



## **2021 FEES POLICY**

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Little Yarra Steiner School is a fee paying school committed to provide a high quality Steiner education for the children who are enrolled.

We plan for a sustainable future that will provide high quality teaching and learning experiences balanced with affordable access for families.

Values of openness, respect, honesty, equity and compassion guide this policy.

A condition of both admission and enrolment at LYSS is the regular payment of school fees and levies in advance and as they become due.

Parents and guardians are expected to honour their financial obligations to the school.

We provide a range of flexible options for payments to assist parents to meet their financial obligations.

All signatories to the Enrolment Form are jointly and severally liable for the payment of all fees and charges incurred on behalf of the students.

This policy applies to Australian citizens and permanent residents.

The Policy is regularly reviewed and subject to change on an annual basis.



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## Key Related Documents

Enrolment Policy  
Bond Application Form  
Enrolment Form  
Application for Admission Form

## **1. Application**

The current application fee per child is paid at lodgement. An application form is unable to be processed until this fee is paid. A child re-entering the school after leaving is exempt from incurring the application fee.

## **2. Bond**

A refundable bond is payable upon entry into Ring-a-Rosy or any subsequent year. In order to be eligible to have the bond reimbursed, all fees must be paid in full when the student has left the school.

## **3. Enrolment**

A child is given full enrolment status upon entry into Ring-a-Rosy (3 year old kindergarten) onwards.

All families are required to arrange a finance interview with the Business Manager or their delegate prior to signing the enrolment form.

Signatories to the enrolment forms will be held responsible for ongoing obligations, financial and otherwise.

This is clearly stated in

- the Application for Admission form,
- the Enrolment form and
- during the finance interview between families and the LYSS Business Manager

## **4. Fee Structure**

The school's fee structure is based on a tuition fee combined with fixed charges and levies which comprise the **Annual Fee**. The **Capital Levy** services loans for school buildings and contributes towards the ongoing building program.

The Annual Fee is calculated to cover all tuition, fixed charges (including books, stationery and materials provided in class. In the kindergarten it covers craft and cooking materials). From Class 3 to Class 8 the Annual Fee also includes individual weekly Music lessons (8 x 30 minutes per term).

Extra charges apply to individual music tuition from Class 9 onwards, 2<sup>nd</sup> instrument tuition and extra curricular music.

## **5. School Fee Payment Schedule**

Fees for Term 1 are invoiced in advance at the beginning of the term, to allow for enrolment updates. School fees for Terms 2, 3 and 4 are invoiced in advance during the term break. Payment is due 14 days from the invoice date as indicated below.

<b>Quarterly Invoice</b>	<b>Invoice Date</b>	<b>Invoice Due Date</b>	<b>Term Dates</b>
Term 1, 2021	4/2/21	18/2/21	26/1/21 – 4/4/21
Term 2, 2021	8/4/21	22/4/21	22/4/21 – 14/6/21
Term 3, 2021	28/6/21	12/7/21	12/7/21 – 10/9/21
Term 4, 2021	20/9/21	4/10/21	4/10/21 – 12/12/21

## **6. Payment options**

Accounts are issued prior to each term and fees are due and payable within 14 days of invoice. Families also have the option of regular payments by electronic funds transfer in consultation with the Accountant or Business Manager.

Payment can be made via:

EFT – (preferred), credit card over the phone or at reception, direct debit or cheque.  
 Bank account details are  
 BSB 633000  
 Account number 131415010

## **7. Discounts and Subsidies**

### **7.1 Upfront fee discounts**

- A discount of 3% of the Annual Fee is available on full payment of one term's fees in advance.
- A discount of 5% of the Annual Fee is available on full payment of the year's fees in advance.
- Fees for future years may be paid ahead up to 3 years in advance at the current rate and deemed as paid in full. Payment of future years in full also attracts a 5% discount as per the Fee Schedule.
- Rates may vary from year to year according to the Fee Schedule

### **7.2 Sibling discounts**

- The first child of a family incurs full fees and charges.
- The second child receives a 15% discount on the Annual Fee
- The third child receives a 50% discount on the Annual Fee
- The fourth and subsequent children receive a 100% discount on the Annual Fee

### **7.3 Health Care Card Holders**

- A Health Care Card Holder will receive a discount of 15% of Annual Fees for the first child of a family.

## **8. Fee Relief**

- Under special circumstances (after a qualifying period), short term fee relief is available to help families in a crisis situation, i.e. health issues or job loss or other significant financial reasons who are unable to pay the full amount of the Annual Fees.
- Fee Relief of up to 30%, 50% or 70% of Tuition Fees only, may be granted for one (1) term up to a maximum of four (4) terms of any one school year. Existing parents, who are still unable to pay the full amount of the fees for financial reasons, need to make a new application for the following year.
- Application forms are available from the School Office and should be directed to the attention of the Business Manager. Little Yarra Steiner School may require proof of income and other evidentiary documents which substantiate the application for Fee Relief, to be provided with the application.

