

Terms of Business - Fee Policy (K-12)

The EMS Fee Policy has been created by the Elonera Board of Directors for to provide clear rules for Elonera Montessori School (the School) to manage the payment, late payment or non-payment of tuition fees, charges, and levies by members of EMS. It will clearly articulate those rules to the parents and ensure that the rules are applied completely and consistently by the administrative staff and executive team. The fees and this policy will be reviewed and updated annually by the Board of Directors

Application Fee

A non-refundable Application Fee of \$165.00 per student is payable at the time of lodging an Enrolment Application. All feasible applications will contain;

- Completed Application Form
- Birth & Immunisation Certificates
- Other relevant supporting documentation
- Evidence of payment of the Application Fee

Please note that the above are a requirement of entry into the School, but not a guarantee of admission.

Placement Fee

A non-refundable Placement Fee of \$1,000 per student is payable upon acceptance of an offer of admission to either the Primary or High School. The fee is due and payable within 7 days of the offer being made. This fee is neither refundable nor transferable. Enrolment will not be finalised until the Placement Fee is paid to secure the child's place at the School.

Tuition Fees

The tuition fees are outlined in the Fee Structure. The tuition fees, along with government funding, provides for classroom and whole school operations, provision of specialist classes, support for students with additional learning requirements, as well as teacher remuneration and professional development. Tuition fees are charged based on the school term and do not change according to the number of days/weeks in each term.

Sibling Discount

There is a sibling discount applicable for children attending Kinder to Stage 6:

- Second child - 5% discount
- Third child - 25% discount
- Fourth child - 55% discount

Timing of Invoicing and Payments

The tuition fees are payable in advance for each school term and are due in the first week or each term.

New families will be required to pay a term's fees prior to commencement and will then join the standard payment pattern.

Additional Fees (Camp and Excursions)

To provide students with extended curricular experience outside the school environment, school camps and excursions will take place throughout the year. A proportion of these costs will be invoiced separately from the tuition fees

Additional Fees (Activities)

Optional activities including music, performing and visual arts, and other extracurricular activities will be invoiced separately from the tuition fees:

School Orchestra is an optional extracurricular activity offered for Stages 2, 3, and 4 students.

Additional Fees (BOOSH/OOSH/SHP)

Families may wish to utilise our Before and After School Hours (BOOSH & OOSH) or School Holiday Program (SHP) services at an additional cost as outlined in the Fee Structure. Child Care Subsidy (CCS) may apply to these fees but must be applied for separately. Parents must liaise directly with Centrelink to confirm current & continuing eligibility for CCS. If Centrelink deny or reduce CCS entitlements at any stage, the family will be liable to pay all incurred fees in full.

BOOSH/OOSH/SHP fees are payable via Direct Debit each week, one week in arrears. Please set up your Direct Debit Arrangement on your Xplor OOSH account.

Late collection (after 5.30pm) from these services will result in additional charges being levied at 15 minute intervals. These charges are not eligible for CCS.

Methods of Payment

The following options are available for the payment of tuition fees:

PAYMENT PLANS

Edstart

Edstart Pay+ allows you to pay your Elonera fees in weekly, fortnightly or monthly instalments with no transaction fees or interest charges.

edstart.com.au/eloneramontessori

PAYMENT IN ADVANCE

Credit Card

In person or via phone 4225 1000

Monday - Friday 8.00am – 4.00pm

Electronic Funds Transfer (EFT)

BSB: 062-624

Account No. 10031133

Ref: Surname and Fee Type

EMS no longer supports direct debit arrangement for term fees. As a result, all families that have not paid their tuition fees in full by the second week of term will be referred to Edstart to commence a payment plan to avoid falling into arrears.

Withdrawal or Absentee Charges

If a family chooses to withdraw, one full school term's notice is required to be given in writing before the intended withdrawal date. If notice is not given, one term of fees will be charged in lieu of this notice. Written notice is to be provided to the Principal and sent by email to

principal@ems.nsw.edu.au

This notice period applies to all parents, including but not limited to:

- New parents,
- Parents who originally signed their child/ren's Enrolment Agreement,
- Parents whose child/ren transfer from long day care to primary or from primary to high school at Elonera Montessori School.

If the Principal or the Board cancels the enrolment of the Student, and provided that the cancellation is not due to the failure to pay fees and levies, there will be no further charges levied.

Absentee

The Principal should be advised in writing one term in advance of any intended absence of one term or more (maximum 4 terms). The principal has the discretion to approve or deny a request for absence. If the absence is to be greater than two terms, an appointment should be made with the Principal to discuss place availability.

Once prior approval has been gained, the family will be liable to pay 50% of each term's tuition fee to hold their place open until the agreed return date.

Debt Recovery

Any outstanding fees that the school has been unable to collect, will be pursued via debt recovery.

All fees incurred by the school to recover unpaid monies will be passed on directly to the relevant family, including but not limited to:

- 15% commission to debt collection agency
- Legal expenses
- Court costs
- All other fees and charges

Voluntary Building Fund Donations

School fees do not cover the cost of new buildings and improvements, which are made possible only through borrowings and the generosity of our donors. Our important capital works and maintenance programs are critical to ensuring the best possible facilities for your children.

The Voluntary Building Fund Donation is tax deductible under the provisions of section 30- 25, item 2.1.10 of the Income Tax Assessment Act 1997.

The Building Fund is used to finance capital improvements and maintenance of the School's buildings, including the installation and maintenance of fixtures. Receipts for Voluntary Building Fund Donations will be issued for taxation purposes at the end of the financial year.

The School relies on these incoming funds to maintain the buildings and facilities. Without these donations, school fees would have to be increased by the corresponding amount to ensure compliance with all the regulations and to maintain the school.

Miscellaneous Donations

Any other donations of \$2.00 or more made to Elonera Montessori School are also an allowable taxation deduction under the provisions of section 30-25, item 2.1.10 of the Income Tax Assessment Act 1997.

Enquiries

All fee, payment and business related enquiries should be directed to the Accounts Department and/or Business Manager at:

accounts@ems.nsw.edu.au
businessmanager@ems.nsw.edu.au

