



BUSINESS ARRANGEMENTS

Approved by The School Board

TERMS AND CONDITIONS

The Terms and Conditions set out on the website, the application form for admission and all associated papers, information sheets and handbooks may be amended from time to time by the Board.

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 Board generally sets the fees based on:

- School enrolments
- 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 cost of living increase

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

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

TYPES 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 Fees

- The **confirmation of enrolment** fee is payable with the return of the Enrolment Contract. It is **non-refundable**. Refer to the Fee Schedule.
- The **Enrolment Bond** is payable within ten (10) working days of the offer, and is a condition of entry to the school.
- The Enrolment Bond is refundable subject to the following condition:
 - ✓ A full term notice of withdrawal is given to the Principal in writing

Notice Date	Last day of attendance/enrolment
On or before first day Term 4 of previous year	Last day Term 1
On or before first day Term 1	Last day Term 2
On or before first day Term 2	Last day Term 3
On or before first day Term 3	Last day Term 4

School Fees

School fees are payable in advance. 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. 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 Terms 1,2,3 & 4	
Two payment per term	Payment of fees in two equal instalments due the 1 st and 5 th weeks of each term.	
Fortnightly (Direct debit mandatory)	22 equal payments debited every 2 nd Friday starting on the last Friday of January	

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

Sibling discount

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.

Playgroup Fees

Session name	Details
Playgroup	Parent accompany their child - introduction to Montessori <ul style="list-style-type: none">• 2 hour morning programs for ambulatory children 1-3 years• \$130 per term – one day per week for 10 weeks with a sibling discount of 20%• A one off application fee of \$10

PAYMENT METHODS

Payments can be made by:

- direct bank transfer to BSB 036 033 Account Number 186678;
- cheque made payable to Casa Mia Montessori Community School Inc.;
- by arranging Direct Debit through the office. This is mandatory for monthly and fortnightly payments and optional for term payments.

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.
2. 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 Board.
3. By the end of the fifth Friday of the term (i.e. Friday of week 5 of a term), the Board will advise Management on the course of action to be taken on any accounts that remain outstanding.

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.

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.

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

For non-Australian citizens, the student must hold a permanent or temporary residence visa. Casa Mia is not currently 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 first day of Term 3.

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:

- The entire Enrolment Bond is refunded upon the student's graduation from the end of the Upper Primary cycle with no written notice necessary.

The following conditions also apply:

- 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

The School Education Act 1999 Section 23 stated that an enrolled student must attend on the days the school is open for instruction and the 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 may be billed for significant damage caused by their child.

TAX DEDUCTIBLE DONATIONS

Parents are encouraged to donate 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 make a donation.

SCHOOL SUPPORT

Parents are charged a school support levy of \$600 p.a. Community activities such as serving as a Board Member, serving as elected officers of the Parents and Friends committee and undertaking school hours in activities such as the Busy Bee which are overseen by the P&F are credited to the \$600 levy.