



Business Arrangements and Fee Schedule 2019

Terms and Conditions

The Terms and Conditions set out in the prospectus, 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 amendment 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 Enrolment Contract.

Fee Basis

Fees are per child, payable in advance for the year and non-refundable unless otherwise approved.

Types of Fees

Application Fees

The application fee covers administrative costs and is non-refundable. Payment of the application fee does not guarantee enrolment.

Enrolment Fees

As per 2019 Fee Schedule. (Attached)

Tuition and other fees

Tuition fees are non-refundable.

The amenities levy covers additional costs associated with your child's education and includes books, equipment, camps, incursions and excursions, families will not be invoiced for additional items during the school year.

When a child commences after the first day of term, full term fees will be charged.

Most fees and charges are GST free, however, the school reserves the right to charge any GST that may be applicable.

Payment Methods

Blue Gum Montessori School uses the Ezidebit facility.

Payment frequencies offered as under. Based on your choice of frequency, the school will deduct the appropriate amounts.

- Annual
- Bi-annual
- Quarterly
- Monthly
- Fortnightly.

Payment Frequencies

Families have several options for payment of school fees.

<i>Frequency</i>	<i>Due on or before School Terms</i>	<i>Discount applicable</i>	<i>where</i>
Annual	Friday before Term 1 commences	2.5% off all Tuition Fees	
Bi-annual	Friday before Terms 1 and 3 commences	1.25% off all Tuition Fees	
Termly	Friday before the commencement of School Terms 1,2,3 and 4	N/A	
Monthly	12 equal payments debited on the 15 th day of each month	N/A	
Fortnightly	23 equal payments commencing the Friday before term in January and ceasing on the last Friday in November	N/A	

Families are requested to indicate their preferred payment frequency by completing and returning the Ezidebit form provided with the Business Arrangements and Fee Schedule 2019. Families may also arrange an individual payment plan in consultation with the Finance Administrator/Business Manager.

Late, Unpaid or Dishonour Fees

The School reserves the right to apply a late payment fee of \$55 (includes GST) to accounts not paid within 14 days of the due date unless a prior arrangement has been made. An amount of \$20 will be charged for dishonored direct debit/Ezidebit fees.

No student may commence a new school term unless outstanding fees have been paid in full, or a prior arrangement made. The School reserves the right to take legal action for the recovery of any fees outstanding. Any expenses, costs or disbursements incurred by the School in recovering outstanding fees including debt collection agency fees and solicitor costs, shall be recoverable by the School.

The School also reserves the right to give notice to Parents/Guardians for the withdrawal of a student from the School if the Parent or Guardian fails to make adequate arrangements for payment of any amount outstanding as determined by the school.

The School recognizes families experience hardship from time to time. Every effort will be made to support families during stressful times. The School expects all members of its community to engage in respectful and confidential dialogue always.

Financial Assistance

Families whose financial circumstances change during the year, and who cannot keep up with the Ezidebit deductions should contact the School Finance Administrator to discuss alternative arrangements for payment.

Absence from School

No reduction of Tuition Fees or Amenities Levy will be made because of absence from the School as costs incurred in operating the School are not lessened by the absence of individual students.

Notice of Withdrawal of a Student

Notice of withdrawal of a student must be given in writing to the Principal and School Registrar. 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. Failure to do so will incur an additional terms fee per child.

Attendance

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 to 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 letter 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 and paid prior to departure, to enable the School to hold the student's place.

Insurance

Personal accident insurance is provided for all students during school hours and on school activities e.g. Excursions. Details are available from administration. The school does not accept responsibility for damage to personal effects and property damage incurred by students. Parents may be billed for any significant damaged caused by their child.

Donation to Building Fund

Families are invited to donate to the Blue Gum Montessori School Building Fund to assist with future capital development, alternatively families entitled to a refund of the Enrolment Bond, may choose to nominate to donate to the Building Fund. Donations to the fund are tax deductible. Please contact the Finance Administrator or Business Manager for further information.

Parents Community Group (PCG)

The Parents Community Group operates under the auspices of the School Board and is about building community engagement. The Parents Community Group hold various activities through the school year. Please refer to the newsletter, administration or Class Liaisons for details.

Privacy Statement

The information Blue Gum Montessori School collects and holds may include sensitive information about:

- Students and their parents or guardian before, during and after their time at the school, e.g. Forms, meetings, interviews and phone calls.
- Other people meeting the school such as parents meeting Principal, parents attending classroom observations, information evenings, Driver's license and other forms of ID, address and phone numbers are kept confidential.

The purpose of keeping and using this information is for school administration to be able to contact parents/guardians concerning their child's educational, social and medical needs. It is the parent's responsibility to provide and maintain updated contact information. The school will keep this information private and secure and will use all information held for the purpose it was provided.

Schedule of Fees and Charges 2019

Application Fees

Application Fee	\$250.00
Sibling of a child currently enrolled at BGMS	\$50.00
Family application fee (two or more children applying simultaneously)	\$300.00

Enrolment Fee – (not applicable to Playgroup)

Non- refundable Enrolment Fee (Includes confirmation and acceptance)	\$2,005 First Child	The Enrolment Fee is payable within ten (10) working days from offer. Current families, as at Sept 2018, who have enrolled under the “refundable bond” category will continue to have this facility when enrolling siblings.
	\$1,500 Second Child	
	\$1,000 Third and subsequent child	

2019 Tuition and other term fees are non-refundable and payable as follows:

	Junior Primary			Middle Primary	Upper Primary
	Pre - Kindergarten	Kindergarten	Pre-Primary	Years 1 -3	Years 4 - 6
Tuition Fee per Annum	\$10,950.00	\$9,815.00	\$8,235.00	\$8,235.00	\$8,235.00
Tuition Fee per Term	\$2,737.50	\$2,453.75	\$2,058.75	\$2,058.75	\$2,058.75
Amenities Levy	\$320.00	\$320.00	\$320.00	\$530.00	\$530.00
Total Fee Payable	\$11,270.00	\$10,135.00	\$8,555.00	\$8,765.00	\$8,765.00

Determining which Junior Primary fee applies in 2019

Note: Fees charged at the beginning of the year remain for the year and do not change with the child's birthday or class change.

Pre Kindy-fees are applied to a child born after 1 July 2015, children may commence at the school once they have attained 3 years of age.

Kindy Fees are applied to all children born between 1 July 2014 and 30 June 2015.

Pre-Primary Fees apply to all children born between 1 July 2013 and 30 June 2014.

Levy

The amenities levy covers all the additional costs associated with your child's education not associated with tuition, e.g. Books, equipment, camps, swimming, incursions and excursions.

Sibling Discount

When more than one (1) child from the family is enrolled, the second child from that family will be entitled to a 20% discount on the Tuition Fee. The third and subsequent children will be entitled to a 30% discount on the Tuition Fee.

Infant & Toddler Community (Playgroup)

Infant & Toddler Community (Playgroup Mon & Fri Morning)	Paid Term Fee in Advance
	\$150.00

Extend Ed

Extend Ed (Mon – Thurs Afternoon)	Daily Fee
	\$32.00

Before and After School Club

Breakfast Club	Daily Fee
	\$12.00

After School Club	Daily Fee
	\$30.00

Payment Method: All fees and charges will be direct debited through Ezidebit. according to the frequency you choose on Ezidebit form.