



**FEES
POLICY**

Policy Category: Administration	Document ID:
Number of pages: 9	Appendices:
Version: 2020.1	Status: Draft
Reviewed by:	Endorsed by: Board
Approved by: Principal	Date: 26 August 2020
Signature:	
Recommended frequency of review: Annually	
Location on shared drive:	
Related Legislation and Documents: - MSSA Delegation of Authority Policy	
Published to: MSS website	
Additional Information:	

Document history:

Version	Date	Nature of Amendment
2014		
2020		Significant review

DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

FEES

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PURPOSE

This Policy sets out arrangements and expectations related to fees. It comes under MSSA Delegation of Authority Policy.

SCOPE

This document applies to all parents/guardians, and staff at Milkwood Steiner School.

POLICY STATEMENT

Milkwood Steiner School is a fee paying school. We plan for a sustainable future and provide high quality teaching and learning experiences that lead to long-term educational outcomes. Values of respect, equity, compassion and community guide this policy. Parents/ guardians are expected to honour their financial obligations. We emphasise building relationships with parents to ensure fees are paid in full on time. We provide varied payment options to assist parents to meet their financial obligations.

GUIDELINES

1. School Fees 2020

School Fees are vital to the functioning of our school and we do keep our fees as affordable as possible.

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 and a school representative. Invoices and statements can be sent to email addresses unless specifically requested to send correspondence to postal addresses.

It is the responsibility of the parent/guardian to notify the school if payments cannot be paid as agreed.

The table below shows annual fees, broken down into resources and tuition. See below (“Payment of fees”) for different payment options.

MILKWOOD FEES (ANNUAL)	Resources	Tuition	Total
Voluntary Annual Capital Donation (per family, invoice in term 1)			\$600
Bush Apple Kindergarten (4-5yo)	\$560	\$2,800	\$3,360
Water Lily Kindergarten (5-6yo)	\$920	\$4,000	\$4,920
Class 1	\$1,080	\$4,000	\$5,080
Class 2	\$1,080	\$4,000	\$5,080
Class 3	\$2,480	\$4,000	\$6,480
Class 4	\$2,480	\$4,000	\$6,480
Class 5	\$2,480	\$4,000	\$6,480
Class 6	\$2,480	\$4,000	\$6,480
Class 7	\$2,480	\$4,000	\$7,200

Fee explanations

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.

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.

Camps and Excursions: There is generally no additional fee for camps and excursions. Occasionally larger camps or excursions will be offered to children. In these cases, Milkwood may ask families to pay a component of the costs.

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.

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

Music: Recorders are a one-off purchase for all students in Class 1 - 6. String instruments are introduced for all students from Class 3-6 and instrument hire or purchase is not included in this fee schedule. The general tuition fee includes class and ensemble music instruction. A music tuition fee will be charged with your invoices for private string instrument tuition conducted on the school premises from Class 3-6. This fee will automatically be charged unless a letter of exemption is approved by the school prior to the issue of the invoice. Exemptions are made for students who receive music tuition with external tutors. Refunds do not apply. Eight lessons will be set with the tutor at the beginning of each term. Rescheduling must be done directly with the tutor and requires 24 hours’ notice. In the event of acute unforeseen illness rescheduling is at the discretion of the school and is reliant on the availability of the tutor. Failing to advise of absence or constant rescheduling will forfeit lessons. If, for any reason, the tutor needs to reschedule they will advise you directly or via the weekly newsletter.

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.

Resources: Classroom resources including writing and art materials. No additional texts or books are required.

Swimming: Royal Lifesaving eight-day Swim and Survive program.

Tuition: Operational School Expenses. Sibling discounts apply to tuition fees only.

Uniforms: Non-compulsory Milkwood T-shirts and Hats are available for purchase from Reception.

2. Sibling discounts, prepayment discount

Sibling discount

For families with more than one child currently enrolled at the School (Water Lilies to Class 7), we offer the following sibling discounts:

- 20% on tuition fees for the second sibling attending (Water Lilies to Class 6).
- 50% on tuition fees for the third and subsequent siblings attending (Water Lilies to Class 6).

Sibling discounts do not apply to Bush Apple Kindergarten fees as these are already heavily subsidised by the school.

Prepayment discount

Annual payment by Term 1 week 4: 5% Discount applicable.

3. Payment of fees and Fee Payment Agreements

Milkwood Steiner School offers multiple options for the payment of fees. You can choose from the following payment options:

- *Annual* – Full advance payment by week 4 of Term 1. (5% Discount applies)
- *Quarterly* – 4 instalments payable Week 1 of each School Term
- *Fortnightly* – 20 instalments commencing 1 February.

Monthly and weekly payment plans can also be arranged.

Fee Payment Agreement

All parents/guardians must enter into a Fee Payment Agreement, unless they choose to pay annual fees in full by Week 4. A Fee Payment Agreement is a written schedule of payment instalments you will make to pay fees associated with your child's education. It includes the amount, timing and method of payments, and is reviewed by finance staff (finance@milkwood.nt.edu.au).

Please ensure you receive and keep a record of your Fee Payment Agreement for future reference. The parent/guardian must notify Finance Staff in writing of any difficulty in keeping to the schedule of payments laid out in the Fee Payment Agreement.

