

2018 Terms of Business and Fee Schedule

Dear Parents and Carers

Please be advised that Tuition fees for 2018 will be increasing. In endorsing this change, the Board was mindful to keep the increases as low as possible for the community, while taking into account the school's growth and the costs associated with offering a quality education.

The fee increase is outlined in the schedules and information below.

Please note: Tuition Fees are calculated on the assumption that the Grants received from the Commonwealth and State Governments will be maintained, Educational CPI increases for the prior year and carefully considered, based on the future needs of the School.

The fees are set at an annual amount payable in four instalments and charged two instalments in advance. Accounts are sent in September/October, January, March/April and June/July by email from our billing software.

2018 School Tuition Fees (Effective Instalment 1, 2018)						
	Fee per Term	Fee per Annum	Fees Per Annum: Eldest Child	2nd Child: 5% Discount	3rd Child: 15% Discount	4th Child: 25% Discount
Cycle 1	\$3,419	\$13,678	\$13,678	\$12,994	\$11,627	\$10,259
Cycle 2	\$3,236	\$12,943	\$12,943	\$12,296	\$11,002	\$9,707
Cycle 3	\$3,236	\$12,943	\$12,943	\$12,296	\$11,002	\$9,707
Cycle 4	\$4,163	\$16,654	\$16,654	\$15,821	\$14,156	\$12,490

Payments by Term:

The following activities/areas will be invoiced separately and will be charged by the school term.

Early Learners, Parent & Toddler Groups

Parents are invoiced at the beginning of each term for their involvement in the Early Learners program and Parent & Toddler Group which currently operates at our Brighton campus. Fees for 2018 are as follows:

	Instalment	Fee Per Annum
Early Learners	\$1,160	\$4,640
Parent Toddler	\$600	\$2,400

School Camps and Excursions

School camps and excursions are run to give the students extended curricular experience outside the school environment.

School camps and excursions will be based on the cost for that particular camp or excursion in 2018 and charged prior to the date of the camp or excursion.

Cycle 2, 3 and 4 camp fees are compulsory regardless of attendance.

School Band

School Band is an optional extracurricular activity offered for Cycles 2, 3 and 4 students. Fees are **\$137.00** per term per student.

After School Sports Program

After School Sports is an optional extracurricular activity offered at Caulfield and Brighton for Cycle 1 to 3 students.

Fees are \$175.00 per term per student regardless of attendance.

Early Payment Discount

A discount of **3.00%** is available if the total annual tuition fees are paid in advance eg. for the whole of 2018 by **15 November 2017**. Families must express their intention for an Early Payment Discount by completing and submitting the Ready Reckoner - a form that is available from the Business Manager or from the school website. The Ready Reckoner must be received by the Business Manager no later than 1 November to obtain the full year discount of the current year to allow time to generate an invoice for the payment to be processed prior to 15 November 2017.

Please note: it is the Board's intention to discontinue the Early Payment Discount arrangements beyond those applying for the 2018 school year.

Other charges such as the Parent Involvement Levy (see over for further information) for Cycle 1 to 3 only, material levy for Parent & Toddler Group and Early Learners Program and Voluntary Building Fund donations, do not attract the discount.

Application and Acceptance Fees

A **non-refundable** application fee of \$200.00 is payable at time of lodging an enrolment application. Submission of an application and fees together with the relevant required documentation, (copy of birth certificate, immunisation certificate and \$200.00 fee) are a requirement of entry into the School, but no guarantee of admission.

An Acceptance Fee of \$2,000.00 per student is a **one-off non-refundable** payment and is payable from families accepting an offer of a place for Cycle 1, 2 and 3 only. The fee is due and payable within fourteen (14) days of the offer being made. This fee is neither refundable or transferable. Enrolment of a place at the school will not be finalised until the Acceptance Fee is paid.

Application and Acceptance Fees (SENIOR SCHOOL) Cycle 4 and Cycle 5

A **non-refundable** application fee of \$500.00 is payable at time of lodging an enrolment application. Submission of an application and fees together with the relevant required documentation, (copy of birth certificate, immunisation certificate and \$500.00 fee) are a requirement of entry into the School, but no guarantee of admission.

