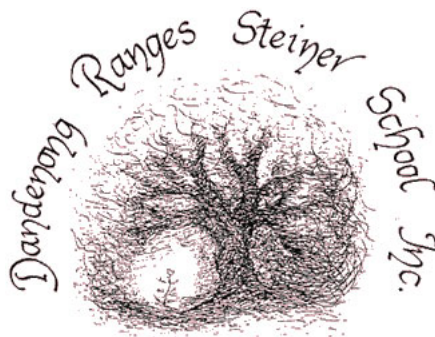


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## **FEE POLICY**

### **Introduction**

The Committee of Management and College of Teachers strive whole-heartedly to provide a Steiner education for children in the Dandenong Ranges. So much of their time and energy is given freely to bring their vision to the community.

### **Prompt Payment Discount**

When you pay your fees on time you show respect for the goodwill and dedication of both the immediate and wider communities who provide support for our endeavour. And, of course, you enable the School to run its programs. **It cannot function without the prompt payment of fees.** For this reason we offer a discount as an incentive for prompt payments.

### **Working Bee Levy**

The school relies on parents' help to maintain the school gardens and grounds to such standard that we are proud of our school. Four working bees are arranged per year to achieve this result. If working bees were not held, the work would have to be done by a professional contractor which would result in higher fees payable by families. If at least one member of a family does not attend a minimum of one working bee per half year, a levy of \$50 per half year will be made to the family's account.

### **Concessions**

Holders of Pensioner or Health Care Cards whose children are eligible may be entitled to a *Pre-School Subsidy* for one year (Pre-School) or an *Education Maintenance Allowance (EMA)* (School). If you are a HCC holder please provide a copy of your card to the office.

*Child Care Benefit* – If your child attends Kinder – you may also be entitled to a subsidy for the time your child spends at Kinder – for details contact FAO or speak with the Fees Officer. You will need an official receipt for your Kinder fees to claim. Please ask the Fees Officer for a receipt.

Tuition fees will be waived for the third child and any subsequent siblings whilst they are concurrently enrolled in the **school or kindergarten**. This does not apply to music fees, sundries and excursions. If a third or subsequent child attends playgroup, then a \$20.00 fee per term applies. This is to cover consumables and other incidental items used during the term.

### **Payment Procedure**

Fees are payable in advance, you do not need to wait for an invoice for term fees. Simply pay the amount specified for your child's class as shown on the fee schedule. An invoice will be issued each term which will include any sundries. An early-bird discount applies if fees are paid within 3 weeks of term commencement. Discount is only applicable to tuition fees. Sundries are always payable in full. Payment is by direct debit, cheques, money order, bank transfer or in person at the office. The school does not offer payment by credit card or EFTPOS.

### **Withdrawal of a Student**

A full term's notice, in writing addressed to the Bursar, or the payment of a full terms fee in lieu is required, on the withdrawal of a child from the School, Prep or Kindergarten.

### **Overdue Fees**

If you are experiencing difficulty paying your fees on time please contact the Bursar. Alternative payment options can be arranged. If notification is not made and fees become more than one month overdue you will be asked to adopt a payment plan. A student whose fees become overdue by one term may not be permitted to attend in the following term. Special circumstances may be accommodated – please discuss with the Bursar.

### **Sessions**

The Kindergarten is licensed as a Children's Service Centre, providing a Pre-School program. It is also registered as an Independent School providing a Prep program. Kinder and Prep children commence the year gently, gradually increasing the hours they attend. In February these children only attend morning sessions. The fee charged is an annual amount which has been divided equally into four amounts over four terms.