DANDENONG RANGES STEINER SCHOOL

2027 Fee Policy

Date of Issue: November 2026



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.

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 2027

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, at least one working bee a year and occasional other events organised by the school. Please note that a proportion of the funds raised or collected may be applied to the operation of the School's Kindergarten.

	Annual Fees	Paid Up front 2.5% discount	Quarterly Payments	40 Weekly Instalments	Information
Playgroup (Early Childhood Campus)	$1,083.60	n/a	$270.90		Averages at $30 per session (incl. materials & food costs)
Forest Playgroup	$1,083.60	n/a	$270.90		Averages at $30 (incl. materials & food costs)
Forest Playgroup – Family	$1,591.00	n/a	$397.75		The Family rate applies to more than one child from the same family attending Forest Playgroup.
Little Kinder	$3,679.18	$3,587.20	$919.80	$91.98	
Big Kinder	$5,517.98	$5,380.03	$1,379.49	$137.95	
Prep	$6,033.98	$5,883.13	$1,508.49	$150.85	Includes Puffing Billy Excursion
Class 1 & 2	$6,441.40	$6,280.37	$1,610.35	$161.04	Includes Recorder and swimming lessons in Class 2
Class 3	$8,928.95	$8,705.73	$2,232.24	$223.22	Includes Individual Music lessons (8 sessions per term) and camps and excursions
Class 4	$9,054.73	$8,828.36	$2,263.68	$226.37	Includes Individual Music lessons (8 sessions per term) and camps and excursions
Class 5	$9,322.40	$9,089.34	$2,330.60	$233.06	Includes Individual Music lessons (8 sessions per term), camps and excursions, wellbeing circles
Class 6	$9,934.08	$9,685.72	$2,483.52	$248.35	Includes Individual Music lessons (8 sessions per term) and camps and

					excursions, wellbeing circles

Sundry Charges are included in fees as outlined above and includes all standard sundries. Occasional sundries may be charged, e.g., gardens and grounds levy, items that need replacing.
Camps and excursion charges: Camps and excursions are an important part of the curriculum in Class 3 to 6 and are included in fees.
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.

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 20% discount on school tuition fees, as outlined below. Kindergarten families receive a subsidy provided by the Department of Education.
To be eligible for the concession you must present a valid health care card with an enrolment application and at the start of each year. Families are responsible for providing their updated concession card details to be billed at the concession rate. School families must complete a CSEF form for each student. If you become eligible for one of these cards during the year before June 26, 2027 you can claim a pro rata concession. Concession rates do not apply to Playgroups.
Concession Card holder rates are:

	Annual Fees	Paid Up front 2.5% discount	Quarterly Payments	40 Weekly Instalments	Information
Little Kinder	$2,524.18	$2,461.07	$631.04	$63.10	
Big Kinder	$3,784.00	$3,689.40	$946.00	$94.60	
Prep	$4,827.18	$4,706.50	$1,206.80	$120.68	Includes Puffing Billy Excursion
Class 1 & 2	$5,153.12	$5,024.29	$1,288.28	$128.83	Includes Recorder and swimming lessons in Class 2
Class 3	$7,143.16	$6,964.58	$1,785.79	$178.58	Includes Individual Music lessons (8 sessions per term) and camps and excursions
Class 4	$7,243.78	$7,062.69	$1,810.95	$181.09	Includes Individual Music lessons (8 sessions per

					term) and camps and excursions
Class 5	$7,457.92	$7,271.47	$1,864.48	$186.45	Includes Individual Music lessons (8 sessions per term), camps and excursions
Class 6	$7,947.26	$7,748.58	$1,986.82	$198.68	Includes Individual Music lessons (8 sessions per term), camps and excursions

2. Sibling Discount

For families with more than one child at the School (Prep to Class 6), or Little Yarra Steiner School, Melbourne Rudolf Steiner School or Sophia Mundi 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 Kindergarten, Playgroup or Forest Playgroup. Families claiming the discount when older siblings attend a Steiner secondary school need to complete this form each year to be eligible for the discount: Sibling Discount form

Terms of Payment

All fees are to be paid via the Compass Payments Centre. Dandenong Ranges Steiner School offers multiple options for the payment of fees. You will be invoiced at the start of the year via the Compass Portal and you can choose from the payment options listed below.