An Acceptance Fee of \$2,000.00 per student is a one-off non-refundable payment and is payable from families accepting an offer of a Senior School place. The fee is due and payable within fourteen (14) days of the offer being made. This fee is neither refundable or transferable. Enrolment of a place at the school will not be finalised until the Acceptance Fee is paid.

Material Levy

The material levy of \$140.00 is a one-off payment and is payable from families accepting an offer of a place for Parent & Toddler Group or Early Learners Program only. The fee is due and payable within fourteen (14) days of the offer being made. This fee is neither refundable or transferable. Enrolment of a place in either of the programs will not be finalised until the material levy is paid.

Parent Involvement Levy (PIL) Cycle 1, 2 and 3 only

The school conducts working bees, social and fund-raising activities throughout the year. All parents are expected to be involved, which usually equates to running or assisting in one or two activities each term. Families are asked to nominate their preferred activity from a list on the campus noticeboard at the beginning of each term; however there are always more tasks appearing and new families are asked to speak to their classroom teacher or their room representative for suggestions of how to help.

At the time of billing for each term a **\$160.00** PIL is charged to family of Cycle 1-3 students. Parents are obliged to either pay the levy or take part in some maintenance or fund-raising activities, for a minimum of at least four hours each school term.

A credit for the full Term PIL can be achieved in the following ways for 4 hrs involvement per term:

- EITHER** By attending a working bee (organised once per term) - At each working bee there is a sign-in sheet which should be signed by those participating. It is from this list that the Finance Office generates the working bee credit for each family.
- OR** By applying to specific job/s around the school. A list of these jobs can be found near the front desk at each campus, alternatively speak to a staff member or email the school if you have further queries.
- OR** By participating in fund-raising activities.

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To receive credit for jobs other than working bees, there is a Parent Involvement Levy Form which can be downloaded from the School website in the **Parent Section** menu/All Forms. These forms are retained on file and made available to the auditor at the end of the year for verifying that correct credits were awarded.

Alternatively, families may prefer to maintain the payment of \$160.00 per term in lieu of such duty.

Miscellaneous Donations

Any gifts of \$2.00 upwards to Melbourne Montessori School Building Fund are also allowable taxation deductions under the provisions of Section 30 – 25, Item 2.1.10 of the Income Tax Assessment Act 1997.

Voluntary Building Fund Donations

School fees do not cover the cost of new buildings, which are made possible only through borrowings and the generosity of our donors. Our important capital works and maintenance programs are critical to ensure the best possible facilities for your children.

The Voluntary Building Fund Donation is tax deductible under the provisions of Section 30-25, Item 2.1.10 of the Income Tax Assessment Act 1997. The Building Fund is used to finance capital improvements and maintenance of the school's buildings, and the installation and maintenance of fixtures. Receipts for Building Fund Donations will be issued for Taxation purposes at the end of the financial year. The school relies heavily on these incoming funds to maintain the buildings and facilities. Without these donations school fees would have to be increased by the corresponding amount to ensure compliance with all the regulations and to maintain the school.

Voluntary Building Fund Levy		
Per Child	Term	Yearly
Parent Toddler & Early Learners	\$25	\$100
Cycles 1-3	\$100	\$400
Cycle 4	\$250	\$1,000

Payment of Fees

All fees will be charged in four instalments per year, two terms in advance.

E.g. Term 1 tuition fees are due in early October and are called Instalment 1; Term 2 tuition fees are usually due around the end of January and are called Instalment 2, etc.

Methods of Payments

The School accepts Cheque, Electronic Bank Transfer, Deposit to the School bank account, and Credit Card Payments.

1. **Payment by Credit Card** - The school accepts payment by MasterCard and Visa. Please complete the payment advice on the bottom of your statement and forward it to the Finance Office. **Credit Card payments will incur a surcharge of 1.50% ADDED** to the total payment to recover credit card fees charged to the School.

