



DANDENONG RANGES STEINER SCHOOL

# 2019 Fee Policy

Date of Issue: October 2018



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## ***Guiding Principles:***

***Dandenong Ranges 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.***

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***We emphasize 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.***

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This policy applies to Australian citizens and permanent residents only. The Policy is regularly reviewed and Tuition Fees are subject to change on an annual basis.

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# 1. School Tuition Fees 2019

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

	Annual Fees	Paid Up front 5% discount	Quarterly Payments	40 Weekly Instalments	Information
<b>Playgroup</b>	\$620.00	\$589.00	\$155.00		Averages at less than \$17 per 2 hour session (incl. materials & food costs)
<b>Rostered Forest Playgroup</b>	\$930.00	\$883.50	\$232.50		Averages at \$25 per 2.5 hour session (incl. materials & food costs)
<b>Little Kinder</b>	\$1,980.00	\$1,881.00	\$495.00	\$49.50	(inclusive of materials, food costs and excursion)
<b>Big Kinder**</b>	\$3,960.00	\$3,762.00	\$990.00	\$99.00	
<b>Prep</b>	\$4,275.00	\$4,061.25	\$1,068.75	\$106.88	Prep program of 4 days is charged at the full school fee. This enables the employment of an assistant in the Prep room.
<b>Class 1 &amp; 2</b>	\$4,480.00	\$4,256.00	\$1,120.00	\$112.00	
<b>Class 3 - 6</b>	\$6,090.00	\$5,785.50	\$1,522.50	\$152.25	Includes Individual Music lessons (8 sessions per term)

**Additional Sundry Charges Include:** excursions, incursions, swim program, camps and Sundry Materials. (Sundry materials include recorders, music books and other items that are student property).

**Music Charges:** Individual Music Lessons are included in fees for Classes 3 to 6 (8 sessions per term). Parents pay the costs of musical instruments.

**Extra Lesson Support** is charged at \$40 / session (except to the extent the child attracts funding).

**Community Involvement Program (CIP) Levy** of \$70 per term per family. (Refer section 11).

\*\* Holders of a valid HCC, PCC, Visa 785, Visa 786, or Dept. of Vet. Affairs Gold Card are eligible for a DHS Fee Subsidy in the 'Funded' Kindergarten Year. If you become eligible for one of these cards during the year, please advise the Finance Officer so you can claim a pro rata concession.

## 2. Sibling Discount

For families with more than one child at the School (Prep to Class 6), we offer the following sibling discounts:

- 10% on tuition fees for the second sibling concurrently attending (Prep to Class 6).
- 30% on tuition fees for the third sibling concurrently attending (Prep to Class 6).
- 100% on tuition fees for the fourth or more siblings concurrently attending (Kinder to Class 6).

## 3. Terms of Payment

Dandenong Ranges Steiner School offers multiple options for the payment of fees.

You can choose from the following payment options:

- **Annual** – Full advance payment by the 2<sup>nd</sup> Friday in February. **(5% Discount applies)**
- **Quarterly** – 4 instalments payable 15<sup>th</sup> February, 30<sup>th</sup> April, 30<sup>th</sup> July and 21<sup>st</sup> October.
- **Monthly** – 10 instalments 15<sup>th</sup> of the month from February to November
- **Weekly** – 40 instalments commencing 15<sup>th</sup> February (February to November).

**All fees must be finalised by November 2019.**

### Payment Methods:

**Direct Debit:** Available for Quarterly, Monthly and weekly Payments. Forms available from the office.

**Direct transfer:** Available for **Quarterly** instalments and **Annual** payments. Payments can be made by electronic transfer **BSB 063503 Account 10197443** Reference [your child's surname]

**Credit Card\*:** For **Quarterly** instalments only. You can call our office (8:30 - 4:30) and pay over the phone using a credit card, (03) 8790 4797

\* Credit Card payments will incur a fee of 1.5% (representing the Merchant Fee)

## 4. Refundable Bond

Upon Entry a Bond of \$500 is payable. This bond is held in a designated Bond Account by the school for the duration of your child's enrolment. The bond is refundable within 30 days when your child leaves the school, providing there are no outstanding fees.

## **5. Fee Assistance Scheme**

Partial Fee Assistance **may be available** to families who are currently experiencing financial hardship or families holding a current Health Care Card or Pension Card.

Consideration will be given to those completing an application along with required documentary evidence. Financial assistance is dependent on available DRSS Financial Assistance Funds.

Application forms are available from the Business Manager at the beginning of the year and are to be submitted by Friday 23 February 2018. Term 1 fees are due and payable as normal.

