



**Tamar Valley Steiner School**

**Fee Schedule and Fee Payment Policy**

**2021**

## FEE SCHEDULE 2021

Effective 1 January 2021

All fees are subject to the *Fee Payment Policy*. This Policy contains important information about conditions of enrolment at Tamar Valley Steiner School.

### Tuition Fees and Levies:

Class	Fee **	Levy amount
Kindergarten	\$1980 per annum	\$140 per term (total \$560 per year)
Prep	\$2200 per annum	\$145 per term (total \$580 per year)
Class 1 & 2	\$2300 per annum	\$215 per term (total \$860 per year)
Class 3 & 4	\$2460 per annum	\$276.25 per term (total \$1105 per year)
Class 5 & 6	\$2480 per annum	\$276.25 per term (total \$1105 per year)

### Family Levy:

**Building Levy** – A building levy of **\$35 per term**, per family will be charged (a total of **\$140 per year per family**). The building levy assists the school in making improvements to classrooms and buildings owned by the school.

**\*\* Fees and levies increase with each year group based on the educational programs, excursions and camps offered each year.**

## Levies

The levies presented in the above table are billed and payable over the course of the year.

Levy costs are based on the activities and excursions planned for classes each term. Please be aware that there may be circumstances whereby the levy costs in a semester are above the scheduled amount listed. Should these increases be greater than \$100 we will inform families in advance for an additional contribution.

## New Enrolments

For new enrolments to our School there are two initial fees that are required to be paid.

- a) There is an initial **enrolment application fee** of **\$85** that is due when submitting an enrolment form to the School.
- b) When a written offer of a place at the School is made, a non-refundable **Enrolment Acceptance Fee** of **\$400.00** per child **must** be paid prior to commencement. This fee whilst non-refundable, will be credited from the tuition fee.

*\*\*Please note for new enrolments the \$400 enrolment acceptance fee will be deducted from school fees total.*

## Additional Items

Recorders are a compulsory requirement in the Steiner curriculum and will be billed to families as they are issued. This is generally a Class 1 purchase requirement and for all new students attending the school.

Please make all payments to:

Account Name: **Northern Tasmania Steiner Association**  
Westpac Bank BSB: **037 608**  
Account Number: **646968**

Reference: **Invoice number**

## Playgroup

Tamar Valley Steiner School offers a beautiful Playgroup experience for parents and their children who are not yet of school age (6 months – 4 years). Playgroup is offered during each school term.

The cost to attend this program is: **\$155** per term for one child and  
**\$220** for 2 children

The above Playgroup fees are based on a 10-week Term and are subject to change based on the number of weeks in each Term. If terms are shorter than 10 weeks, the cost will be altered accordingly.

If additional Playgroup sessions are offered and attended, additional fees will be incurred.

Payments for the term are due up-front and in-full by the end of the first week of each term. Refunds are not offered should you miss any sessions. Credits will be offered if a session is cancelled by the Playgroup coordinator.

# Fee Payment Policy

Effective 1 January 2021



## 1. INTRODUCTION

In this Policy 'fees' includes tuition fees, levies, charges and all other costs associated with the child's schooling at Tamar Valley Steiner School.

## 2. ENROLMENT APPLICATION FEE

- 2.1. A non-refundable enrolment application fee of **\$85** is payable on application.
- 2.2. Multiple applications from a family at the same time will be capped at **\$170**.

## 3. ENROLMENT ACCEPTANCE FEE

- 3.1 On the written offer of a place at the School, a non-refundable Enrolment Acceptance Fee of \$400.00 per child **must** be paid prior to commencement. This fee whilst non-refundable, will be credited from the tuition fee. (also see **\*\*** note)

## 4. BILLING AND LIABILITY FOR PAYMENT OF FEES

- 4.1. Fees are set annually.
- 4.2. Fees and charges are regularly reviewed by the School and changes to fees and charges may be made by the School at any time.
- 4.3. Fees are invoiced prior to the beginning of the year and statements are sent each term. Fees and levies must be paid by one of three options (see **Structuring your Payment for 2021 School Fees – Options available** form).
- 4.4. **Options available for paying fees and levies:**
  - Option 1** – Pay up front – all fees and levies (and receive a 5% discount)
  - Option 2** – Pay fees up front in Term 1 and levies by term.
  - Option 3** – Payment Plan – A payment plan will be structured over 10 monthly payments. These will require parents to sign up to a formal payment plan with the school with clear parameters around payments.
- 4.5. Parent(s) and/or guardian(s) are jointly and severally liable for the payments of all fees and charges incurred on behalf of their children. This will only be varied if the School is notified otherwise in writing by both parents/guardians and the School agrees in writing.

## 5. TUITION DISCOUNTS

### 5.1 UP-FRONT PAYMENT DISCOUNT

When the annual (4 terms) account is paid in full (fees and levies) by the due date for Term 1, a discount of 5% on the net tuition fees will be applied to that account at the time of payment.

### 5.2 SIBLING DISCOUNTS

Sibling discounts are applied to accounts when a family has two or more students currently enrolled at the School. Sibling discounts apply to second and subsequent children in Prep or above.

The sibling discount applies to tuition **fees** only:

For 2nd child	15% discount
For 3rd child	30% discount
For 4th child (and subsequent children)	50% discount

### 5.3 STAS GRANT

Families eligible for the State Government Student Assistance Scheme (STAS) will be offered the their discount when a copy of the confirmation of eligibility letter received from the Government is provided to the School.

## 6. PAYMENT OF FEES

### 6.1 Fees may be paid via the following means:

**Option 1** – Pay up front – all fees and levies (and receive a 5% discount)

**Option 2** – Pay fees up front in Term 1 and levies by term.

**Option 3** – Payment Plan – A payment plan will be structured over 10 monthly payments. These will require parents to sign up to a formal payment plan with the school with clear parameters around payments.