2. **EFT's and payments to the School Bank** - You can pay directly to the School's bank account by bank deposit slip at the Schools nominated bank or by electronic funds transfer directly to the Melbourne Montessori School's bank account. The details of the School's bank account can be found on your Invoice and/or Statement.
For Electronic Bank Transfer (EFT), **please ensure you use your Account Code as the reference**. This will ensure Melbourne Montessori School identifies your payment.

3. **Payment by Cheque** - Cheques are to be made out to Melbourne Montessori School with the student's name written on the back and posted, or delivered by hand in a sealed envelope into the locked box, which is located near the front door of the administration building of the Caulfield Campus.

4. **Monthly Payment Plan** - If you wish to pay your fees in monthly instalments, families need to contact an approved service provider. The school can give you information about a company called School Plan Management Pty Ltd. They run a service called School Plan which is a school fee payment service that enables you to pay your child's school fees in monthly instalments, and ensures they are paid to the school on time. School Plan is offered by a wholly owned subsidiary of the Australian Scholarships Group and they are a not-for-profit organisation. School Plan can cover all fixed school fees including tuition fees, boarding fees, camp fees, as well as any extracurricular activities your child participates in. For the convenience offered, a small service fee is charged for using the School Plan service. Any further queries regarding this service can be directed to School Plan on 1800 337 419 (free call) or website at www.schoolplan.com.au

Additional Fees and Fees in Arrears

1. Where fees are paid by credit card a surcharge of **1.50%** will be added to the total amount paid.
2. Where a cheque or credit card is dishonoured a fee of **\$45.00** will be charged.
3. Where fees are not paid in full by the required date, an administration fee of **\$140.00** will be charged monthly.
4. **A student will not be permitted to attend school if fees are outstanding for longer than 2 weeks.**
5. The School will take all steps deemed necessary by civil process or otherwise, to recover unpaid fees and associated costs from the parents or person/s responsible for the account.

Child Care Benefit (CCB)

Melbourne Montessori School is child care approved by the Australian Government because it meets certain standards and requirements. This includes having a licence to operate, qualified and trained staff, being open certain hours, and meeting health, safety and other quality standards.

Who is eligible for the Child Care Benefit?

You are eligible to receive the Child Care Benefit if you are a parent, foster parent or grandparent with a child in your care who is attending child care services approved by, or registered with, the Government. (Please check your eligibility and estimated rebate with Centrelink Australia)

You may be eligible to receive the Child Care Benefit if:

- you have a child in your care who meets the immunisation requirements
- you or your partner (if you have one) meet residency requirements (or have an exemption)
- your child attends approved or registered care and you have the liability to pay for the cost of your child care

School aged children (5 year olds), that is, those attending the third year of Cycle 1, or those who turn 5 by the 30th April of the current year, do not qualify to receive the CCB.

How do you receive the Child Care Benefit?

You can claim Child Care Benefit by completing and lodging a claim form at any Family Assistance Office, located at Department of Human Resources (DHR) and Medicare Australia shopfront or by using online services.

Commonwealth Child Care Benefit versus the Child Care Rebate

Melbourne Montessori is registered for Child Care Benefit not the Child Care Rebate.

Melbourne Montessori School is a registered provider:

Carer Reference Number - 3219722885. Currently Melbourne Montessori School is able to offer parents Benefit receipts. Parents of children who are in a Cycle 1 classroom in either their first or second year are eligible to claim the Commonwealth Childcare Benefit reimbursement. The rebate is issued by the Department of Human Resources (DHR). Further information can be obtained from the Department of Human Resources (DHR) official website:

<http://www.humanservices.gov.au/customer/subjects/assistance-with-child-care-fees>

MMS Emergency Hardship Fund Policy

There is a discretionary MMS Emergency Hardship Fund Policy for families that experience sudden and short term financial difficulties where they can apply for temporary fee relief. For full details, request a copy of this policy from the school; however please note that assistance under this policy is only available to families who are not in arrears. A copy can also be found on the school website in the ***Parent Section*** menu/All Forms.