- **Annual** – Full advance payment by the 5th February, 2027 (**2.5% Discount applies)**
- **Quarterly** – 4 instalments payable 5th February, 7st May, 23th July and 15th October.
- **Monthly** – 10 instalments 15th of the month from February to November
- **Fortnightly** – 20 instalments commencing February 2027
- **Weekly** – 40 instalments commencing February 2027

All fees must be finalised by 30th November 2027.

Payment Methods:

CompassPay: Unless paid upfront, all fees must be paid in either a quarterly, monthly, fortnightly or weekly payment plan in Compass, unless an alternative arrangement is agreed with the Business Manager. Payments can be made via credit card or direct debit. Direct debits, including annual payments, can be

made from your savings account via PayTo on the Compass Portal. See Appendix 1 for instructions on how to pay via PayTo in Compass.
Direct transfer: Available for **Annual** payments only. Payments can be made by electronic transfer **BSB 063 503 Account 10197443** Reference [your child's surname]

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. Refundable Bond

Upon accepting an offer of a place, a Bond of $1,000 per child is payable. The bond must be paid prior to commencement. For Prep families due to commence the following year, the bond 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 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.

5. 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 further tuition fee also applies. Please contact Business Manager, Cath Lanigan, business.manager@drss.vic.edu.au or 8790 4797 for information on the applicable fees.

6. Bursary Scheme

Partial Fee Assistance **may be available** to current school families who are experiencing short-term 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 who will send you a bursary application form and organise a time to meet with you. Bursaries for 2027 are to be submitted by Friday 12th February 2027. 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.

7. 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/.

8. 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 and 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.

9. Temporary Absence

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

10. 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. This includes working bees at Early Childhood for families with younger children. Working bees are held on the first Saturday of each term and the day before the Spring Fair. Families must sign in on the day for the levy to be deleted from their account. Families have the option to pay a Garden and Grounds Levy of $353 per year in lieu of volunteering at working bees.
The Garden and Grounds Levy is added to accounts as a sundry item in Term 1 and deleted when a working bee is attended.

11. Allowances and Credits

CSEF (Camps, Sports and Excursion Fund) Credit	Holders of Pensioner or Health Care Cards are eligible for CSEF. $400 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. Families only need to complete this form once for each student. The credit will be maintained while a valid health care card is maintained. 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 The form is available at: CSEF Form
Conveyance Allowance Credit	Families living more than 4.8km from the school, **where there are no closer non-denomination schools**, are eligible to apply for Conveyance Allowance and may receive a credit against their account. Conveyance Allowances credits are processed quarterly. Please note

	that St. Margarets in Berwick is considered a non-denominational school as it does not provide religious instruction. This is credited to your account in four instalments, at the end of each term. The form is provided here: Conveyance Allowance form

12. 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), or the Finance Officer, Belinda Mackley (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) 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.

13. 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), **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, unless a deed of variation has been established for separated families. 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 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.

14. Outside School Hours Care

Fees for our Outside School Hours program are provided below. Families who are not eligible for Child Care Subsidy (CCS) are charged at a rate of $6.60 for each block of up to 15 minutes up to the session time.

Program	**Hours**	**Fee**
After School Care	3.15pm-5.45pm	$40
School Holiday Program	8.00am-5.00pm	$110 per day
Non-CCS funded OSHC	Every 15 minutes	$6.60 each 15 min, until session fee reached
Late Fee	Every one minute after 5.45pm	$2 per minute

A child cannot continue to attend OSHC if fees are not paid in full by the start of the new term.

15. 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 or phone (03) 8790 4797.

Appendix 1

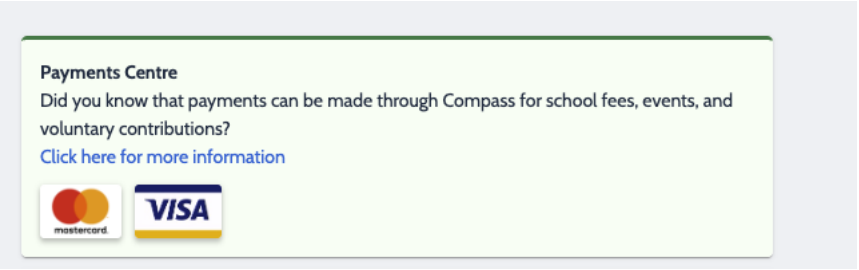
Parent Guide: Paying Fees for Students

A guide to take you through paying your school related charges through Compass

Compass provides a fuss free way to pay for school tuition charges, excursions, events online.

