

2018 Business Arrangements

Terms and Conditions

The Terms and Conditions set out in the Application for Admission Form and all associated papers, information sheets and handbooks may be amended from time to time by the School Council.

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 “*Conditions of Entry*” section of the Enrolment Form.

Fee Basis

The Parent Council generally sets the fees based on:

- the expected level of Commonwealth and State funding for the year;
- the anticipated operational expenses for the year; and
- the strategic plan for the next five year.

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.

2018 Fees

Application Fee	\$100
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The application fee covers administrative costs and is **non-refundable**.

Payment of the application fee does not guarantee enrolment.

Enrolment Fee	\$500
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The enrolment fee covers administrative costs and is **non-refundable**.

Tuition Fees	Option 1 – Minimal Parent Involvement	Per term	\$2,350
	Option 2 – Moderate Parent Involvement	Per term	\$1,850
	Discount for sibling concurrently enrolled		20%

Prorated Fees

If a child commences in the **first half** of the term, a **FULL** term tuition fee will be charged. If a child commences in the **second half** of the term, a **HALF** term tuition fee will be charged. Fees are not prorated for any other reason unless approved by the School Council.

Payment of Fees

The enrolment fee is payable within **7 days** of the Letter of Offer for a place having been sent out.

Fees are invoiced prior to the end of term for the following term and cover, but are not limited to, costs incurred for tuition, cooking, excursions, incursions and busy bees.

All fees are payable within 14 days of the invoice date.

In the event of a family experiencing difficulties in paying fees by the due date, contact must be made with the school Treasurer directly (treasurer@banksia.wa.edu.au) at least 7 days before payment is due. Please cc the Chairperson (chairperson@banksia.wa.edu.au). A written agreement regarding payment arrangements may be made at that time.

If no contact or arrangement has been made, failure to pay fees by the due date will incur a \$150 penalty. This penalty, along with the fees outstanding, must be paid within 14 days of the initial invoice due date.

Failure to pay the penalty and outstanding fees by the due date will result in the child not being able to return to school. The place will be offered to another student on the wait list and a Debt Collector will be employed to recover monies owed and costs for their services.

If a written agreement has been made regarding alternative payment arrangements, any breach or delay in that arrangement will result in the same actions being applied as outlined in the two paragraphs directly above.

Payment Method

Payment of all monies to the School is to be made by Direct Deposit:

Bank: Westpac
Account Name: Banksia Montessori School Inc
BSB: 036 059
Account Number: 131 093

Reference: Please provide Family Name as reference

Please note, the School DOES NOT accept cash or cheque payments.

Attendance

School attendance is compulsory for children aged five (5) years and above.

Prompt and regular attendance is encouraged for children starting at the age of three (3) years to help them develop a positive attitude towards school attendance.

The school does not usually grant leave for holidays during the term. Leave for exceptional circumstances during term time, may be obtained by application to the Principal or Chairperson. If a 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.

The school receives some income from Federal and State grants. The level of funding is based on the Socio Economic Score of the families of the school, the age of the child and an *annual attendance by the student of 90%+*.

No discounts, adjustments or refunds are made to Fees if a child is ill or absent from school, or if parents withdraw their child during the term.

Withdrawal of Child

At least **one FULL TERM'S notice IN WRITING** must be given to Enrolments prior to the withdrawal of a Child from the School. In default of such notice, ten (10) weeks of fees will be payable from the date of notification of withdrawal.

Illness or Injury

In an emergency, children will be taken to hospital via an ambulance. Parents are advised to have private health cover for this and also for ancillary benefits.

Child Care Benefit for Registered Care

Registered families may be eligible to claim partial rebate of fees under this scheme. Further information may be obtained from the Family Assistance Office on 136 150.