



# Annesley Junior School

## STUDENT FEES POLICY

### Introduction

Annesley Junior School charges fees for a range of education and care services provided to students and their families. The charges are billed to each family's debtor account and invoice/statements are issued. All invoices document the due date for payment.

### Policy Statement

This policy establishes clear guidelines, parameters and responsibilities regarding fees, invoicing of fees and payment of accounts.

### Fees

Fees for the next year are set by the Annesley School Council as part of the annual budget process during Term 4 each year and communicated to families in writing on a timely basis.

### Application & Enrolment Fees

A non-refundable application fee is due and payable at the time of applying.

A non-refundable enrolment deposit is due and payable to confirm an offered place and is applicable from the Early Years Program through the end of the Primary Years Program regardless of year level at entry.

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### Early Years Fees

The Early Years fees cover the long day care educational program which runs Monday to Friday, 7.30am to 6.00pm for 49 weeks of the year. Nappies are provided as part of the daily fee.

There are three tiers of Early Years fees as follows:

1. Permanent Daily Session
2. Casual Daily Session fee
3. Weekly fee (5 daily sessions per week)

Families can apply to Centrelink for the Child Care Subsidy (CCS) because Annesley is an accredited Long Day Care Facility. Application is the full responsibility of the family. Families who are registered with Centrelink must provide the School with their own and their child's Customer Reference Number and also their own and their child's date of birth. This information is required in order to receive CCS payments.

**Note:** Registered Primary Years families using *OSHC & Vacation Care* facilities may also claim CCS.

Additional Early Years charges:

- Specialist programs
- Excursions/incursions - based on the cost of the experience per student.
- *Late fees* – charged for late pick-ups after 6.00pm regardless of notice given. No CCS can be claimed by families from Centrelink for late pick-up fees.

Early Years fees are charged at half the usual rate during the first two weeks of January when the School reopens after the annual Christmas closure. This is offered to support families during the Christmas holiday period. Holiday reductions are not available at any other time of the year.

### **Primary Years Fees**

To keep the Primary Years fee structure simple, clear and transparent for families, one all-inclusive School Fee which incorporates tuition, co-curricular activities, excursions and stationary is charged. Camp Fees are based on the cost of the experience per student for Years 3 to 6.

### **OSHC & Vacation Care**

OSHC fees are charged on a per session basis as follows:

- Morning (7.30 am – 8.30am):
  - Permanent booking
  - Casual booking
- Afternoon (3.30pm - 6.00pm):
  - Permanent booking
  - Casual booking

Vacation Care fees are charged at a single standard daily rate.

Additional Charges:

- Excursions/incursions – based on the cost of the experience per student

Late Fees are charged for late pick-ups after 6.00pm from both OSHC and Vacation Care regardless of notice given. No Child Care Subsidy can be claimed by families from Centrelink for late pick-up fees.

### **Sibling Discount**

Sibling Discounts are available for Primary Years students only. They are set as a percentage of the annual Primary Years School fee for second, third and fourth siblings. The percentage increases with the number of siblings up to four.

Sibling Discounts are not available for children enrolled in the Early Years Program.

### **Invoicing of Fees**

All fee invoices are emailed to families.

### **Early Years and OSHC & Vacation Care**

Early Years, OSHC and Vacation Care fees are invoiced fortnightly in arrears.

### **Primary Years Fees**

The Primary Years School fee is invoiced on a termly basis in the middle of the term preceding the term to which the fees relate, e.g. fees for Term 2 are invoiced in the middle of Term 1, etc. Camp fees are invoiced in advance in the term that they take place.

## **Payment of Fees**

Forms of payment accepted for all fees are cash, cheque, credit card, EFT direct deposit, B-Pay.

## **Early Years and OSHC & Vacation Care**

Invoices for Early Years, OSHC and Vacation Care fees are payable immediately upon receipt of the fortnightly statement/invoice.

## **Primary Years Fees**

The payment options available for Primary School fees are:

- In full by the last day of the term preceding the term to which the fees relate, e.g. Term 2 fees are payable in full by the last day of Term 1.
- Direct Debit arrangement (monthly/fortnightly) commenced in November of the year preceding the new school year.

## **Responsibility for Payment of Fees**

The person(s) who have signed the acceptance of the Letter of Offer of Enrolment/annual Ongoing Enrolment Form accept the terms and conditions of enrolment and are liable for the payment of fees. Where more than one person signs this form, the liability is joint and several.

## **Notice of Withdrawal**

It is a requirement that families offer sufficient notice in writing to the Principal of their intention to withdraw their child from the School. Fees are charged if less than the required notice is given.

## **Primary Years**

One full school term's notice of withdrawal is required. This is to be given in writing to the Principal prior to the start of the full term notice period. If less than the required notice of withdrawal is given a full term's fees will be charged.

## **Early Years Program**

For Early Years students, (*except those in their last term of the Early Years Program before moving onto Primary School*), the notice period of withdrawal is eight weeks. The eight-week period does not include the three week Christmas holiday period when the Early Learning Centre is closed. If less than the required notice of withdrawal is given, fees will be charged at the full daily rate for the unattended portion of the notice period.

*For Early Years students in their last term of the program before moving onto primary school*, one full term's notice of withdrawal is required. It follows that for students moving to Primary School mid-year, notice of withdrawal is required prior to the end of Term 1 and for those commencing Primary School at the start of the following year notice is required prior to the end of Term 3 of the current year. If less than the required notice of withdrawal period is given one full term's primary school fees will be charged.

The CCB/CCR is not applicable to Early Years fees when a student is not in attendance at the school and therefore will not be paid by Centrelink against fees charged for the late notice of withdrawal period after the student leaves the School.

*Changes in Early Years session times* can only commence at the start of each term and must be requested no later than the last day of the preceding term, e.g. before the last day of Term 1 for change in sessions commencing in Term 2.

## **Student Absences**

No remission of fees will be made for absences from Annesley Junior School.

## **Default of Fees**

### **Genuine Hardship**

Families are required to contact the Business Administrator **in advance** if there is a reason they cannot pay their account in full by the due date. A formal agreed payment plan may be considered in light of the individual circumstances.

### **Overdue Accounts**

The school may take the following action in regards to overdue payments (including those on payment plans):

- A late payment fee may be charged.
- Monthly interest charge (calculated using an interest rate as approved by the Annesley School Council from time to time)
- Referral of the amount owing to an external debt collection agency (all associated collection expenses incurred will be added to the balance owing and recovered from the family).
- Credit may be refused to families for the use of other services provided by the school, e.g. OSHC and Vacation Care, uniforms.
- After consideration of individual circumstances, where families are in default of one term's Primary Years fees or one fortnight in arrears of Early Years fees the School may:
  - Require the family to withdraw their child from attending the school until a formal payment arrangement is entered into.
  - Terminate the student's enrolment at AJS.

### **Collection Expenses**

Expenses associated with receipt of account payments will be recovered from families, e.g. dishonour fees associated with direct debit arrangements or dishonoured cheques etc.