School related charges can be paid via the Web browser or the Compass App

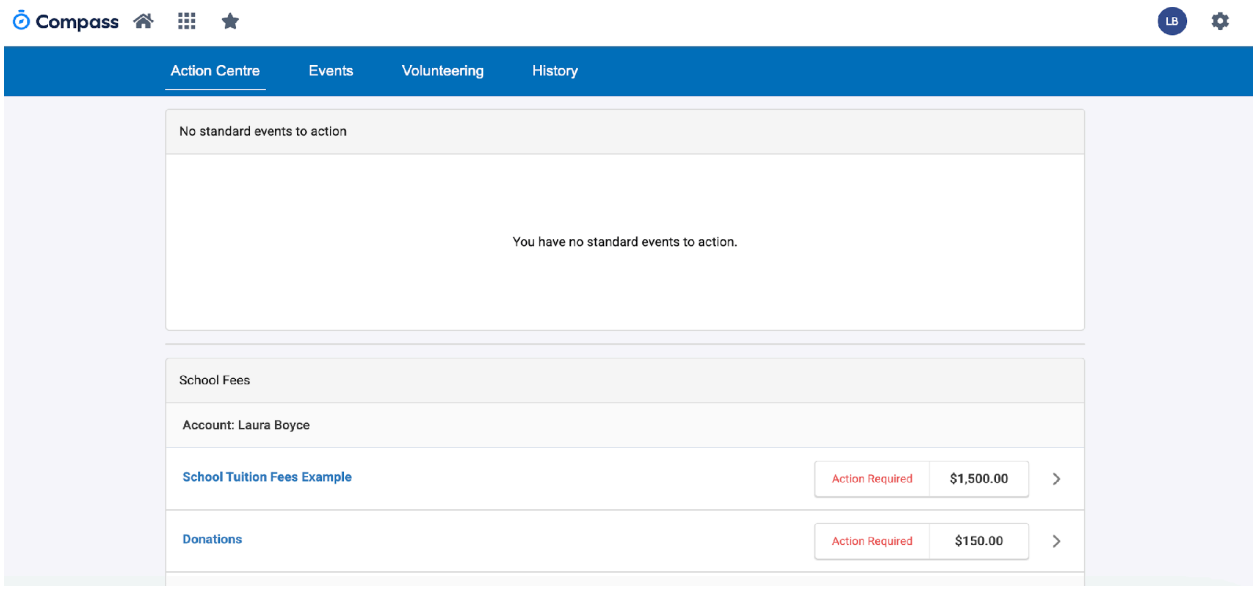
Once you log in a Payment Centre notification will be visible on the home page



To pay for school related charges clink the link on the notification.

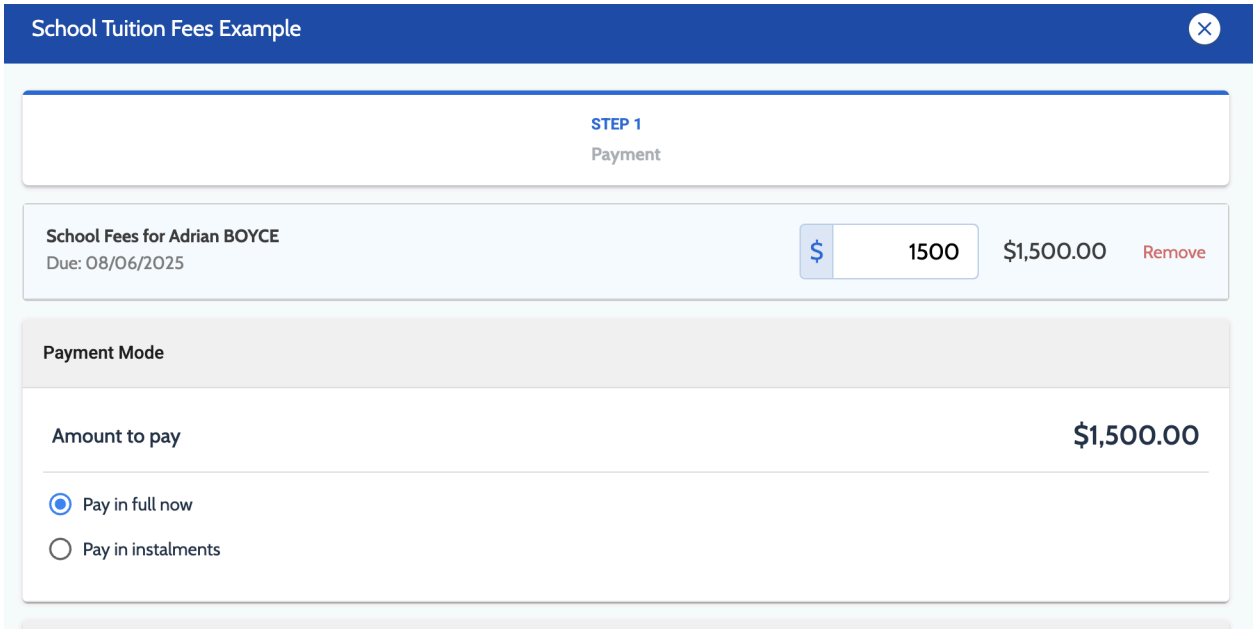
The first thing you'll see is your school's customised description, detailing information about the tuition and related charges. Clicking through, you may be prompted to fill out any Agreements & Questions that are relevant.

