



DANDENONG RANGES STEINER SCHOOL

# 2023 Fee Policy

Date of Issue: October 2022



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## ***Guiding Principles:***

***Dandenong Ranges Steiner School is a fee paying school***

***We plan for a sustainable future and provide high quality teaching and learning experiences that lead to long-term educational outcomes.***

***Values of respect, equity, compassion and community guide this policy.***

***Parents / guardians are expected to honour their financial obligations.***

***We emphasise building relationships with parents to ensure fees are paid in full on time.***

***We provide varied payment options to assist parents to meet their financial obligations.***

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This policy applies to Australian citizens, permanent residents and certain visa holders only. Additional conditions apply for Overseas students. The Policy is regularly reviewed and Tuition Fees are subject to change on an annual basis.

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# 1. School Tuition Fees 2023

School Fees are vital to the functioning of our school. The School has kept tuition fees to a minimum in order to remain accessible to all families. This requires that the School community as a whole supports school activities. Commitment of time is required by all families at the Spring Fair and other events organised by the school. Please note that a proportion of the funds raised or collected may be applied to the conduct of the School’s Kindergarten.

	Annual Fees	Paid Up front 5% discount	Quarterly Payments	48 Weekly Instalments	Information
Playgroup (Early Childhood Campus)	\$892.00		\$223.00		Averages at \$24.75 per two hour session (incl. materials & food costs)
Forest Playgroup	\$892.00		\$223.00		Averages at \$24.75 per 2.5 hour session
Forest Playgroup - Family	\$1,308.00		\$327.00		The Family rate applies to more than one child from the same family attending Forest Playgroup.
Little Kinder	Free				
Big Kinder	Free				
Prep	\$4,935.00	\$4,688.25	\$1,233.75	\$102.81	
Class 1 & 2	\$5,166.00	\$4,907.70	\$1,291.50	\$107.63	
Class 3 – 6	\$7,035.00	\$6,683.25	\$1,758.75	\$146.56	Includes Individual Music lessons (8 sessions per term)

**Additional Sundry Charges Include:** excursions, incursions, swim program and Sundry Materials. (Sundry materials include recorders, music books and other items that are student property).

**Camp charges:** Camps and excursions are an important part of the curriculum in Class 3 to 6. The following amounts are an additional charge and billed at the beginning of the year. If camps or excursions cannot go ahead, these amounts will be credited to your child’s account for the following year. Occasionally camp and excursions costs may be above these scheduled fees. Costs are:

- Class 3: \$315
- Class 4: \$420
- Class 5: \$525
- Class 6: \$630

**Music Charges:** Individual Music Lessons are included in fees for Classes 3 to 6 (8 sessions per term). Parents pay the costs of musical instruments.

**Extra Lesson Support** is charged at \$44/ session (except to the extent the child attracts funding).

## Concession Fees

Holders of a valid Health Care Card, Pensioner Concession Card, Visa 785, Visa 786, or Department of Veteran Affairs Gold Card are eligible for a discount on school tuition fees, as outlined below, of approximately 14%.

To be eligible for the concession you must present a valid health care card at the start of the year and complete a CSEF form. If you become eligible for one of these cards during the year before June 30 you can claim a pro rata concession.

Concession rates do not apply to Playgroups. Extra Lesson, Camps and other sundries are charged at full fees.

**Concession Card holder rates are:**

	Annual Fees	Paid Up front 5% discount	Quarterly Payments	48 Weekly Instalments	Information
Little Kinder	Free				
Big Kinder	Free				
Prep	\$4,275.00	\$4,061.25	\$1,068.75	\$89.06	
Class 1 & 2	\$4,480.00	\$4,256.00	\$1,120.00	\$93.33	
Class 3 - 6	\$6,090.00	\$5,785.50	\$1,522.50	\$126.87	Includes Individual Music lessons (8 sessions per term)

## 2. Sibling Discount

For families with more than one child at the School (Prep to Class 6), or Little Yarra Steiner School or Melbourne Rudolf Steiner School (Class 7 to 12), we offer the following sibling discounts:

- 10% on tuition fees for the second sibling concurrently attending (Prep to Class 6).
- 30% on tuition fees for the third sibling concurrently attending (Prep to Class 6).
- 50% on tuition fees for the fourth or more siblings concurrently attending (Prep to Class 6).