### 6.2 Fees may be paid by Scheduled Electronic Funds Transfer (EFT) over the year. Direct deposits via EFT enable the extended payment of School fees over the year (Option 3 in 6.1). A Payment Plan must first be established and signed and EFT payments are to be paid monthly (or more frequently if negotiated).

The date and amount of each scheduled EFT is determined by the School. A payment plan request form must be completed and signed by the payer and lodged with the Business Manager before the commencement of the term to which the School fees apply. EFTs must be paid by the scheduled date or a reminder notice will be issued and overdue fees of 15% may apply.

### 6.3 A payment plan may be negotiated with the Business Manager. A written payment plan schedule may be arranged with the Business Manager and signed by the payer to ensure school fees can be managed and paid regularly. Should payments be missed whilst on a payment plan, all outstanding fees will become due immediately and late payment fees and charges will be passed on to the payer after the due date.

**\*Please indicate on the [payment options](#) form attached (page 8), your preferred option for payment and return it to the office by Friday, 27 November 2020.**

## 7. NON-PAYMENT OF FEES

- 7.1 Unless a Scheduled Direct Debit has been agreed and adhered to, all fees outstanding after the due date each term will be considered overdue.
- 7.2 Overdue accounts - should an account become 'overdue' a reminder notice will be sent to prompt immediate payment (within 7 days).
- 7.3 If 'overdue' amounts are not paid within 7 days or there is the potential the payment and/or future payments cannot be met, an urgent meeting with the School's Business Manager **must** be arranged by the client/family to discuss and arrange a suitable payment plan.
- 7.4 Families will be expected to adhere to any payment plan arranged with the School Business Manager.
- 7.5 Accrued interest charges may apply to families should debts remain outstanding.
- 7.6 Overdue school fees or overdue invoice payments for items such as recorders, will incur a 15% 'over due fee' should the payment not be made in full after **one** reminder notice or contact from our accounts department.

## 8. TEMPORARY ABSENCES/HOLDING FEE

- 8.1 For an absence of more than 5 weeks of any term, the full term's fees are payable in order to maintain a place in the class (**Holding fee**).

## 9. WITHDRAWAL NOTICE

- 9.1 In the event that a student is withdrawn from the School, one full School term's notice of withdrawal is required in writing to the Business Manager. This written notice is to be received by the Business Manager by the first Friday of the student's final term before withdrawal.
- 9.2 If one full term's notice in writing is not received by the due date, one full term's fees are required in lieu of notice (not levies).
- 9.3 This provision applies even if School fees are outstanding.

## 10. ADDITIONAL FEES AND CHARGES

- 10.1 Building Levy of \$35 per family is charged per term (\$140 per year).
- 10.2 Additional items such as recorder purchases are billed separately to the activity and materials levy.

END

## Structuring your Payment for 2021 School Fees – Options available

(All families must return this form to the office by 27 November 2020)

Student 1 name: \_\_\_\_\_

Student 2 name: \_\_\_\_\_

Student 3 name: \_\_\_\_\_

Student 4 name: \_\_\_\_\_

Please assist us by indicating below, your preferred method of payment. Please indicate by ticking the box of the payment option you will be choosing for 2021, to assist us when issuing your 2021 invoice.

**Option 1: Pay Up front all fees and levies by Friday, 19 February 2021 \***

Class	Annual Fee	Annual Levy	Annual Building Levy	Total Owing	With 5% Discount
Kinder	\$1980	\$560	\$140	\$2680	\$2546.00
Prep	\$2200	\$580	\$140	\$2920	\$2774.00
Class 1 & 2	\$2300	\$860	\$140	\$3300	\$3135.00
Class 3 & 4	\$2460	\$1105	\$140	\$3705	\$3519.75
Class 5 & 6	\$2480	\$1105	\$140	\$3725	\$3538.75

**Option 2: Pay Fees up-front by 19 Feb 2020 and levies by end of week 2 each Term. \***

Term 1- 19/2; Term 2: 14/5; Term 3: 6/8; Term 4: 22/10

Class	Annual Fee (must be paid Term 1)	Levy by Term	Building Levy by Term	Total Owing per Term
Kinder	\$1980	\$140	\$35	\$175
Prep	\$2200	\$145	\$35	\$180
Class 1 & 2	\$2300	\$215	\$35	\$250
Class 3 & 4	\$2460	\$276.25	\$35	\$311.25
Class 5 & 6	\$2480	\$276.25	\$35	\$311.25

**Option 3: Payment Plan \*** – A payment plan may be established to assist families with the payment of both fees and levies. Payment plans will be structured over **10 equal, monthly payments** (due the last Wednesday of each month commencing **24/2 – 24/11**). These will need to be set up for each family as required and a formalised payment plan must be entered into, prior to the commencement of Term 1.

Class	Annual Fee	Total Student Levies	Building Levy Year	Monthly payment fee (x10) includes 2% admin fee
Kinder	\$1980	\$560	\$140	\$273.50
Prep	\$2200	\$580	\$140	\$297.90
Class 1 & 2	\$2300	\$860	\$140	\$336.60
Class 3 & 4	\$2460	\$1105	\$140	\$377.90
Class 5 & 6	\$2480	\$1105	\$140	\$379.95

*\*A sibling discount may be applicable for families with two or more children enrolled at the school, therefore altering the fee amount for these families. A 2% monthly administration fee applies to all payment plans.*

If you have any questions or concerns about paying your child's fees and levies for 2020, please contact Lianne Gafa our Admin, Accounts and Payroll Officer to discuss further on 0438 917 848.

Please return this form to the school office by the last Friday in November – 27 November 2020.