



School Fees Policy

Payment of Fees

Aim

To enable our service to provide high quality education and care we need to ensure we are financially viable at all times. The purpose of this policy is to outline the expectations related to timely and accurate payment of fees by families and to ensure appropriate oversight of the service income.

Legislative Requirements

- The Education and Care Services National Regulations 2011
- The Education and Care Services National Law Act 2010
- A New Tax System (Family Assistance) Act 1999
- A New Tax System (Family Assistance) (Administration) Act 1999
- Family Assistance Legislation (Jobs for Families Child Care Package) Act 2017

Implementation

Enrolment of a child at the school requires, from parents/carers, a willingness to meet the financial obligations as outlined in the Enrolment Agreement. School fees and charges are set annually by the School Board and are a necessary source of revenue to supplement Commonwealth and Territory Government Grants. The school is an Independent, Non-Government school, and must generate a component of private income to fund and supplement both recurrent and capital costs to ensure that a quality education is provided to all students. The person/s whose signature/s appears on the Agreement of Enrolment form or on the Split Billing Agreement form/s are held both joint and severally responsible for the payment of Student Fees and Charges for the student/s identified on the form/s. Student Fees and Charges are levied in accordance with this policy and where applicable the Student Fees and Charges Principles and other related Policy, Principle, and Procedure documentation as relevant

Payment of School Fees

A condition of continued enrolment at the Canberra Montessori School is that all School fees and charges are paid to the school by the relevant due date/s. Families are required to make a commitment to comply with the Student Fees policy, which forms a component of the enrolment contract with the school.

- a. School fees are paid on a term basis. Invoices are issued 2 weeks prior to the beginning of each term and are due and payable before the start date of each term (Week 1). Accounts that fail to pay school fees within this period may incur a Late Payment Fee.
- b. Unless otherwise notified, the statement of account is sent electronically to the nominated email address provided on enrolment.
- c. If there are any changes in the responsibility for the payment of Fees and Charges after initial enrolment, all parties to the new arrangement must meet with the school's responsible person/s to amend the relevant payment agreement form/s.
- d. School Fees paid by Direct Debit Request (DDR) arrangements – School Fees should be paid by calculation of the annual amount divided by the number of Direct Debits runs to be processed during the year i.e. Monthly = 10 runs and Fortnightly = 22 runs. Where a DDR is returned or declined the amount returned or declined becomes due and payable immediately
- e. Late Payment of Fees

Where a payment plan hasn't been negotiated with the Business manager, (responsible for accounts receivable), any accounts outstanding:

- for seven, (7) or more days receives a reminder from the Administration team.
- for ten, (10) or more days receives a reminder from the Administration team.
- for fourteen, (14) or more days receives a request for immediate payment from the service.
- for twenty-one, (21) or more days receive written notification from the Business manager that the family's enrolment will be cancelled.
- Overdue accounts are subject to a Late Payment Fee of \$165.00 per term. Late Payment Fee/s will be applied to the overdue account.
- Overdue accounts may be referred to the service's external debt collection agency.

In the event of cancelled enrolment as a result of non-payment of fees, the enrolment place is immediately offered to a family on the service's waiting list.

- for twenty-one, (21) or more days receive written notification from the accounts team that the family's enrolment will be cancelled effective their next day of booked attendance. Late fees equivalent to \$20.00 per week fees are overdue are applied to the account and the account is forwarded to the service's external debt collection agency

Child Care Subsidy Specific Implementation

It is the guardian's responsibility to complete and lodge their Child Care Subsidy, (CCS), application with Centrelink, provide their own and their child's customer reference numbers to the service, sign a Complying Written Agreement and accept the enrolment via their Centrelink online account prior to CCS being applied to their account.

Families are only eligible for CCS if childcare attendance records, (sign in and out sheets), are accurately completed and signed by the parent/guardian.

Each child's record of absences is kept in the services childcare accounts program and recorded in arrears on each family's statement of account. This record is taken from the sign in and out sheets.

Eligibility for CCS is maintained on fees paid when the child is absent, and the absence meets the Allowable Absences guidelines in the Child Care Provider Handbook.

All documentation pertaining to the Child Care Subsidy is kept for the specified period and made available to Commonwealth Department Officers on request.

Waiting List Specific Implementation

A non-refundable administration fee of \$50.00 is charged per family, to join the school's waiting list. This contributes to the administrative costs of maintaining an accurate waiting list.

Families already enrolled at the service do not pay an administration fee to add siblings to the waiting list.

Withdrawal/Reduction of Care

- The school requires Four (4) weeks' notice in writing to the school is required for the withdrawal of student/s from long day care and parent toddler program. Failure to provide four (4) weeks' written notice of withdrawal or reduction of days will result in the existing fee charges being applied for four (4) weeks from the date written notification was received.
- In accordance with the enrolment agreement, notice of one full school term must be provided in writing to the principal, (Principal@cms.act.edu.au) to cease enrolment. If this required notice is not provided, 100% of one term's fees are payable. Tuition fees will continue to apply for absences of less than one term. Absences of more than one term requires an arrangement with the school.

