

MANSFIELD RUDOLF STEINER SCHOOL & KINDERGARTEN

SECTION Y - FEES POLICY

UPDATED BY SCHOOL FINANCE COMMITTEE MARCH 2017. NEXT UPDATE DUE JANUARY 2019.

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.

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 Operations 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 is 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 Operations Manager in writing of any new payment arrangement.

REGISTRATION FEE

A non-refundable registration fee of \$50 is payable per family.

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If this fee bond is not fully paid within a maximum of four weeks (28 days) of the invoice date, the offer is withdrawn, with the proviso that if the invoice date is less than two months prior to the first day of any school term then the invoice is immediately payable in full.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

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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 (i.e. Musical instrument Hire, State bus users charge).

CAPITAL LEVY (VOLUNTARY)

The Capital Levy is a voluntary tax-deductible donation of \$190 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.

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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 Operations 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 Operations 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 Inc 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 having trouble in meeting payment deadlines should contact the Operations 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

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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 Operations 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.

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 Operations 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 Operations 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 Finance 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.

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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.

OVERDUE FEE POLICY 2017

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.

BURSARY POLICY

1. Bursaries are a reduction 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 Finance Committee (SFC) will oversee the distribution and allocation of bursaries. It will consist of the School Operations Manager, Treasurer and Principal or Deputy Principal. The SFC will give an overview report to the Governance Committee. The SFC 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, per the discretion of the SFC 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 SFC.
 - c. The SFC 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 SFC 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 SFC 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

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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.