INTRODUCTION

Mansfield Rudolf Steiner School & Kindergarten Incorporated is a not-for-profit organization operating as “Mansfield Rudolf Steiner School & Kindergarten”.

Enrolling your child/ren at Mansfield Rudolf Steiner School & Kindergarten is a commitment to fee-paying education.

The School Fee schedule for the current year is attached.

ENROLMENT CONTRACT

An Enrolment Contract will be completed for every family enrolling children at the School. This form will be signed by the parent/s or guardian/s of the enrolling student/s. The person/s whose signature/s appears on this form will be the person/s held responsible for the payment of school fees for those student/s.

A new Enrolment Contract will be completed if fee payment responsibility alters from that recorded on the original form. Until the new form is received by the Business Manager, the original documents will remain in force.

The school understands that parenting today can be challenging; however where there is more than one parent/guardian financially responsible for school fees it not the school’s policy to interfere in private matters.

Where this impacts on the payment of fees, the school expects that such matters will be resolved between the parties prior to the commencement of the next school term, and inform the Business Manager in writing of any new payment arrangement.

APPLICATION FEE

An Application Fee of $20 is payable per student.

FEE BOND

A Fee Bond of $500 per child is payable to accept an enrolment offer of a place and confirm the enrolment.

If this fee bond is not fully paid within a maximum of four weeks (28 days) of the invoice date, the offer is withdrawn, with the proviso that if the invoice date is less than two months prior to the first day of any school term then the invoice is immediately payable in full.
TERM SCHOOL FEE

The Term School Fee consists of the Tuition Fee as well as Camp and Sundries Levy.

Each Term School Fee is invoiced in advance and is due and payable in full within 14 days from the issue of Invoice as noted thereon.

Tuition fees are the only fees that can be subject to discounts and/or bursaries.

Further details of what each item covers are provided in the School Fee attachment; together with specific program or travel option costs (ie Musical instrument Hire, State bus users charge).

CAPITAL LEVY (VOLUNTARY)

The Capital Levy is a voluntary tax-deductible donation of $160 per student per term. A receipt for taxation purposed will be issued on request in May each year for the preceding tax year.

The Building Fund is vital to the provision of building modifications and new resources as well as paying our capital loan. While tuition fees cover a major portion of our students' education at Mansfield Rudolf Steiner School & Kindergarten, they do not provide all the funds we need to undertake building projects and other capital works.

WORKING BEES

Many schools rely on working bees to help keep school fees down while meeting community expectations. Working bees, organising the Open Day and/or other festivals and fundraising are all vital elements of the school’s operations.

The School fee schedule attached outlines the school’s expectations for families to participate or contribute in respect of working bees.

COMMENCEMENT DURING A SCHOOL TERM

Where a student commences after the first day of term fees will be calculated as follows:

- In Weeks 1-3 100% of the invoice applies
- In Weeks 4-6 75% of the Tuition fee and 100% of all other fees applies
- From Week 7 50% of the Tuition fee and 100% of all other fees applies

DISCOUNTS

EARLY PAYMENT DISCOUNT

An early payment discount of 5% is applied to Tuition Fees only when the invoice are paid annually in advance by the Term 1 invoice due date.

SIBLING DISCOUNTS

A sibling discount of 20% for the second child, 50% for the third child and 100% for the fourth child and any subsequent children at Mansfield Rudolf Steiner School & Kindergarten is applied to Tuition Fees only.
The eldest child in the family who is enrolled at school is considered the first child in every case.

**WITHDRAWAL OF STUDENT/S**

Parents who wish to withdraw their child/ren from Mansfield Rudolf Steiner School & Kindergarten are required to give one full term’s advanced notice in writing to the Business Manager. Failure to give the required notice will result in one full term’s Invoice being charged per child.

“One full term” means a complete gazetted school term.

Receipt of Notice will usually be acknowledged within 5 business days. Where an acknowledgement is not received in this time please contact the school to ensure it has been received.

**TEMPORARY WITHDRAWAL**

Parents wishing to withdraw their child/ren for a term, and have a valid reason, and still wanting to reserve their child/ren’s place(s) in the School, are required to advise the Business Manager in writing of the duration of the absence. Fees will be charged as follows:

- Term absence of 1-3 Weeks: 100% of the full invoice applies
- Term absence of 4-6 Weeks: 75% of the Tuition fee and 100% of all other fees applies
- Term absence of 7-10 Weeks or more: 50% of the Tuition fee and 100% of all other fees applies

Absences exceeding one term may be accepted by agreement at the School’s absolute discretion.

