

## **Fees Policy**

### **Payment of Fees**

Tuition fees are set annually, with discounts available for younger siblings.

Tuition fees are due by the second Friday of term with the exception for instalment arrangements which provides for monthly billing from February to November with payment due two weeks from the date of invoice.

### **Start Strong**

Students aged three and four years old receive the Start Strong funding fee pass through amount termly and credited to the child's fee account. The Start Strong funding is to increase child participation in a preschool program prior to starting school when they turn five.

In 2020 the Start Strong fee pass through amounts per term for maximum of four terms:

3-year-old children: \$136 per term

4-year-old children: \$466 per term

Fees for children commencing school after the commencement of term (at the request of the School) are reduced pro rata on a weekly basis after week three. There is no reduction for absences due to holidays, illness or a late start to the term instigated by parents.

### **Fees determined by School Board**

The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.

### **Circumstances when fees are not paid**

If fees and charges are not paid within 60 days of the due date the student's enrolment will be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the student being cancelled without further notice.

Fees will not be remitted in whole or part if the student is absent due to illness, leave or suspension.

In the event where an overdue account is referred to a collection agency and/or law firm, the parents/guardians will be liable for all costs which would be incurred as if the debt is collected in full, including commission on collection of the additional costs and also including legal demand costs.

### **Notification of fees and conditions of payments**

School fees are reviewed annually and are subject to change. Where a fee increase will occur, the School will provide a minimum of one term notice of this increase.

Estimated costs of school excursions, incursions, camp and other school activities will be estimated and advised on the permission slip. An invoice will be generated and emailed for each activity a child attends.

The School Board may alter the conditions of entry at any time by providing not less than one term notice and which will take effect from 1 January in the following year. The Principal is responsible for ensuring that parents of existing students and applicants are notified of fee changes and of conditions which may apply to fees. The Principal maintains current fee schedule which is available to all parents.

### **Fee Relief**

The School Board may agree to provide families with relief in relation to fees. Families who have concerns about fees should approach the Principal and the Principal will meet with the family to ascertain the family's financial situation. The Principal will consider the appropriateness of fee relief having regard to:

- The length and nature of the family's involvement with the School, including the degree to which the family participates in and supports the School community.
- The financial affairs of the family.
- The needs of the School having regard to specific needs of classes
- The current level of enrolments and applications.
- Other relevant criteria.

In appropriate circumstances, the Principal may recommend to the Finance Committee (Principal, Business Manager, Treasurer and Chair) that some form of fee relief be provided and agree on, behalf of the Finance Committee to a solution acceptable to both parties.

Fee relief arrangements are made for periods of 12 months only. At the end of an initial 12-month period, arrangements are reviewed by the Finance Committee and extended only if appropriate. All fee relief arrangements must be documented by way of a letter signed by the Principal, Treasurer or Chair. All fee relief arrangements are dealt with in the strictest confidence.

### **The Cameragal Fund**

The Cameragal Fund provides financial assistance to parents in time of genuine difficulty meeting the school fees. The main purpose of The Cameragal Fund is to assist families so that children are able to complete the full three-year Montessori program.

Applications for financial assistance are made directly to the Trustee of the Cameragal Fund who handle all matters on a completely confidential basis.

The financial assistance is made as an interest free loan from The Cameragal Fund with a repayment schedule to suit the parents' situation. The repayment of the loan means other children will be to benefit as the need arises.

Decisions to grant financial assistance are made by the Trustee and the Chair with best intentions to support the School and the Cameragal community; to maintain enrolments, to balance classrooms, to retain children for the full three-year program and for compassionate reasons.

The Cameragal Fund receives its main support from parent donations, in particular from those families who hold a bond, when leaving the School may wish to give all or part of their bond to The Cameragal Fund.

The School Board applies a small levy for each new enrolment on entry to the School.

The Trustee works in conjunction with the Chair to maintain appropriate balance of funds. Unlike school fundraising, parents may contribute to The Cameragal Fund on voluntary basis.

To contact The Cameragal Fund Trustee please email [chair@cameragal.nsw.edu.au](mailto:chair@cameragal.nsw.edu.au)

### **Relevant policies & procedures**

Enrolment & Orientation Policy

Complaints Policy