

# Alice Springs Steiner School

## School Fees Policy



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### Background

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# School Fees Policy & Procedures

Updated April 2015



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## **POLICY**

Tuition Fees, Resource Levies and Additional Charges are collected to supplement Government and fundraising income. These funds are used to:

- pay well qualified, dedicated staff,
- supply appropriate teaching materials,
- provide safe facilities for students, staff and visitors,
- cover all operating costs of the school, both educational and administrative.

## **PROCEDURE**

Each year the Finance Sub-Committee is to review all fees and charges for the following year.

### **ANNUAL TUITION, RESOURCE & BUILDING FUND**

1. The Business Manager is to prepare a proposed Annual Fee Schedule for the September Finance Sub Committee
2. The Finance Sub-Committee each October are to review all fees and charges and recommend any changes to the Board.
3. The Board is to approve any changes to the fees structure.
4. The revised Annual Fee Schedule are to be published by the end of 4<sup>th</sup> term each year.

### **OTHER FEES AND CHARGES**

1. Any changes to existing, or proposed new other fee or charges are to be presented to the Finance Sub Committee for review, before going to the Board.
2. The Finance Committee is to review any request with the respect to the financial impact of any such change or new fee on the financial viability of the school.
3. A report is to then be prepared and presented to the Board for approval.

The Board is to approve all fees and charges for the following year by **BEFORE** the end of Term 4 each year.  
The approved School Fees are to be made available by the end of 4<sup>th</sup> Term each year

# School Fees

2015



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## SCHEDULE OF FEES

The current Annual Fee Schedule is available from the office or on our website in the "About" section.

**ANNUAL INVOICE** - The annual Fees Invoice is sent out each January and provides the flexibility to pay fees either in full or in monthly installments by direct debit from a nominated bank account or a credit card.

Fees are subject to change annually.

**PAYMENT METHODS** - The preferred payment method is by Direct Deposit into the school bank account. Alternatively, payment can be made by EFTPOS, cheque or cash in person at the office.

There is an option to pay by instalments. This requires the completion of a *Direct Debit Request Form* which accompanies the annual School Fee invoice, or at the office. This can be linked to either your bank account or Credit Card.

Items available for purchase at the school office shop include hats, T-shirts, head lice lotion, crayons, coloured pencils and Stockmar modeling wax.

## DISCOUNTS

Families joining the school will be eligible to apply for the following Fee Discounts:

**Earlybird Discount 3%** - For full payment of the annually invoiced fees by the Due Date.  
(Not applicable to Building Fund donation)

**Sibling Discount** - 10% discount for 2<sup>nd</sup> child in a family  
- 20% discount for 3<sup>rd</sup> or subsequent children  
(sibling discounts apply to Tuition Fees only)

**Pension/Healthcard holders** - 20% discount on Tuition Fees. (Applies to Tuition Fees only and no sibling discount if qualifying for a Pension/Healthcard discount). A copy of your current Pension/Healthcard needs to be provided to the Finance Officer to qualify for this discount

## EXPLANATION OF FEES

**ENROLMENT FEE** - If the child(ren) are accepted, an Enrolment Fee of \$100 per student is payable upon enrolling at the school. This fee is not refundable.

**HOLDING DEPOSIT : NON REFUNDABLE** – A payment of \$ 200 per child is required to secure their position in the school. This is deducted from the schools fees invoice once the child attends the school.

**TUITION FEE** - For operational school expenses, including staff salaries.

**RESOURCE LEVY** - To meet the cost of classroom educational materials, for example main lesson books, supplies for art and craft, pens, pencils, stationery, etc. and to cover cost of bus hire for some day excursions.

**EXCURSIONS / CAMPS / EXTRA CURRICULA ACTIVITIES** - These will be determined by the class teacher and advised in either parent-teacher meetings or by the weekly newsletter. A note with payment for expenses will be sent home by the teacher along with the activity details and permission slip.

**OTHER EXPENSES** - Other educational expenses will be invoiced later in the year and are to be paid within 14 days or added to the direct debit system. These costs vary from class to class and cover items such as swimming lessons, camps, excursions, recorders, the hire of musical instruments through the school, the hire of school owned musical instruments and the cost of music books and other extras.

**HOLDING FEE** - If a student is to be away from school for extended periods the following fee applies to hold a place in the class:

- This policy is per child not per family
- Children absent for part of one term pay normal school fees, give a notified absence and are still enrolled
- If a child is away for one full term or two terms, excluding term 3, there is a \$500 non-refundable holding fee per term
- If a child is away for one full term or more that includes term 3, there is a \$2,000 non-refundable holding fee
- If away more than one year then the above fees are charged per year
- Billy Button and Ruby Saltbush pre-school classes would be pro rata of the above fee dependent on proportion of a full week attending school

**LATE FEE** - A late fee of \$25 is charged if the school fees or other costs are not paid by the due date or if the monthly Direct Debit arrangement is rejected by the bank.

**FAILURE TO PAY FEES** - Failure to pay fees is followed up by a phone call, email or letter from the school office. A non-response to 2 reminders requires an interview with the School Principal to discuss a payment plan or other options.

A non-response to interview or failure to meet an agreed payment plan can lead to a student being not admitted to the school. Such a decision is at the discretion of school management.

**FINANCIAL HARDSHIP** - In cases of financial difficulty parents may apply to the Business Manager for short term relief. Cases of severe financial hardship are considered individually upon approach to the School Principal.

**SPLIT FAMILIES** - The signatory/ies on the enrolment application take responsibility for the payment of fees.

**CHANGES IN DETAILS OR CIRCUMSTANCES** - Any change of circumstance including family splits, phone, address, email contacts are to be notified to the office in writing.

**LATE NOTICE WITHDRAWAL FEE**- Six (6) calendar weeks written notification is required if a student is withdrawn from the school. This notification is to be advised using the school “**Withdrawal Advice**” and must be given to the office. There is the opportunity to book an exit interview with the Principal on that form.

In the case of term 4 the school must be notified, in writing, before the close of business at the end of the term if the child is not going to return in term 1.

If less than 6 weeks is given, the school will charge a \$500.00 Late Notice of Withdrawal Fee.

If a student leaves before the end of a term, the full terms Resource Levy is payable.

## BUILDING FUND

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The Building Fund is a tax-deductible fund operated by Alice Springs Steiner School. The Building Fund moneys will be used directly for the construction, renovation or refurbishment of school facilities as required.

Our School Master Plan endeavors to provide appropriate, quality teaching facilities. To do so we have to borrow capital to finance these projects and we ask all families to support us in meeting these loan requirements by providing a \$400 per family Building Fund donation each year. This donation is discretionary. Both the Alice Springs Steiner School Building Fund and the Library Fund are registered as tax deductible funds.