. ***Monthly Payment Plan*** – Melbourne Montessori School collects fees on a term by term basis and does not collect fees on a monthly basis. If you would prefer to pay your fees in monthly instalments, families will need to contact the following approved service provider:

Little Big Tuition Loan is offered by a wholly owned subsidiary of the Australian Scholarships Group (ASG) and they are a not-for-profit organisation.

Visit: [ASG.COM.AU/LITTLEBIGTUITION](http://ASG.COM.AU/LITTLEBIGTUITION) or call: 1800 337 419

## WITHDRAWAL OR ABSENTEE CHARGES

In the event that the Principal or the Board cancels the enrolment of the Student, and provided that the cancellation is not due to the failure to pay fees and levies, there will be no further charges levied.

In addition to the above, **two full school terms' notice in writing** is required to be given prior to the Student's intended withdrawal from the school, otherwise two terms' fees are payable in lieu of

the required notice. Written notice is to be provided to the Principal and delivered to the registered office at 6 Roselea Street, Caulfield South, VIC, 3162.

*Example: If your child is not returning for Term 3 of the year, you must deliver written notice to the Principal at 6 Roselea Street, Caulfield South VIC 3162, **prior to** the commencement of Term 1.*

This Notice applies to all parents:

1. New parents,
2. Parents who originally signed their child/ren's Enrolment Agreement,
3. Parents whose child/ren's transfer from primary to secondary at Melbourne Montessori School,
4. Parents whose child/ren continue to Cycle 5 from Cycle 4.

**Absentee**

Should a student intending to return to the School be absent for a term (max of 4 terms), 50% of each term's tuition fee will be required to hold a place open. The Principal should be advised in writing one term in advance of the intended absence. If the absence is to be greater than two terms, an appointment should be made with the Principal to discuss place availability.

**For further information:**

Refer to the MMS 2020 Fee Schedule, the School website ([www.melbournemontessori.vic.edu.au](http://www.melbournemontessori.vic.edu.au)) or by contacting Mr Pravin Ramdany, Business Manager on 03 9131 5200.

If a member with suspended membership rights pays any overdue fees in full, then these rights will be restored and the member will be permitted to send their child or children to the School.

Suspension of membership may lead to termination of membership by the Board where appropriate and in accordance with the MMS Constitution.