



# Fee Schedule and Business Regulations



Melbourne  
Montessori  
School

## 2022 Fee Schedule

Cycle	Per Annum	Per Term	Full Payment <small>3.5% Discount</small>
<b>Parent and Toddler Groups</b>	\$2,680	\$670	N/A
<b>Early Learners Program</b>	\$5,360	\$1,340	N/A
<b>Cycle 1</b> (3YO, 4YO and Prep)	\$14,900	\$3,725	\$14,378.50
<b>Cycle 2</b> (Years 1 to 3)	\$14,900	\$3,725	\$14,378.50
<b>Cycle 3</b> (Years 4 to 6)	\$14,900	\$3,725	\$14,378.50
<b>Cycle 4</b> (Year 7 to 9)	\$21,350	\$5,338	\$20,602.50
<b>Cycle 5</b> (Year 10)	\$21,350	\$5,338	\$20,602.75
<b>Cycle 5</b> (International Baccalaureate)	\$22,000	\$5,500	\$21,230.00
<b>Cycle 5</b> (Montessori Careers Program)	\$22,000	\$5,500	\$21,230.00

All tuition fees include camp fees where applicable and will be charged in four instalments, at least one term in advance.

## Other Contributions

Voluntary Building Fund Donation (Per Child)	Per Term	Per Annum
Parent and Toddler Groups and Early Learners Program	\$25	\$100
Cycles 1 to 3	\$100	\$400
Cycles 4 to 5	\$250	\$1,000

The Voluntary Building Fund Donation is tax deductible.

Parent Involvement Levy (PIL)	Per Term	Per Annum
Cycles 1 to 5	\$160	\$640

The Parent Involvement Levy (PIL) is not applicable for families that volunteer at least four hours per term.

## Co-curricular Activities

Activities	Costs
School Band	\$85 per term
School Choir	\$85 per term

Additional Co-curricular Activities are available with external providers, these opportunities are billed separately through them.

# Fee Policy

The MMS Fee Policy ('policy') has been created by the MMS Board for the following purposes: to provide clear rules for the School to manage the payment, late payment or non-payment of tuition fees, charges, and levies ('fees') by members of MMS ('members' or 'parents'), to clearly articulate those rules to the parents, to ensure the rules are applied completely and consistently by the administrative staff and executive.

## Application Fee

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

## Acceptance Fee

An Acceptance Fee of \$2,000 per student is a one-off, non-refundable payment and is payable from families accepting an offer of either a Junior School or Senior School place. The fee is due and payable within 14 days of the offer being made. This fee is neither refundable, nor transferable. Enrolment of a place will not be finalised until the Acceptance Fee is paid and this will secure the child's place at the School.

## Tuition Fee

The tuition fee is outlined in the 2022 Fee Schedule. The tuition fee, along with government funding, provides for: classroom and whole school operations, provision of specialist classes in Performing Arts, Physical Expression, Art and Languages other than English, support for students with learning difficulties and teacher remuneration and professional development.

## Timing of Invoicing and Payments

Tuition fees are payable at least two terms' in advance. The fees for each school term are due at the beginning of the previous term. New families will be required to pay two terms' fees prior to commencement at the School and will then join the standard payment cycle.

Billing typically takes place one term in advance. Here is an example of what you can expect:

Instalment	Billed	Due Date
Instalment 1 2022	End of Term 3 2021	Start of Term 4 2021
Instalment 2 2022	Mid-January 2022	Start of Term 1 2022
Instalment 3 2022	End of Term 1 2022	Start of Term 2 2022
Instalment 4 2022	End of Term 2 2022	Start of Term 3 2022

\* Dates are subject to change at any time.

## Additional Fees

The following activities items will be invoiced separately to the tuition fees:

## Early Years

Parents are invoiced at the beginning of each term for their involvement in the Early Learners Program and the Parent and Toddler Groups.

## Camp and Excursion Fees

School camps and excursions are conducted to provide students with extended curricular experience outside the school environment. The cost of these activities is based on the cost for that camp or excursion and charged prior to the date of the camp or excursion. The Cycle 2 to Cycle 5 fees are part of the tuition fees. There will be no discounts or adjustments provided to students unable to attend/participate.