Failure to pay the Position Holding Fees will mean the School cannot guarantee a position for your child/ren and the place(s) will therefore be offered to other students on the waiting list.

All outstanding debts owing to Mansfield Rudolf Steiner School & Kindergarten are to be settled prior to students’ departure from the school, or a payment plan arrangement must have been entered into between Mansfield Rudolf Steiner School & Kindergarten Limited and the parents.

**PAYMENT OF ACCOUNTS**

It is essential that all School Invoices be paid in full upon receipt. Unpaid invoices create a serious cash flow burden for Mansfield Rudolf Steiner School & Kindergarten and have negative flow on effects for the whole school community.

Families experiencing difficulty in meeting payment deadlines should contact the Business Manager as soon as possible to make special arrangements for payment.

**METHODS OF PAYMENT**

The following methods of payment are accepted.

**DIRECT DEPOSIT**

Direct Deposits can be made into Mansfield Rudolf Steiner School & Kindergarten’s ANZ account. Details are as follows:
Account name: Mansfield Rudolf Steiner School & Kindergarten Limited
BSB: 013-714  Account number: 498 401 708

NOTE: Please include the student’s Surname followed by their First name as the payment reference

DIRECT DEBIT (WEEKLY, FORTNIGHTLY, OR MONTHLY)
Parents/Guardians are able to pay school fees via Direct Debit. This will allow instalments to be automatically deducted from their nominated bank account by regular direct debits.

Families wishing to take advantage of this payment option are encouraged to contact the Business Manager as early as possible.

CREDIT CARD
You can pay Invoice amounts by utilising the school’s EFTPOS facility at the school office, or alternatively by calling the School Office and paying over the telephone by Visa or MasterCard.

Note that credit card payments will attract a surcharge of 1% of the amount payable and by choosing to pay by credit card you are also agreeing to the school including the surcharge of 1% in the amount processed.

CASH OR CHEQUE
Cash payments can be made at the School Office. Please do not send cash to school with your child/ren, as the school will not take responsibility for cash that does not arrive at the School Office.

All cheques should be made payable to “Mansfield Rudolf Steiner School & Kindergarten Inc” and mailed to:
Mansfield Rudolf Steiner School & Kindergarten
PO Box 679
MANSFIELD, VIC 3724

PAYMENT ARRANGEMENT

Parents wanting to pay fees in a manner different to those offered in the term information letters should contact the Business Manager for a payment arrangement form prior to the due date of the fees.

A payment agreement is expected to ensure that all school fees are cleared by the end of Term 4.

The school will provide notice in writing, by email unless otherwise requested, confirming the payment arrangement. Agreements will be accepted in writing by the school, if considered appropriate to the circumstances and unlikely to have a detrimental impact on the school’s finances.

Any subsequent changes to the Payment Arrangement throughout the year will require the lodgement of a new formal agreement to the Business Manager and be assessed using the same process.
The payment arrangement is a formal agreement between the school and parties nominated on the Enrolment Contract. The School Administration Committee will oversee such requests and monitor compliance with the payment schedule.

Failure to meet the commitment without communication to the school by parent/s or those nominated to pay the account may jeopardise acceptance of future arrangements or result in the matter being referred for collection.

It is important for the school to have certainty about its ability to meet its financial commitment so a payment arrangement will not be accepted if not put in place before a second reminder is issued.

**DISHONOURED PAYMENTS**

A charge of $50 will be applied to the account for each direct debit, credit card, or cheque payment that is dishonoured to cover bank costs and administrative processes to reverse the payment and advise you of the dishonour.
Mansfield Rudolf Steiner School & Kindergarten Limited is a not-for-profit organisation. Enrolling your child/ren at Mansfield Rudolf Steiner School & Kindergarten is a commitment to fee-paying education.

If parents are having difficulty paying fees, the School would rather keep clear communication going and enter into payment arrangements than to take debt collection proceedings. However, unless a formal arrangement is mutually agreed in writing, all accounts outstanding after the due date become outstanding debts and can be enforced.

