



2021 School Fee Schedule & 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. Fees are invoiced for the entire year before Term 1.

If annual fees are paid in full before Week 4 Term 1, a 5% discount applies or - options for a Direct Debit / Credit Card Payment Plan are available (refer below).

MILKWOOD FEES	RESOURCES	TUITION	TOTAL (per Term)	TOTAL (Annual)
Enrolment Application Fee				\$100.00
Voluntary Annual Capital Donation (per family, invoiced once per year)				\$600.00
Enrolment Deposit (Goes towards Fees on commencement)				\$400.00
Bush Apple Kindergarten (4-5yo)	\$145.00	\$720.00	\$865.00	\$3,980.00
Water Lily Kindergarten (5-6yo)	\$235.00	\$1020.00	\$1,255.00	\$5,020.00
Class 1 <i>Including Recorder (** refer note below)</i>	\$275.00	\$1020.00	\$1,295.00	\$5,180.00
Class 2	\$275.00	\$1020.00	\$1,295.00	\$5,180.00
Class 3	\$625.00	\$1020.00	\$1,645.00	\$6,580.00
Class 4	\$625.00	\$1020.00	\$1,645.00	\$6,580.00
Class 5	\$625.00	\$1020.00	\$1,645.00	\$6,580.00
Class 6	\$625.00	\$1020.00	\$1,645.00	\$6,580.00

Payment Options

Direct Deposit - Account Name: Milkwood Steiner School Association; **BSB:** 035 311; **ACC:** 176 329; **REF:** Invoice number

Cash - Pay in person

EFTPOS – 1% fee may occur

Important:

- Payment plans must commence by Week 1 and subsequent schedule of payments adhered to.

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Payment Plan

If fees cannot be paid in full parents must enter-into a written Payment Plan which outlines the method and timing of instalments and is approved by the Finance Manager. Payment plan schedules must be made before the start of Term 1. 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 Finance Manager in writing of any difficulty in keeping to the schedule of payments laid out in the Payment Plan.

School Fee Explanations

Application Fee: An administration fee of \$100 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.

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

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.

Voluntary Annual Capital Donation: A voluntary annual tax-deductible donation used for buildings and infrastructure. This appears on your annual invoice and applies once per family. This can be removed from your invoice on request.

Morning Tea supplied: Kindergarten classes only –

**** Recorders (Class 1):** Each child is issued a **Moeck Flauto 1 Plus Soprano Recorder** 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 \$18 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.

Debt Collection: If school fees are not paid within the agreed time as per payment plan, debt collection will ensue.

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 Bush Apple Kindergarten fees as these are already heavily subsidised by the school.

Annual payment by week 4: 5% Discount applicable.

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 Principal 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 Principal 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.