



2018 Schedule of Fees & Fee Policy

Upon enrolment, parents/guardians enter an agreement with Milkwood Steiner School Association to pay school fees in exchange for delivering education. This agreement is represented in a statement signed by the parent/guardian on the enrolment form. Invoices and statements will be sent to your nominated email address unless you have specifically asked to send you information via post. Fees are invoiced for the entire year in Term 1. They can be paid quarterly, fortnightly or in full. Statements will be sent regularly.

Fees are due in full in Week 3 of each term or via a Direct Debit Payment Plan (refer below).

If annual fees are paid in full before Week 5 Term 1, a 5% discount applies.

Milkwood Fees - Annual	Resources	Tuition	TOTAL (per Term)	TOTAL (Annual)
Application Fee (per family)				\$100.00
Voluntary Annual Capital Donation (per family, invoiced in Term 1)				\$500.00
Enrolment Deposit (Goes towards Fees on commencement)				\$400.00
Preschool	\$ 120.00	\$ 800.00	\$ 920.00	\$ 3,680.00
Transition	\$ 210.00	\$ 950.00	\$ 1,160.00	\$ 4,640.00
Class 1 <i>Including Recorder (** refer note below)</i>	\$ 250.00	\$ 950.00	\$ 1,200.00	\$ 4,800.00
Class 2	\$ 250.00	\$ 950.00	\$ 1,200.00	\$ 4,800.00
Class 3	\$ 560.00	\$ 950.00	\$ 1,510.00	\$ 6,040.00
Class 4	\$ 560.00	\$ 950.00	\$ 1,510.00	\$ 6,040.00
Class 5	\$ 580.00	\$ 950.00	\$ 1,530.00	\$ 6,120.00
Class 6	\$ 580.00	\$ 950.00	\$ 1,530.00	\$ 6,120.00

Payment Options

Direct Deposit - [ACC Name: Milkwood Steiner School Association; **BSB**: 035 311; **ACC**: 176 329; **REF**: Your child's name]

Cash - Pay in person

Cheque - made out to Milkwood Steiner School Association, Inc.

Important:

- Payment plans must commence before the end of Week 3 and subsequent schedule of payments adhered to.
- Late fee of \$50 applies if payment due date is not met.

Milkwood Steiner School 2018 School Fee Schedule & Policy

Payment Plan

If fees cannot be paid in full by Week 3 parents must enter into a written Payment Plan which outlines the method and timing of instalments and is approved by an administration manager. Payment plans must be made before fees are due. A Payment Plan is a written schedule of payment instalments you will make to pay fees associated with your child's education. Please ensure you receive and keep a record of your payment plan for future reference. The parent/guardian must notify the School Business Manager in writing of any difficulty in keeping to the schedule of payments laid out in the Payment Plan.

School Fee Explanations

Application to enrol: An administration fee that confirms your application to enrol your child and indicates your desire to meet with the class teacher to discuss the enrolment of your child at Milkwood.

Annual Capital Donation: A voluntary annual tax-deductible donation to the school that is used for buildings and infrastructure. This appears on your Term 1 invoice and applies once per family.

Tuition: Operational school expenses.

Resources Fee: Includes all writing & art materials, swimming lessons, excursions, camps & music tuition. No additional texts or books are required. String instruments are introduced for all students from Class 3 and instrument hire or purchase are not included in this fee schedule.

Morning Tea: Preschool & Kindergarten prepare a shared morning tea with organic fruit, vegetables and grains.

**** Recorders (Class 1):** Each child is issued a **Moeck Flauto 1 Plus Soprano Recorder** (preferred model) in Class 1 and the cost is included in the Resources Fee. Please advise the office if your child does not require a recorder and your account will be credited accordingly. If you are unsure please liaise with the Class Teacher.

Uniforms: Non-compulsory Milkwood T-shirts and Hats are available from the office at \$15 each.

Extended Absences: If a student is to be away from school for extended periods and the parents wish to ensure there is a place held for the student in their class, then full tuition fees are applicable. In cases of financial hardship parents may apply for fee relief according to the below instructions.

Repair Fee: Damage to school property (including books and desks) due to lack of care or respect will be invoiced at repair or replacement value.

Withdrawal Fee: Advance notice of 1 term or 10 weeks is required in writing to School Management. First and foremost the school's policy of 10 weeks (one term) minimum enrolment and therefore one term minimum fee payment will apply.

Late Payment Fee: A late payment fee will be applied if fees are not paid in full by week 3 or payment plan adhered to.

Discounts and Fee Relief

Sibling Discount: Families with more than one child attending the school will receive a 20% reduction in tuition fees for the second child and 50% reduction in tuition fees for the third and subsequent children. Sibling discounts do not apply to PreSchool fees as these are already heavily subsidised by the school.

Annual payment by week 5: 5% Discount applicable.

Scholarships: Selected Scholarships are available. Please contact the office for further details.

Fee Relief: Fee relief is determined on an individual basis when unforeseen and unavoidable circumstances present a difficulty to meet the payment agreement. The Parents/guardians must apply in writing to the Board clearly stating:

1. The amount of fee relief required;
2. The invoice for which fee relief relates and;
3. The reason for the request, and
4. On request may need to provide additional documentation to substantiate their claim.

The Board will take into consideration:

1. The duration the family has been enrolled at the School;
2. The contribution the family has made to the growth of Milkwood;
3. If fee relief has been granted previously to the family; and
4. Whether independent advice is required to ascertain if the circumstances could have been avoided.

Enrolment Deposit: Payable upon receipt of the enrolment letter securing your child's place in the school. The \$400 will then be deducted from your school fees statement on commencement