The below table gives an indication of the amount of fees which would apply per instalment. Please consult your invoice for the figures which apply to your family, and consult with Finance staff if you have any questions.

	Annual fees (2020)	Annual Paid upfront discount 5%	Quarterly payments	20 fortnightly instalments only
Voluntary Annual Capital Donation (per family)	\$600	\$595	\$150	\$30
Bush Apple Kindergarten (4-5yo)	\$3360	\$3192	\$840	\$168
Water Lily Kindergarten (5-6 yo)	\$4920	\$4674	\$1230	\$246
Class 1	\$5080	\$4826	\$1270	\$254
Class 2	\$5080	\$4826	\$1270	\$254
Class 3	\$6480	\$6156	\$1620	\$324
Class 4	\$6480	\$6156	\$1620	\$324
Class 5	\$6480	\$6156	\$1620	\$324
Class 6	\$6480	\$6156	\$1620	\$324
Class 7	\$7200	\$6840	\$1800	\$360

Payment Methods:

- *Direct Debit:* For quarterly, monthly, fortnightly and weekly payments, unless by prior arrangement with Accounts staff. Direct debits can be made from your savings account or credit card. See your invoice for more details.
- *Direct transfer:* Available for Annual payments. Payments can be made by electronic transfer to BSB 035 311 Account number 17 6329. Please put your Child's full name, and if possible the invoice number as a reference.
- *Credit Card:* Credit card payments may be made at Reception for Annual and quarterly payments only.

4. Enrolment application fee

An enrolment application fee of \$100 per enrolment is payable with your Enrolment Application form. If multiple applications are submitted on the same date, this fee only applies once per family. This is an administration fee and is not refundable.

5. Enrolment deposit

An enrolment deposit of \$400 is payable upon receipt of the enrolment acceptance letter securing your child's place in the school. This amount will then be deducted from your school fees statement on commencement.

6. Fee relief

Fee relief is determined on an individual basis when unforeseen and unavoidable circumstances present a difficulty to meet the payment agreement. Fee relief is applied to tuition fees only. The Parents/guardians must apply in writing to the Board (board@milwood.nt.edu.au) clearly stating:

- The amount of fee relief required (maximum 50% of full tuition fees);
- The invoice for which fee relief relates and;
- The reason for the request, and
- On request may need to provide additional documentation to substantiate their claim.

The Board will take into consideration:

- The duration the family has been enrolled at the School;
- The contribution the family has made to the growth of Milkwood;

- If fee relief has been granted previously to the family; and
- Whether independent advice is required to ascertain if the circumstances could have been avoided.

Consideration will be given to those completing an application along with required documentary evidence. Financial assistance is dependent on available MSSA Financial Assistance Funds. Application forms are available from the Receptionist.

Those families with outstanding fees from previous years may not be eligible to apply for Financial Relief.

Other Support

The School has kept tuition fees to a minimum in order to remain accessible to all families. This requires that the School community as a whole supports school activities.

Commitment of time is required by all families at the class cafés, working bees, and other events organised by the school.

7. Withdrawal of a student

A full terms notice (10 weeks) in writing must be given to the Enrolment Officer when withdrawing your child/children from the School (including Kindergarten). If the required notice is not provided, one full term fees (i.e. One quarter of the annual fee) will be charged. "One full term" means a complete school calendar term.

First and foremost the school's policy of 10 weeks (one term) minimum enrolment and therefore one term minimum fee payment will apply.

8. Temporary absence

For absences of a student for any number of weeks during a term, the full Invoice Amount per term will be charged.

9. Overdue invoice or account

Milkwood Steiner School is a fee paying school and **requires accounts to be paid by the set due dates** to adequately function and meet our obligations. If you are experiencing difficulties in relation to payment of fees or charges, please contact the Finance Officer (finance@milkwood.nt.edu.au) **prior to the due date**.

Accounts not paid in full by the Due Payment Date are classified as Overdue. An overdue account will incur an initial default charge of \$25 per account per term, known as a Late Payment Fee.

Families experiencing difficulty in meeting invoice payment deadlines should be proactive in contacting the Finance Officer (finance@milkwood.nt.edu.au) as soon as you become aware that you may not meet your obligations by the due dates, to make a special arrangement. Milkwood Steiner School prefers to enter into a formal agreed special payment arrangement rather than implement legal debt collection proceedings.

Any legal or collection costs incurred for overdue accounts will be added to the account.

10. Debt recovery procedures

The School remains committed to building relationships with families and finding ways through difficult circumstances. Please contact Finance staff, **prior to the due date** if you need to discuss your individual circumstances or establish an alternative payment arrangement.

The Finance Officer is authorised by the MSSA School Board to take action to recover outstanding fees. Signatories to the enrolment forms are jointly and separately responsible for ongoing obligations, financial and otherwise. Debt recovery procedures will be conducted by the MSSA Board or its delegate in a sensitive, discreet and confidential manner.

For those who fail to keep up with their commitments, the matter will be brought to your attention promptly and responses sought. Where fees are in arrears, the full balance becomes due and payable.

Legal proceedings may be implemented if steps by MSSA taken to recover outstanding debt are unsuccessful. Any legal or collection costs incurred for overdue accounts will be added to the account.

11. Enquiries

Any concerns or queries about payment of fees and charges may be discussed in confidence with the Finance Officer.

Account queries may also be directed to finance@milwood.nt.edu.