**Note:** This discount does not apply to Playgroup or Forest Playgroup.

## Terms of Payment

Dandenong Ranges Steiner School offers multiple options for the payment of fees. You will be invoiced at the start of the year and you can choose from the following payment options:

- **Annual** – Full advance payment by the 3<sup>rd</sup> February, 2023 (**5% Discount applies**)
- **Quarterly** – 4 instalments payable 3<sup>rd</sup> February, 29<sup>th</sup> April, 21<sup>st</sup> July and 13<sup>th</sup> October.
- **Monthly** – 12 instalments 15<sup>th</sup> of the month from January to November
- **Fortnightly** – 24 instalments commencing January 2023
- **Weekly** – 48 instalments commencing January 2023

**All fees must be finalised by 30<sup>th</sup> November 2023.**

### Payment Methods:

**Direct Debit:** Unless paid upfront, all fees must be paid in quarterly, monthly, fortnightly and weekly payments, unless by prior arrangement with the Business Manager. Direct debits can be made from your savings account or credit card. Note that we use Ezidebit for our direct debits which incur a user charge of \$0.88 cents per transaction or 1.87% from Visa or Mastercard. If a transaction is declined the user is charged a \$9.90 Failed Payment Fee by Ezidebit.

**Direct transfer:** Available for **Annual** payments. Payments can be made by electronic transfer **BSB 063 503 Account 10197443** Reference [your child's surname]

**Credit Card:** For **Annual payments** only. You can call our office (8:30 - 4:30) and pay over the phone using a credit card, (03) 8790 4797.

## 3. Enrolment Application Fee

An enrolment application fee of \$100 is payable with your Enrolment Application form for Kindergarten and School applications. This is an administration fee and is not refundable.

## 4. Prep Holding Fee

A holding fee of \$1,234 is payable on acceptance of a place in Prep. This is due within a month of your child's offer in the Prep Class. A payment plan can be arranged if required. This amount will be credited to annual fees on completion of Term 1 in Prep and will then be applied to Term 2 fees.

## 5. Refundable Bond

Upon accepting an offer of a place, a Bond of \$1000 per child is payable. The bond must be paid prior to commencement. This bond is held in a designated Bond Account by the school for the duration of your child's enrolment. The bond is refundable within 30 days when your child leaves the school, providing there are no outstanding fees.

## 6. Overseas Students and Unfunded Kindergarten Children

An additional tuition fee will be charged to families of overseas students without an eligible visa. Children attending an unfunded year of kindergarten (ie, unfunded second year or attending another kindergarten) are not eligible to receive any government funding and a tuition fee applies. Please contact Business Manager, Cath Lanigan, [business.manager@drss.vic.edu.au](mailto:business.manager@drss.vic.edu.au) or 8790 4797 for information on the applicable fees.

## 7. Bursary Scheme

Partial Fee Assistance **may be available** to families who are experiencing financial hardship.

Financial assistance is dependent on available DRSS Bursary Funds.

If you wish to apply for a bursary please put your request in writing to Business Manager, Cath Lanigan, [business.manager@drss.vic.edu.au](mailto:business.manager@drss.vic.edu.au) who will organise a time to meet with you. Bursaries for 2023 are to be submitted by Friday 24th February 2023. Term 1 fees are due and payable as normal. Applications can also be submitted during the year if financial circumstances change.

Those families with outstanding fees from previous years may not be eligible to apply for Financial Assistance.

## 8. Scholarship Program

Our Scholarships program offers a limited number of subsidised places to eligible applicants, who would otherwise not have the opportunity to enrol in the school, due to financial disadvantage. Applications can be made via our website at <https://www.drss.vic.edu.au/enrolments/scholarship-program/>. This program is open to families applying for places in Class 5 to 6.

## 9. Withdrawal of a Student

A full term's notice in writing must be given to the Enrolment Officer when withdrawing your child/children from the School (including Kindergarten). If the required notice is not provided, one full term fees (i.e. one quarter of the annual fee) will be charged. "One full term" means a complete school calendar term. For Kindergarten, a \$500 administration fee will be charged for families not providing one full term's notice.

## 10. Temporary Absence

For absences of a student for any number of weeks during a term, the full Invoice amount per term will be charged.

## 11. Garden and Grounds Program

The Garden and Grounds Program provides parents with the opportunity to contribute their energy and service to the school, at our working bees which are held once a term.

The Garden and Grounds Program, for families with children in Class 1 to Class 6, requires families to attend at least one working bee during the year. Working bees are held on the second Saturday of each term. Families have the option to pay a Garden and Grounds Levy in lieu of volunteering at working bees of \$320 per year.

If payable, the Garden and Grounds Levy will be added as a sundry item in Term 4.