Next from the action Centre you will see tuition and related charges for payment



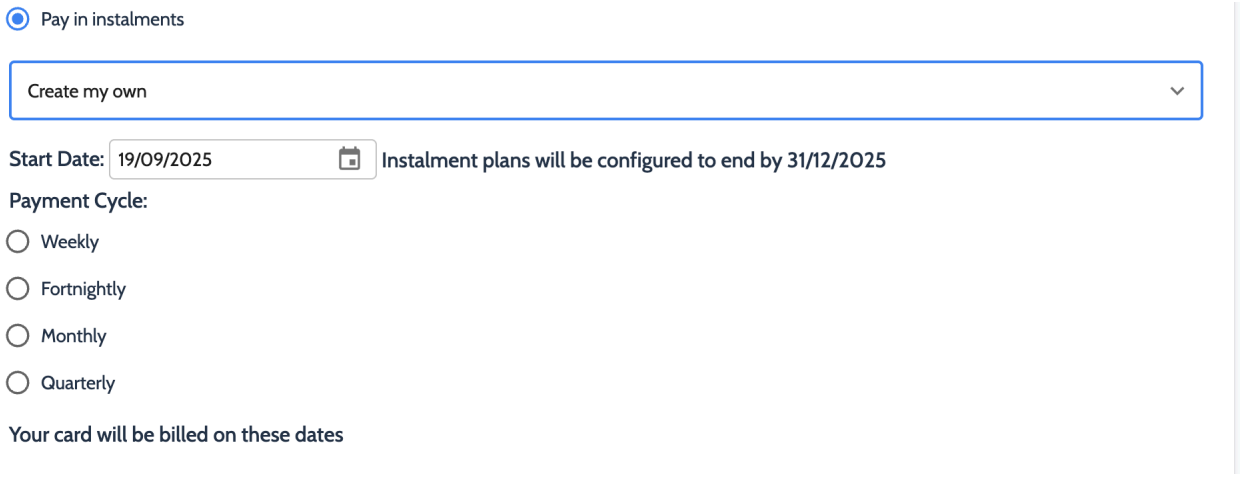
To initiate payment, click on the Action Required Button and press Continue.

You will have the option to pay for tuition related charges in full or pay in instalments