Accounts that are handed over to a debt collection agency, or solicitor, will have all commissions and legal costs added to the outstanding debt’s balance.

**PROCESS FOR HANDLING OVERDUE ACCOUNTS**

1. Where an invoice is unpaid by the due date without a satisfactory payment arrangement, a first reminder will be sent with a request to pay in 7 days. **This is the final opportunity to enter into an acceptable payment arrangement.**

2. If after this period the account is unpaid or there is no agreed payment arrangement then a further reminder will be issued seeking payment within 7 days. Any discount on tuition fees, including sibling discounts, is withdrawn and a $20 Late Fee will be added to the invoice.

3. If the account remains outstanding a final demand for payment in full within 7 days and a further $20 Late Fee will be added to the invoice.

4. Accounts remaining unpaid thereafter may be placed in the hands of a debt collection agency, or solicitor without further notice. The school will issue no further reminders and does not enter into correspondence on the issue. All costs associated with collection of the account will be the responsibility of the person/s nominated on the Enrolment Contract to avoid further disadvantage to the school community.

5. If a debt remains outstanding without an approved payment arrangement longer than a term or is referred to the debt collectors/solicitors, the matter may also be referred to the school’s Governance Committee to consider other measures such as whether the student/s remain enrolled.
Mansfield Rudolf Steiner School & Kindergarten

Bursary Policy

1. Bursaries are reductions in fees to be charged, in the current year, for families who are in difficult financial situations and cannot meet the fee requirements of the school. Bursaries will only apply to Fees and not to extra charges and expenses of sending the child to the school, eg. Music Fees, excursions etc...

2. The School Administrative Committee (SAC) will oversee the distribution and allocation of bursaries. It will consist of the School Business Manager, Treasurer and Principal or Deputy Principal. The SAC will give an overview report to the Governance Committee. The SAC is accountable to the Governance Committee for its professional and confidential operations.

3. A Bursary may consist of any deduction of the required fees from the child’s account, according to the discretion of the SAC and the circumstances of the family. However the following guide should be used in the allocation of Bursaries:
   a. A maximum of 100% of the child’s tuition fees, may be granted as a deduction in fees. Excursion & sundries expenses are not eligible for bursary.
   b. Bursaries generally apply for one year at a time. Extensions may be allowable on application and review by the SAC.
   c. The SAC will consider factors which may be applicable to any individual family where financial difficulties threaten their ability to support their children in the school. Such factors include:
      i. Income capacity
      ii. Number of children in the family
      iii. Commitment to the School and School Community,
      iv. Family health
      v. Expenses, including debt and other specific financial pressures
      vi. Ability to perform other tasks within the school

4. In the allocation of Bursaries, priority will be given to families who have been at the school for a minimum of two years, though Bursaries will also be available to support new enrolments of large families or families on genuinely low incomes.

5. The SAC retains discretion to allocate bursaries within the allocated budget, with the flexibility to deal with a range of different circumstances. The Governance Committee should approve variations from the recommended priorities.

6. Existing school families will be invited to apply for a Bursary on an Annual basis, in term 4 for the following year.

7. Funds will be retained each year within the Bursary allocation process to enable the SAC to respond to families who experience unforeseen hardship through the year. In particular circumstances of need, families may apply for bursary assistance at other times in the year. (eg loss of employment, death of a spouse...)

8. The application process is always uniform and totally confidential and encourages feelings of self worth and responsibility in the applicants. The systematic procedure of analysing applications...
will include an objective quantitative analysis of income and expenditure patterns within the family, listing all assets and liabilities, an evaluation of the attitudes and priorities of the family toward their choice of Steiner Education for their children. All this information needs to be balanced in an integrated picture to determine an optimum outcome for the School and the family.

9. Solutions would be sought for the family to defer the payment of fees rather than to offer a bursary, wherever possible. Eg. Future property sales, inheritance, or a long-term commitment to paying out the debt may provide the opportunity to defer an immediate bursary. It is paramount that the immediate cash flow requirements of the school are of highest priority, and should be maximised wherever possible.
### School Fees 2015

Note that fees as shown are all inclusive covering all scheduled school expenses over the year.

#### Playgroup

Facilitated family playgroups and breast-feeding groups are offered free of charge on Tuesday and/or Thursday mornings.

