



# The Cottage School Inc.

## FEES

Updated 5 July 2017

It is necessary for the school to collect fees to provide sufficient revenue to supplement both Tasmanian and Australian Government Recurrent Grants to operate the school. Fees are set to maintain the financial viability and sustainability of the school. The Fees Policy is administered by the School Leader with administrative support from the Office Coordinator.

### Protocols

#### *Enrolment Deposits*

An enrolment deposit will be required to enrol a student at the School. The enrolment deposit is set at \$800.00 for the first child and \$250.00 for each additional child. The enrolment deposit is retained by the School and applied towards Term 4 fees in Grade 6. If a student leaves the School prior to completion of grade 6, the enrolment deposit will be forfeit. Should a student wish to re-enrol at the school in the future, the fee and enrolment policy in effect at that time will apply.

An enrolment deposit is required to be paid prior to an enrolment being confirmed, or an Instalment Payment Agreement made with the final payment occurring prior to the end of term.

#### *Notice of Fees*

Fees for the coming year will be announced by the end of third term.

Invoices will be sent to parents/carers during the first week of each term.

On top of standard school fees a separate levy for camp will be charged.

#### *Payment of Fees*

Fees must either be paid in full by the due date specified in the invoice or in accordance with an Instalment Payment Agreement made on or before the due date.

An Instalment Payment Agreement must provide for the invoice to be paid in full by the last day of term or in alignment with nearest regular period as specified in the Instalment Payment Agreement (for example, if fee instalments are paid fortnightly, the last payment may fall just outside of the term dates).

In the absence of specific written advice to the contrary, the person(s) nominated on the enrolment form will jointly and severally be held responsible for payment of fees and will be pursued for payment in default.

#### *Discounts*

Fees paid in full by the due date attract a 2% discount.

For second and subsequent children concurrently attending the School the following discounts apply:

- 10% discount for second child;
- 20% for third child;
- 30% for any further children

Current Pension, Health Care and Concession Cardholders are eligible for a low income discount.

#### *Employee Fee Policy*

Employees who have children enrolled at the school will receive a discount on fees of 25% x FTE (Full Time Equivalent) for the duration of their employment. Enrolment deposits are not collected against children of employees.

### *Late Payments*

Fees that are not paid by the due date or subject to an Instalment Payment Agreement are overdue. Families with outstanding fees that are 2 weeks overdue on the due date of the invoice will be sent a reminder letter.

Where no Payment Agreement has been entered, an outstanding fee that is 4 weeks overdue on the due date of the invoice will have a 5% penalty rate added to the invoice and an updated invoice will be sent to the family.

Where no Payment Agreement has been entered, an outstanding fee that is 6 weeks overdue on the due date of the invoice will be sent a notice of impending action by a debt collection agency.

Where no Payment Agreement has been entered, an outstanding fee that is 8 weeks overdue on the due date of the invoice will be referred to a debt collection agency.

Children will not be re-enrolled for the following year and their enrolment deposit forfeit if fees are in default unless a Debt Payment Agreement has been signed and is being adhered to. The enrolment deposit retained in such circumstance will not be used to offset the outstanding amount and the outstanding amount will continue to be recoverable in full by the Cottage School Inc.

Parents in default with fees (ie who have overdue fees) cease to become Members of the Association and thus are not eligible to be on Committee.

If a parent/carer faces unforeseen events or circumstances that impact on their ability to pay they must contact the Office Coordinator as soon as possible. Any subsequent arrangement will be at the discretion of the School Leader.

### *Debt Payment Agreements*

The aim of a Debt Payment Agreement is for a family in temporary financial difficulty to demonstrate good faith regarding the payment of fees. It is not a long term solution for families who are regularly unable to pay fees in full.

A Debt Payment Agreement is a written agreement between the School and the debtor and is reviewed at least annually by the Office Coordinator. The agreement becomes void if it is not adhered to and the account will be referred to a debt collection agency.

If a Debt Payment Agreement is in place and being adhered to, outstanding fees will not attract a late fee and the account will not be referred to a debt collection agency.

A Debt Payment Agreement in which the overall debt payable by the family increases must not be in place for longer than 12 months. If the debt has not been cleared by the start of the new school year, the children may not be re-enrolled for that year.

A Debt Payment Agreement in which the overall debt payable by the family decreases may be in place for the duration of a family's enrolment providing the payment schedule gives a zero balance at 31 December of the final year of enrolment.

### *Notice Required Prior to Withdrawing Child from School*

Following the announcement of the fees for the following year, parents have 4 weeks to give notice in writing to the school if they wish to withdraw their child from the school for the following year. At all other times at least one term's notice is required (Appendix 8.02-A). If adequate notice is not provided then one term's fees will be charged.

### *Fees during Child's Absence (retainer fees)*

A retainer fee of 50% of normal fees payable is available for voluntary absence of the child or children for consecutive weeks (e.g. extended holidays). This concession is available once only for each child during each year. If a child is absent and no term fees or retainer fees are paid, then the child's enrolment will lapse, and re-enrolment (including payment of an enrolment deposit) will be required upon their return. Notice of one term will be required for the provisions of reduced fees to apply.

Minimum absence for reduction to apply: 4 weeks

4 term weeks – 6 term weeks 50% of normal fees is payable

7 term weeks – 20 term weeks 25% of normal fees is payable

21 term weeks – 1 year 20% of normal fees is payable

For students withdrawn for compassionate reasons – notice should be given as soon as possible. The first three weeks of absence will not receive any reduction of fees, after three weeks fees will be payable at the rate of 10% up to a minimum of two consecutive terms, beyond two terms the School Leader will establish the likelihood of return of the student and make such arrangements as they deem fit in the circumstances including payment of any additional amount to ensure holding a place. The School Leader will be responsible for determining the grounds of compassionate leave but will include such events as extended illness and bereavement.

*Procedural Matters*

EFT facilities are available.

Receipts may be collected from the Office.