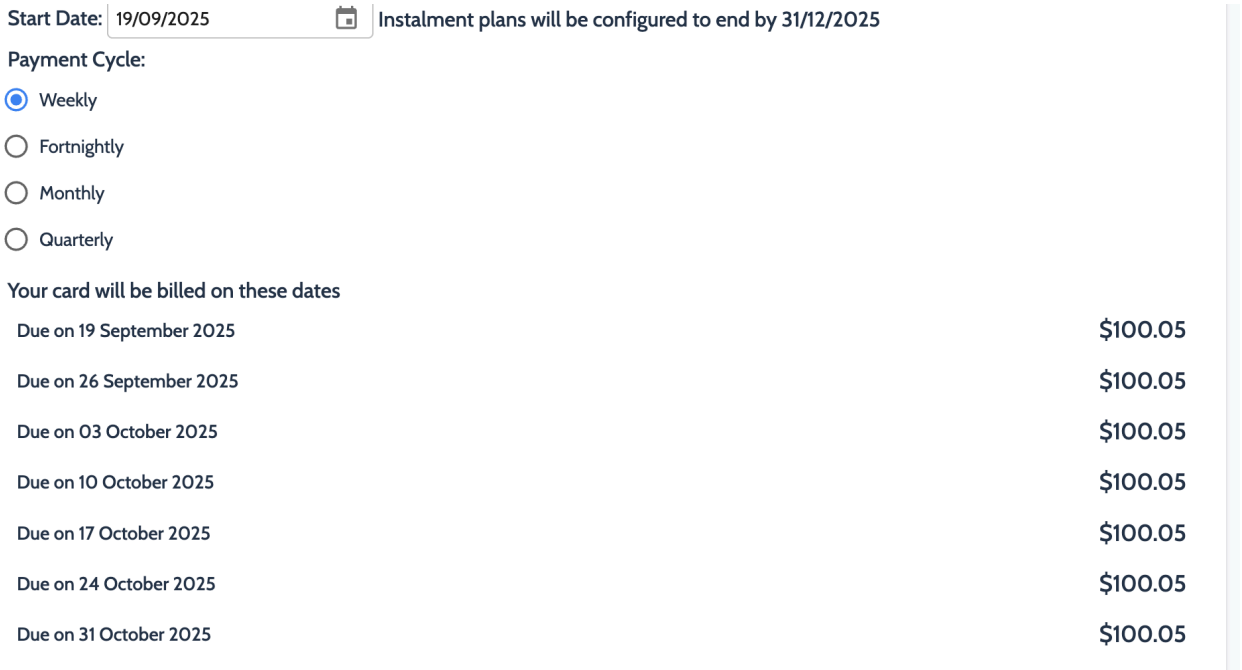
For 'Pay in Full' you will be required to pay the amount entirely.

For the 'Pay in Installments' you will need to select Create my own option



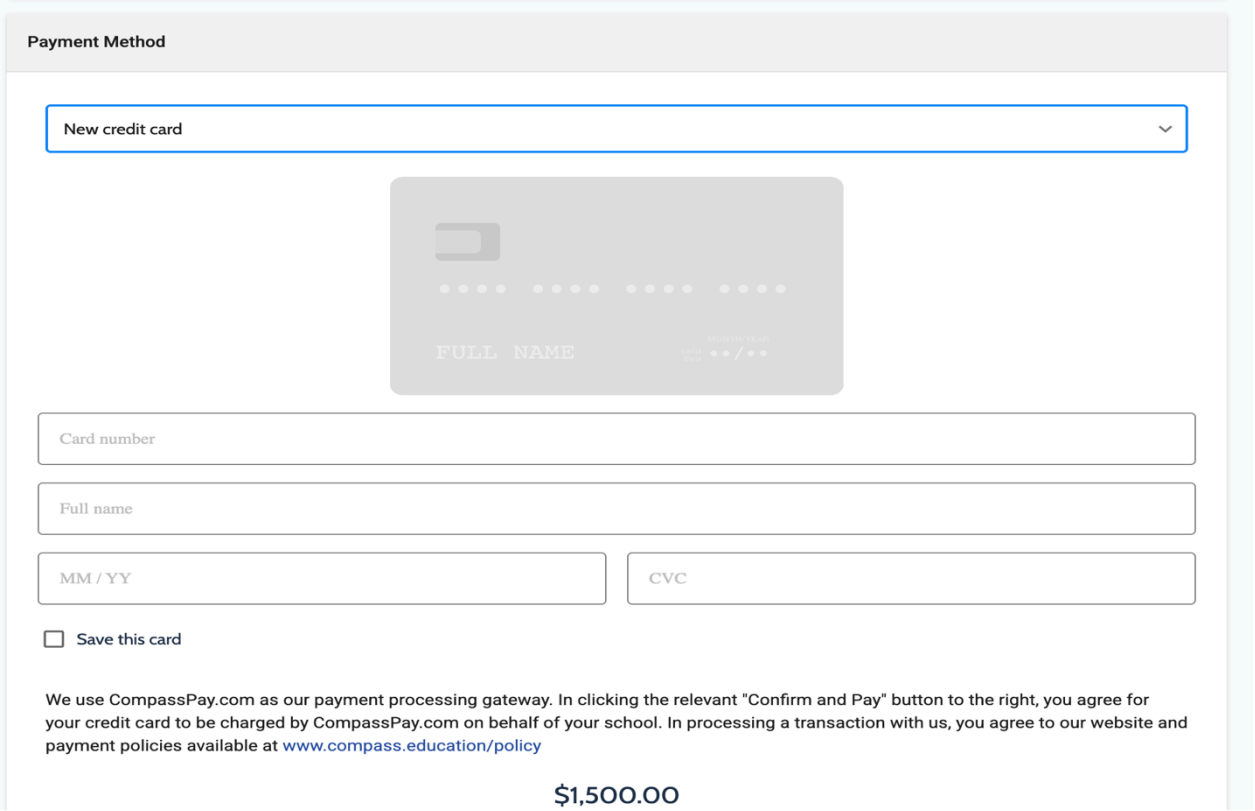
Once you have selected the 'Create my own' option you will be able to select the start date of the payment plan of your choice as well as the payment cycle.

