



# BUSINESS ARRANGEMENTS 2024

Approved by the Governing Body on 21 September 2023

## TERMS AND CONDITIONS

The Governing Body reserves the right to amend the Terms and Conditions set out on the website, the application form for admission and all associated papers, information sheets and handbooks.

Provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend the School.

Full details of the Terms and Conditions under which enrolments are accepted are described in the Contract of Enrolment.

## FEE BASIS

The Governing Body sets the fees based on:

- School enrolment levels
- The anticipated level of Commonwealth and State funding for the year
- The anticipated operating expenses for the year
- The strategic plan for the next five years
- Annual education cost increase

Fees are invoiced at the start of the school holiday prior to the term.

Fees are per child, payable in advance and non-refundable unless otherwise noted.

Fees must be paid in full by the Friday before the start of term OR an arrangement made with the School for payment.

Continuation of enrolment cannot be guaranteed unless outstanding fees have been paid by the due date or alternative financial arrangements have been made.

## TYPE OF FEES

### Application Fee

- The application fee covers administrative costs and is non-refundable.
- Payment of the application fee does not guarantee enrolment. This fee is paid on Application for Admission. Refer to the Fee Schedule.

## Enrolment Fee

- The non-refundable enrolment fee is payable with the return of the Enrolment Contract. Refer to the Fee Schedule.
- The Enrolment Bond is payable within ten (10) working days of the offer of place.
- The Enrolment Bond is refundable, subject to a full term's notice of withdrawal is given to the Principal in writing.
- For further details on refund of Enrolment Bonds see page 3.

Notice Date	Last Day of Attendance/Enrolment
On or before last day of Term 4 of previous year	Last day of Term 1
On or before last day of Term 1	Last day of Term 2
On or before last day of Term 2	Last day of Term 3
On or before last day of Term 3	Last day of Term 4

## SCHOOL FEES

Families may choose to be invoiced annually or pro rata for the year depending on the date of enrolment.

Families inform the School of payment options via the Payment Options Form. Casa Mia Montessori School offers families four payment options for School fees. Please note that we do not provide split invoicing for separated families unless there is a court order in place.

Some discounts apply to School Fees under the terms outlined in this schedule:

FREQUENCY	DUE BY	DISCOUNT
Annual	Friday before Term 1	1% off all Tuition Fees
Per Term (Direct debit optional)	Friday before commencement of Term 1,2,3 & 4	N/A
Two payments per term	Payment of fees in two equal instalments due the Friday before term and 5th week of each term.	N/A
Fortnightly (Direct debit mandatory)	22 equal payments debited every 2nd Friday starting on the last Friday of January	N/A

Where a child commences after the end of the third week of a term, a pro rata Fee for that term will be charged. All children who commence anytime during the first three weeks of term will be charged full Fees.

### Sibling Discount

A sibling is a child from the same family whose sister/brother is concurrently enrolled. When more than one (1) child from a family is enrolled, the subsequent child/ren from that family will be entitled to a 5% discount on Tuition Fees.

## PAYMENT METHODS

Payments can be made by:

- Direct bank transfer to:

BSB 036 033                      Account Number 186678

- Arranging Direct Debit through the office; this is mandatory for fortnightly payments and optional for term payments;
- Credit card payment in the office (admin and card fees apply)

## LATE PAYMENT OF FEES AND FEE COLLECTION

Parents who are experiencing difficulty in paying fees by the due date must apply to the School to discuss alternative arrangements for payment.

In the event that payment of fees has not been received by the Friday before term begins:

1. A reminder letter will be issued, together with a reissued invoice inclusive of a late payment fee and a Direct Debit form in the first week of the term.
2. If no response is received by the second Friday of the Term (i.e. Friday of Week 2 of a Term), you will be asked to meet with the Principal and finance officer to arrange a payment plan.
3. If no response is received by the third Friday of the Term (i.e. Friday of Week 3 of a Term), the matter will be referred to the Treasurer who will inform the Governing Body and the school will seek debt recovery.