## School Band and School Choir

School Band and School Choir are optional extracurricular activities offered for Cycles 2, 3 and 4 students.

## Early Payment

An Early Payment Discount of 3.5% is available when the annual tuition fee is paid in advance. Families must express their intention for an Early Payment Discount by contacting our Accounts Department (accounts@mms.vic.edu.au). The Early Payment Discount does not apply to fees for Parent and Toddler Groups, Early Learners Program and Voluntary Building Fund donations.

## Sibling Discount

There is a sibling discount applicable for children attending Cycle 1 to Cycle 5:

- Second child – 5% discount
- Third child – 15% discount
- Fourth child – 25% discount

## Parent Involvement Levy (PIL)

As a community school, our families are asked to contribute at least four hours each school term towards the betterment of our students. A list of activities will be published regularly. For families who choose to not contribute their time, the PIL will be invoiced after each term in arrears.

## Voluntary Building Fund Donations

School fees do not cover the cost of new buildings and improvements, 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 Voluntary 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.

## Miscellaneous Donations

Any donations of \$2.00 upwards to Melbourne Montessori School are also allowable taxation deductions under the provisions of section 30-25, item 2.1.10 of the Income Tax Assessment Act 1997.

## Methods of Payment

The following options are available for the payment of fees:

- **Credit Card:** Complete the payment advice on your statement and forward it to the Finance Department.
- **Electronic Funds Transfer (EFT):** BSB: 063-145 Account No. 10380746 (include your Account Code as the payment reference)

- **BPay:** BPay biller code and individual reference number are listed on the tax invoice
- **Cheque:** made payable to Melbourne Montessori School with the student's name written on the back and returned to the Finance Department.

## Withdrawal or Absentee Charges

If the Principal or the Board cancels the enrolment of the Student and provided that the cancellation is not due to the failure to pay fees and levies, there will be no further charges levied.

In addition to the above, two full school terms' notice in writing is required to be given prior to the Student's intended withdrawal from the School, otherwise two terms' fees are payable in lieu of the required notice. Written notice is to be provided to the Principal and delivered to the registered office at 6 Roselea Street, Caulfield South, VIC, 3162.

Example: If your child is not returning for Term 3, you must deliver written notice to the Principal at 6 Roselea Street, Caulfield South VIC 3162, prior to the commencement of Term 1.

This notice period applies to all parents, including but not limited to:

- New parents,
- Parents who originally signed their child/ren's Enrolment Agreement,
- Parents whose child/ren's transfer from primary to secondary at Melbourne Montessori School,
- Parents whose child/ren continue to Cycle 3 from Cycle 4.

## Absentee

Should a student intending to return to the School be absent for a term (max of 4 terms), 50% of each term's tuition fee will be required to hold a place open. The Principal should be advised in writing one term in advance of the intended absence. If the absence is to be greater than two terms, an appointment should be made with the Principal to discuss place availability.

## Suspension of Membership

If a member with suspended membership rights pays any overdue fees in full, then these rights will be restored, and the member will be permitted to send their child or children to the School. Suspension of membership may lead to termination of membership by the Board where appropriate and in accordance with the MMS Constitution.

## Enquiries

All general fee and payment enquiries should be directed to the Finance Department. Specific fee or business-related matters (including advice of changes in enrolment and/or family circumstances) are to be directed to the Business Manager.

## Finance Department

A: 6 Roselea Street, Caulfield South 3162  
E: accounts@mms.vic.edu.au  
E: [bmanager@mms.vic.edu.au](mailto:bmanager@mms.vic.edu.au)

[melbournemontessori.vic.edu.au](http://melbournemontessori.vic.edu.au)

**Brighton Campus**  
741 Hawthorn Road,  
Brighton East VIC 3187

**Caulfield Campus**  
6 Roselea Street,  
Caulfield South VIC 3162

(03) 9131 5200  
[enrolments@mms.vic.edu.au](mailto:enrolments@mms.vic.edu.au)



Inspiring our children  
to create a better world  
with their *own* two hands

Melbourne  
Montessori  
School