After the payment cycle frequency has been selected the instalment dates and amounts for billing will appear.



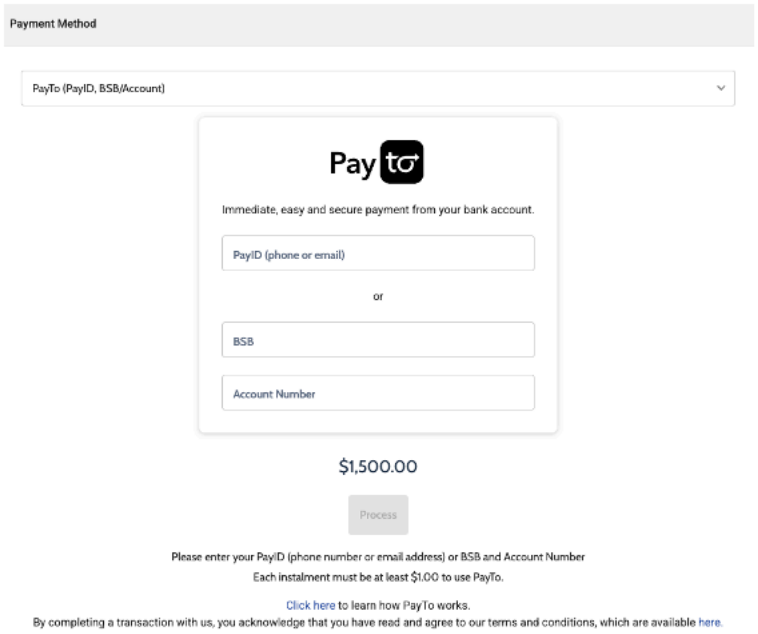
A payment method option will then appear. The parent will be able to choose the below options to pay.

If you choose to pay via credit card, the below details will need to be entered.



If you choose to pay via PayTo the below details will need to be entered.

If you have not used PayTo before as a payment method, PayTo is a digital alternative to direct debits that allows the ability to make real-time payments directly from a nominated bank account. See details below for using PayTo.


Payment Method
PayTo (PayID, BSB/Account)
Pay to
Immediate, easy and secure payment from your bank account.
PayID (phone or email)
or
BSB
Account Number
$1,500.00
Process
Please enter your PayID (phone number or email address) or BSB and Account Number
Each instalment must be at least $1.00 to use PayTo.
Click here to learn how PayTo works.
By completing a transaction with us, you acknowledge that you have read and agree to our terms and conditions, which are available here.

Appendix 2

Steps to setting up a PayTo agreement in Compass (School Fees)

Step 1: Log into the app (or desktop, as detailed above)
Step 2: Click on the 'Payments Centre' notification, it will be the first thing you see in the app
Step 3: See School Fees ‘2026 Tuition Fees’ and click in
Step 4: Click ‘Continue’
Step 5: You can see all your fees here
Step 6: Choose ‘Pay in instalments’
Step 7: Select your payment cycle and the payment plan Start Date
Step 8: Select PayTo as the payment method
Step 9: Enter your PayID or BSB & Account Number
Step 10: Click ‘Process’, and please do not close this page
Step 11: You will receive a notification in your bank app
Step 12: Go to you bank app and authorise the agreement
Step 13: Go back to the Compass app to confirm the payment plan. The Compass payment page will update in a few seconds with your payment plan confirmation and will show an instalment breakdown.