## **9. Paying to hold a place**

For a student on the waiting list who has been offered a place but is not ready to start, they have the option of paying to hold that place provided there are no other children on the waiting list at the time who would like to take that place. To pay to hold the place, the family will need to pay 50% of the Annual Fees until the end of the current academic year or 2 terms, whichever period is greater.

## **10. Current student going on leave**

Irrespective of other students being on the waiting list, the family is to pay the full tuition fees, fixed charges and capital levy to hold their child's place while they are on leave.

## **11. Withdrawal of a Student**

Parents who wish to withdraw their child from the school are required to give one full term's notice in writing to the Registrar. Failure to give the required notice will result in a full terms fees and charges being charged per child. One full term means a complete school calendar term.

## **12. Overdue Accounts and Invoices**

Accounts not paid in full by the Due Payment Date are classified as Overdue. An overdue account may incur an initial default charge known as a Late Payment Fee.

In the event of any invoices or accounts reaching 30 Days overdue, accounts may incur a monthly Late Payment Fee on all overdue amounts, which will be added to the account each term.

This will be a genuine estimate of loss to the school suffered 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 contact the Business Manager as soon as possible to make a special arrangement, and to avoid the commencement of debt collection proceedings.

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

When a parent's account is in arrears by one or more term's fees, the school will work to establish a suitable arrangement for the payment of fees that is agreed by the parents and the school. In the absence of such an arrangement, the school will notify the parents in writing of the process for recovering the debt.

### **13. Unpaid accounts and invoices**

In the event of accounts and invoices continuing to remain unpaid, LYSS reserves the following rights to its authority and discretion, to:

- Overturn prior discounts applied on accounts from parents that become overdue when the school does not grant a concession which is based on genuine financial hardship through a proper application
- Apply any administration fees and/or penalties to overdue accounts to reflect and offset the financial cost that overdue accounts pose on the school's finances. This will be a genuine estimate of loss to the school suffered 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.
- Engage the services of a third party debt recovery agency and through them use legal action if all avenues are exhausted to recoup any amounts outstanding with all commissions and legal costs to be added to the outstanding debt balance of the account(s) overdue –when an account has been handed over to debt collection negotiations for payment will be conducted without exception through the debt recovery agency
- Exclude students from activities or to suspend students entirely where there is ongoing and unresolved non-payment of school fees.

### **14. Recovery of outstanding debts**

Parent(s) need to be aware that once accounts have been handed to the debt collection agency:

- The school effectively passes control to the debt recovery agency, and the negotiations for payment will be conducted through the said agency without exception;
- That additional charges above the outstanding amounts will be incurred to pay the debt recovery agency's costs and fees;
- That their credit rating may be affected; and
- That legal action and further charges from the involvement of lawyers may take place and apply as per the debt collection agency's initiative to seek such action.

## 2021 Fee Schedule

Year Level	Per Term			Per Year
	Annual Fees	Capital Levy	Total	Total
Play Group	190	-	190	760
Ring-a-Rosy	-	-	-	-
Kinder	-	-	-	-
Prep	1200	200	1400	5600
Class 1 and 2	1450	200	1650	6600
Class 3 and 4	1800	200	2000	8000
Class 5 and 6	1900	200	2100	8400
Class 7 and 8	2050	200	2250	9000
Class 9 and 10	2100	200	2300	9200
Class 11 and 12	2150	200	2350	9400

**Annual Fees:** Annual Fees are inclusive of **All Tuition, Camps, Excursions, Fixed Charges** (classroom supplies) and **Class 3-8 Music Lessons**.

**Kinder and Ring-a-Rosy fees:** are subsidised by State government grants in 2021 under their 'Free Kinder' 2021 initiative

**Capital Levy** – this is a compulsory levy (Prep-12 per student) to cover building, capital works and maintenance costs.

**Additional Charges:** *Classes 6-12 Booklists* have additional equipment requirements. *Extra music lessons* prior to Class 8 and any music lesson after Class 8 are \$325 per term for a 30-minute lesson. *Little Yarra Ensemble* and *Extra Curriculum Bands* are \$85 per term.

**Application Fee:** A non-refundable application fee of **\$100** per child is payable on submission of an *Application for Admission Form*.

**Bond:** An enrolment bond of **\$550** per student is payable for entry from Ring-a-Rosy.

**Discounts (% discount on Prep–12 Annual Fee):** First Child - Nil, Second Child - 15%, Third Child 50%, Fourth+ Child 100%, Health care card holder or Staff discount – 15% on First Child. (Excludes students in receipt of fee relief)

**Invoices** are issued 14 days before the start of each term and are payable at the start of term.

**Payments** to Little Yarra Steiner School, BSB: 633 000 Account number: 131415010 Reference: Your Parent Code. Payments can be made Annually in advance (5% discount on Annual Fee), Termly in advance (3% 'pay-on-time' discount on Annual Fee), or by regular instalments.

**Withdrawal:** A Full Term's written notice, or **payment of a Term's fees in lieu**, is required if a student is withdrawn from the school.

**Indexation:** Fees are subject to change and are expected to increase with the Education Price Index annually.