## 12. Allowances and Credits

<b>CSEF (Camps, Sports and Excursion Fund) Credit</b>	<p>Holders of Pensioner or Health Care Cards are eligible for CSEF. \$125 per child per year is credited to your account and used to contribute to the costs of camps and excursions. Please ensure that you complete a CSEF form to obtain the maximum credit against your account. This is required to be completed by June 30 each year.</p> <p>CSEF is available for Primary Students whose parent holds a valid Health Care Card and meet eligible criteria. Unused credits are rolled over to following years</p> <p>The form is available at: <a href="https://www.education.vic.gov.au/Documents/about/programs/health/CSEF_application_form.pdf">https://www.education.vic.gov.au/Documents/about/programs/health/CSEF_application_form.pdf</a> for more details.</p>
<b>Conveyance Allowance Credit</b>	<p>Families living more than 4.8km from the school are eligible to apply for Conveyance Allowance and may receive a credit against their account. Conveyance Allowances credits are processed quarterly.</p> <p>This is paid in 4 instalments, at the end of each term. For more information including payment rates per km please visit <a href="https://www2.education.vic.gov.au/pal/conveyance-allowance/policy">https://www2.education.vic.gov.au/pal/conveyance-allowance/policy</a></p>

## 13. Overdue Invoice or Account

Dandenong Ranges Steiner School is a fee paying school and **requires accounts to be paid by the set due dates** to adequately function and meet our obligations. If you are experiencing difficulties in relation to payment of fees or charges, please contact the Business Manager, Cath Lanigan ([business.manager@drss.vic.edu.au](mailto:business.manager@drss.vic.edu.au)), or the Finance Officer, Belinda Mackley ([accounts@drss.vic.edu.au](mailto:accounts@drss.vic.edu.au)), **prior to the due date**.

Accounts not paid in full by the Due Payment Date are classified as Overdue. An overdue account will incur an initial **default charge of \$25 per account per term**, known as a Late Payment Fee.

In the event of any invoices or accounts reaching the 30 Days overdue stage, a monthly **Late Payment Interest Charge of 1% per month** may be charged on all overdue amounts, which will be added to the account each term. This is a genuine estimate of financial cost to the school as a result of non-observance of this fee policy, based upon the resultant bank charges as well as the additional administrative work required in recovering the debt.

Families experiencing difficulty in meeting invoice payment deadlines should be proactive in contacting the Business Manager, Cath Lanigan ([business.manager@drss.vic.edu.au](mailto:business.manager@drss.vic.edu.au)) as soon as you become aware that you may not meet your obligations by the due dates, to make a special arrangement. DRSS prefer to enter into a formal agreed special payment arrangement than implement legal debt collection proceedings.

Any legal or collection costs incurred for overdue accounts will be added to the account.

## 14. Debt Recovery Procedures

The School remains committed to building relationships with families and finding ways through difficult circumstances. Please contact the Business Manager, Cath Lanigan ([business.manager@drss.vic.edu.au](mailto:business.manager@drss.vic.edu.au)), **prior to the due date** if you need to discuss your individual circumstances or establish an alternative payment arrangement.

The Business Manager is authorised by the DRSS School Board to take action to recover outstanding fees.

Signatories to the enrolment forms are jointly and separately responsible for ongoing obligations, financial and otherwise. Debt recovery procedures will be conducted by the Business Manager or delegate in a sensitive, discreet and confidential manner.

For those who fail to keep up with their commitments, the matter will be brought to your attention promptly and responses sought. Where fees are in arrears, the full balance becomes due and payable.

**Legal proceedings** may be implemented if steps taken by DRSS to recover outstanding debt are unsuccessful. Any legal or collection costs incurred for overdue accounts will be added to the account.



## 15. Outside School Hours Care

Fees for our Outside School Hours program are provided below. Families who are not eligible for Child Care Subsidy are charged at a rate of \$5 for each block of up to 15 minutes.

Program	Hours	Fee
Before School Care	7.30am-8.45am	\$21
After School Care	3.15pm-5.45pm	\$31.50
Transport to/from Prep	From 8.30am/3.00pm	\$5
Non-CCS funded OSHC	Every 15 minutes	\$5

## 16. Enquiries

Any concerns or queries about payment of fees and charges may be discussed in confidence with the Finance Officer, Belinda Mackley, or the Business Manager, Cath Lanigan.

Account queries may also be directed to [accounts@drss.vic.edu.au](mailto:accounts@drss.vic.edu.au) or phone (03) 8790 4797.