### Administration Fees

The following fees will occur for late payment or direct-debit bounces.

Late payment fee: \$55.

Direct-debit fee: Each time a direct-debit bounces there will be a \$50 charge passed onto the parents to cover additional administrative duties and bank fees.

### Non-Payment of Fees

The School reserves the right to take legal action for the recovery of any fees outstanding and also reserves the right to give notice to Parents/Guardians for the withdrawal of a student from the School in the event that the Parent/Guardian fails to make adequate arrangements for payment of any amounts outstanding as determined by the School. Please note that if the school seeks debt recovery, any fees incurred by the school will be passed onto the family.

### Unpaid Fees

Unless a prior arrangement has been made, no student may commence a new school term unless prior fees have been paid in full.

## SHORT TERM STUDENTS FROM OVERSEAS AND INTERSTATE

Students who will attend the school for a period of less than or equal to one year are to be charged standard tuition fees with a 75% loading. There is no sibling discount on the fees.

This loading is to be a payment to the Casa Mia Montessori School Building Fund.

Casa Mia is not registered to accept overseas students travelling on a student visa.

## NOTICE OF WITHDRAWAL OF A STUDENT

Notice of withdrawal of a student must be given in writing to the Principal.

A full term's notice must be given e.g. if the student is leaving at the end of Term 4, notice must be given on or before the last day of Term 3. Refer Page 1.

On admission of each child, there is a probationary period of two (2) weeks that allows for the child to settle into the school, observations to be made and profiling developed.

No family who has given notice of withdrawal is eligible for financial arrangements.

## REFUND OF ENROLMENT BOND

The enrolment bond is refundable on condition, the withdrawal notice has been given on time, or may be donated to the School:

- Any eligible refund will be made within four (4) weeks of the child leaving after the last date of attendance, on written request.
- If no request is made for a refund, those fees remain the property of the School.
- If a full term's notice is not given, the bond will be forfeited to the School (not necessary for graduating students).
- The family account must be paid to date for the bond to be refunded.

## ATTENDANCE

Section 23 of the School Education Act 1999 states that an enrolled student must attend on the days the School is open for instruction and parents/guardians are accountable by law to ensure their child attends school.

School attendance is compulsory for children of Pre-Primary age and above.

Prompt and regular attendance is encouraged for children starting at the age of three (3) to help them develop a positive attitude towards school attendance.

The School does not usually grant leave for holidays during term time. Leave for exceptional circumstances during term time, may be obtained by application to the Principal.

If leave of absence is granted and taken, the School will require full payment of each Term's fees due for the period of absence, paid prior to departure, to enable the School to keep open the student's place.

## ILLNESS OR INJURY

**No discount, adjustment or refund is made to Tuition Fees if a child is ill or absent from school.**

**In an emergency, your child will be taken to hospital by ambulance. Any ambulance and medical expenses are the responsibility of the Parent/Guardian.**

## INSURANCE

**Personal accident insurance is provided for all students of the school. Details are available from the office. The School does not accept responsibility for damage to personal effects and property damage incurred by students.**

**Parents will be billed for significant damage caused by their child to school property and equipment.**

## TAX DEDUCTIBLE DONATIONS

**Families are encouraged to donate additional funds to the CASA MIA MONTESSORI SCHOOL BUILDING FUND, to assist with future capital development of the School. Donations are tax deductible. Please contact the Office for a pledge form if you wish to donate.**

## BUILDING AND MAINTENANCE LEVY

**Parents are charged a Building and Maintenance Levy.**

**50% of this levy may be offset by serving as an elected member of the Governing Body; or as Chair of the Parents' and Friends' Committee.**

## CHILD CARE REBATE

**Casa Mia Montessori School is a registered school therefore families are not eligible for the national childcare rebate.**

**The national childcare rebate is only available for a child who is enrolled in a recognised day care program and it is paid directly to parents. The rebate is income tested.**