

Terms of Business - Fee Policy (LDC)

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 \$300.00 per student is payable upon acceptance of an offer of admission. 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.

Long Day Care Fees

The Long Day Care (LDC) fee is outlined in the Fee Structure.

Children may enrol for part time or full time positions. Casual days may be approved based on availability and charged at the daily rate, however there are no make-up days for missed sessions. Families will be charged their daily session fee for all bookings throughout the year including public holidays.

Timing of Invoicing and Payments

The LDC fees are payable each week, one week in advance. New families will be required to pay two weeks up front prior to commencement at the School and will then join the standard weekly payment pattern.

Centrelink Childcare Subsidy (CCS)

Those families who are entitled to claim CCS must set this up via their Xplor and MyGov accounts before commencing their enrolment with EMS. Centrelink entitlements can change throughout your enrolment based on your circumstances and it is suggested to review your entitlements regularly.

Please note that EMS has no control or involvement towards decisions relating to your CCS entitlements. We are unable to contribute with regard to decreases in or ineligibility for CCS. If Centrelink deny or reduce CCS entitlements at any stage, the family will be liable to pay all incurred fees in full.

Additional Fees (Late Collection)

Children under the age of 3 years must be picked up by 4.00pm. Any child collected after this time will be charged late pick up fees in increments of 15 minutes in accordance with the Fee Structure. CCS is not applicable to these additional fees.

Additional Fees (OOSH)

Children between the ages of 3-6 years in the LDC group may utilise our Out of School Hours (OOSH) service between the hours of 4.00pm-5.30pm at an additional cost as outlined in the Fee Structure. 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.

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

Methods of Payment

All LDC families must have an active and valid Direct Debit Arrangement set up via their Xplor EMS account prior to commencement. Direct Debits will be taken weekly, one week in advance.

You can choose to link your Direct Debit Arrangement to either a bank account or credit card. Please note that should you choose to link to a credit card, the transaction fees will be passed on to you via the Xplor system.

Should your bank or credit card details change please update these as soon as possible on your Xplor account. Failure to have an active Direct Debit Arrangement may result in the enrolment being cancelled.

Withdrawal or Absentee Charges

If a family chooses to withdraw, 4 operational weeks notice is required to be given in writing before the intended withdrawal date. If notice is not given, 4 weeks of fees will be charged in lieu of this notice and CCS will not be applicable to these charges. 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,

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.

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