<table>
<thead>
<tr>
<th>Morning Star Preschool</th>
<th>Per Term</th>
<th>Per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning session: 9AM to 12Noon</td>
<td>150.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Afternoon session: 12Noon to 3PM</td>
<td>150.00</td>
<td>600.00</td>
</tr>
<tr>
<td>Day session: 9AM to 3PM</td>
<td>300.00</td>
<td>1,200.00</td>
</tr>
<tr>
<td>3 Full days: 18 hrs total, funded session</td>
<td>750.00</td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

Children in the Morning Star group should be turning 4 by April 30th of the year they start. If you have a heath care card and your child is attending 3 full days you will be entitled to a government rebate of $1285 per year.

#### Rosa Mundi Group

| Tuition fee | 810.00 |
| Capital levy | 160.00 |
| Camps & sundries fee* | 75.00 |

**Cost per term** 970.00 3,880.00

#### Class 1

| Tuition fee | 895.00 |
| Capital levy | 160.00 |
| Camps & sundries fee (includes recorder) | 177.50 |

**Cost per term** 1,232.50 4,930.00

#### Class 2

| Tuition fee | 895.00 |
| Capital levy | 160.00 |
| Camps & sundries fee* | 152.50 |

**Cost per term** 1,207.50 4,830.00

#### Class 3 & 4

| Tuition fee | 1,280.00 |
| Capital levy | 160.00 |
| Camps & sundries fee* | 242.50 |

**Cost per term** 1,682.50 6,730.00

#### Class 5 & 6

| Tuition fee | 1,280.00 |
| Tax deductible Voluntary Capital levy - suggested amount | 160.00 |
| Camps & sundries fee* | 380.00 |

**Cost per term** 1,820.00 7,280.00

#### Class 7 & 8

| Tuition fee | 1,280.00 |
| Capital levy | 160.00 |
| Camps & sundries fee* | 779.00 |

**Cost per term** 2,219.00 8,876.00
Fee Bond
There is also a fee bond of $500 per child, payable at the time of enrollment in prep or above, refundable upon leaving the school, giving 1 term’s notice.

Discounts
Sibling discounts, on the Tuition fee component only
2nd child: 20%
3rd child: 50%
4th child or more: Free

Paying the year in advance (discount on Tuition fee component): 5%

Musical instruments

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Per term</th>
<th>Per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violin (per term)</td>
<td>$60</td>
<td>$240</td>
</tr>
<tr>
<td>Cello (per term)</td>
<td>$105</td>
<td>$420</td>
</tr>
<tr>
<td>Cello Hard case (per term)</td>
<td>$30</td>
<td>$120</td>
</tr>
</tbody>
</table>

State Bus users

<table>
<thead>
<tr>
<th>Per term</th>
<th>Per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30</td>
<td>$120</td>
</tr>
</tbody>
</table>

A charge per family using the state buses for transport. This is a subsidised cost for providing a “bus duty” person to ensure safe arrival and departure of children using the free state bus system.

*Camps & Sundries Fee
Includes recorder in class 1, swimming program, School journal, visiting teachers, performances, camps & excursions, ski program prep to yr 8, once a week school lunch, and any other “extra” payments. If you want a more complete breakdown please contact the school Business Manager. Note that these amounts are estimates and may be adjusted up or down in term 4 if actual costs are significantly different to amounts charged.

Class 7 & 8 will have a major excursion one year and a smaller one the following year. This fee averages the amount over the two years.

Working Bees

| Suggested donation | $200 |

The School conducts up to 4 working bees per year in order to keep our gardens and grounds under control. We ask that all School Community members participate in at least two working bees, or make a donation to the building fund. Your tax deductible donation contributes towards the cost of these working bees.

Fees will be billed 2-3 weeks prior to the start of each term. Fees are due and payable within 14 days of the invoice date unless another payment arrangement is agreed to, in writing, by the School Business Manager. Other payment options are available, including regular monthly credit card payments or deposits into our bank account over the year. The full year’s fees can be paid in advance, which attracts a 5% discount. We accept EFTPOS, Visa and Mastercard. Credit card payment attracts a 1% levy.

Any queries or correspondence please address to Richard Merton, Business Manager, 03 5779 1445, richardm@mansfieldsteiner.vic.edu.au