Those families with outstanding fees from previous years **may not** be eligible to apply for Financial Assistance. In 2019 Fee Relief is available for families who have not received fee relief previously.

## **6. 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 Spring Fair and other events organized by the school.

## **7. Withdrawal of a Student**

A full terms notice 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.

## **8. Temporary Absence**

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

Parents wishing to have their child take leave for a full school term or longer, are required to give a full term's notice in writing to the Enrolments Officer. Any outstanding fees that exist at the commencement of the absence are expected to be paid in full prior to leaving. Parents are required to pay a Position Holding Fee of \$100 per student per term.

## **9. Position Holding Fee**

Families of newly enrolled students who wish to reserve their child's place in the School for a term or longer, are required to pay a Position Holding Fee of \$100 per student per term if their child is not commencing immediately with the school.

## **10. Community Involvement Program (CIP)**

The Community Involvement Program (CIP) provides parents with many ways to contribute their energy and service to the school.

The CIP allocates 16 hours of involvement per year to each family with children in Class 1 to Class 6. Families have the option to pay a levy in lieu of volunteering at numerous tasks and events. A CIP levy of \$70 per term per family is charged to school accounts. When voluntary work is completed and registered using the CIP service record form, families will receive a credit to their account at the rate of \$17.5 per hour (ie.4 hours per term gives you your full credit). You must note your work on a CIP service record form to be submitted before the end of each term (Term 1 to 3) and by 20<sup>th</sup> November in Term 4. The CIP levy will be calculated during the year and any amounts owing will be invoiced to families in Term 1 of the following year or on the final invoice in the case of families leaving the school.

Credits may be accumulated during the calendar year and you don't have to do the full 4 hours each term for the accumulation to occur. Some families make their entire contribution for the year in a single term by contributing time to Spring Fair preparations for example. Credits are not carried over from one year to the next.

Some of the tasks that attract full CIP credits are serving on a regular committee or subgroup. Other tasks that may gain CIP credits on an hourly basis include service at working bees, service at spring fair or events, library support, helping with repairs and maintenance and assisting in the Biodynamic garden. Note this is not the full extent of activities that will attract CIP credits. If you have a query about the eligibility of a certain task contact the office.

## 11. Allowances and Credits

<b>CIP Credit</b>	Families are eligible for a Community Involvement Program (CIP) Credit for recognized family contributions to the school, maximum credit of <b>\$280 per year</b> . Please ensure you submit a CIP service record form to receive this credit.
<b>CSEF (Camps, Sports and Excursion Fund) Credit</b>	<p>Holders of Pensioner or Health Care Cards are eligible for CSEF. Please ensure that you complete a CSEF form to obtain the maximum credit against your account.</p> <p><b>\$125 per child p.a.</b> Available for Primary Students whose parents hold a valid Health Care Card and meet eligible criteria. Unused credits are rolled over to following years.</p> <p>See <a href="http://www.education.vic.gov.au/cesf">www.education.vic.gov.au/cesf</a> for more details.</p>
<b>Conveyance Allowance Credit</b>	<p>Families eligible for Conveyance Allowance will receive a credit against their account. Conveyance Allowances credits are processed quarterly.</p> <p>Paid in 4 instalments, at the end of each term. For more information including payment rates per km please visit <a href="http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx">http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx</a></p>

## 12. Overdue Invoice or Account

Dandenong Ranges 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 Business Manager or the Finance Officer **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.

In the event of any invoices or accounts reaching the 30 Days overdue stage, a monthly **Late Payment Interest Charge of 1% per month** may be charged on all overdue amounts, which will be added to the account each term. This is a genuine estimate of financial cost to the school as a result of non-observance of this fee policy, based upon the resultant bank charges as well as the additional administrative work required in recovering the debt.

Families experiencing difficulty in meeting invoice payment deadlines should be proactive in contacting the Business Manager [business.manager@drss.vic.edu.au](mailto:business.manager@drss.vic.edu.au) as soon as you become aware that you may not meet your obligations by the due dates, to make a special arrangement. DRSS prefer to enter into a formal agreed special payment arrangement than implement legal debt collection proceedings.

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

### **13. Debt Recovery Procedures**

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

The Business Manager is authorised by the DRSS School Board (Committee of Management) 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 Business Manager or 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 DRSS taken to recover outstanding debt are unsuccessful. Any legal or collection costs incurred for overdue accounts will be added to the account.

### **14. Enquiries**

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

Account queries may also be directed to [accounts@drss.vic.edu.au](mailto:accounts@drss.vic.edu.au) or phone (03) 8790 4797.