



**Outstanding
education that
lasts a lifetime**

2021 Fees and Charges Handbook

This Handbook is to be read in conjunction with **Student Fees and Charges Policy, Student Fees and Charges Refund Policy, Student Fees and Charges Debt Management Policy** and all related corresponding **Principle documents**.

All documents are available on the School's web page or on request from the School Office. Where there are inconsistencies between this Handbook and the relevant Policy and Principle documents the Policy and Principle documents will take precedence.

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Canberra Rudolf Steiner School Association Incorporated is a not-for-profit incorporated association registered in the Australian Capital Territory operating as the "**Orana Steiner School**" (the School). A condition of continued enrolment at the School is that all School Fees and Charges are paid by the relevant due date/s as detailed below.

Families/carers are required to make a commitment to comply with the School's Fee Payment Policy, Student Fees and Charges Refund Policy, Student Fees and Charges Debt Management Policy and all associated Principles documents, which form part of their enrolment contract with the School.

1. Responsibility for the Payment of Fees and Charges

An Agreement for Enrolment will be completed for every individual student enrolling at the School. This form will be signed by the parent/s or guardian/s of the enrolling student. The person/s whose signature/s appears on the enrolment form will be the person/s held responsible for the payment of the School Fees and Charges for that particular student. A new Agreement of Enrolment form must be completed if fee payment responsibility alters from that recorded on the original form. Until the Finance Office receives the new form the original documents, and arrangements, will remain in force.

2. Split Billing Arrangements

Fee accounts may be split between two separated parents where both are responsible for the payment of School Fees, providing the "Conditions of Enrolment" form has been correctly completed and correctly updated if applicable or where a Split Billing Agreement form has been completed and signed by all parties. Fee accounts will be split in the proportion as advised by the parents and agreed by the School.

Both accounts from split billing arrangements must be finalised in accordance with one of the options in the Fee Payment Policy. Where in a split billing arrangement either party's account has fallen into arrears or is in default copies of all outstanding invoices and account transaction details may be forwarded to the other party/ies for the purpose of the School undertaking discussions in regard to the overall outstanding fee situation and the ongoing enrolment position of the student/s named in the respective Agreement of Enrolment form or the Split Billing Agreement form.

3. Joint and Several responsibility of Parents/Guardians/Carers for Payment of Fees and Charges

The person/s whose signatures appear on the Agreement of Enrolment form or on the Split Billing Agreement form are held both joint and severally responsible for the payment of Student Fees and Charges for the student/s identified on the form/s.

4. Enrolment Fee

An Enrolment Fee of \$550 is payable upon acceptance of a place and to confirm the enrolment. If this fee is not paid within 14 days of the signing of the Enrolment Form the offer will be withdrawn. The School cannot then guarantee your child's position, which becomes available to other students wishing to secure a place at the School. The fee is neither refundable nor transferable.

5. Camp Charges

Camps form part of the compulsory activities at the School and therefore form part of the School Fees and Charges. Charges for camps are non-refundable, except where non-attendance is the result of illness. In the case of illness, a medical certificate will be required in order to be considered for a refund for a camp not attended. As the school pays for camps in advance, at least one month's notice of withdrawal must still be given in order for the School to consider providing a full refund.

6. Family Based Charges

a. Maintenance Levy

Families/carers of all children enrolled (Preschool through to Class 12) are required to pay an annual Maintenance Levy as identified in the Table at paragraph 7 – this levy is applied on a family basis irrespective of the number of children attending the School. Funds from this levy contribute to the ongoing maintenance and development of the School site and the associated infrastructure.

b. Community Hours

Families are required to contribute 30 Community Hours per year (Sole fee-paying parents/carers or parents/carers of Pre- School enrolled children are required to contribute 15 hours per calendar year).

Parents/carers who are unable to meet this contribution will be charged the unmet hours at the rate of \$30 per hour per calendar year to the maximum identified in the Table at paragraph 7.

Once you have completed Community Hours activities you will need to log onto the School web page and register the hours contributed. The final date your form/s can be submitted is the last day of Week 5 in Term 4. Community Hours not submitted by this date will be charged to your Family Account.

7. Orana School Fee Schedule 2021

Please refer to the 2021 Schedule of Fees <https://www.oranaschool.com/about-us/finance-information.html>.

8. Tuition Fee and Curriculum Levy

Tuition Fee and Curriculum Levy are payable either at the commencement of (a) the School Year if paying for the year 'up-front'; or (b) of each School Term as per the terms and conditions of enrolment (unless participating in a Payment Plan with Direct Debit Authority held by the school).

9. Sundry Charges

Whilst the Curriculum Levy covers most of the resources and activities undertaken by students there are a number of excursions, extra-curricular activities, and other sundry charges such as damage to school equipment, loss of library books etc. that do not apply to the general student body and these will be applied on an event-by-event basis. Parents will be advised of charges before they are applied to your account.

As the School incurs costs associated with these activities/events there will be no refunds once you/your child has indicated an acceptance to participate in the activity/event.

10. Building Fund Contributions (voluntary) The Building Fund is vital to the provision of building maintenance, modifications and new resources. While Tuition Fees cover a portion of our students' education at the School, they do not provide all the funds we need to undertake building projects and other capital works. Building Fund contributions are voluntary and are tax-deductible.

11. Invoicing and Statements of Account Prior to the commencement of each Term, an invoice will be provided identifying the Tuition Fee, Curriculum Levy, Camp Charges, and Maintenance Levy components for the coming Term.

A Family Statement will accompany the invoice for Term 1 fees. This Statement will identify:

- Opening balance if prior year Fees and Charges remain unpaid;
- Annual Fee amount (the total due for the year for Tuition Fee, Curriculum Levy, Camp Charges, and Maintenance Levy) which if paid in full by the due date will be reduced by the discount amount identified in 14(a) below; and
- Term 1 Fees and Charges.

In addition to the Term Invoices and Statements, the School will also send a monthly Family Statement, which will include details of the opening balance for the current year, and all charges and payments made on a Term-by-Term basis. An Invoice will also accompany the Statement where Incidental and other charges have been made in the month reported.

Families/carers are asked to review their Statements carefully and to raise any concerns they may have with the Finance Office.

12. Before/After School Care Fees Parents/Carers are welcome to utilize the School's Before and After School Care Programme that operates each week of term. Before School Care operates 7:30am to 8:45am whilst After School Care operates 3:00pm to 5:45pm. Parents/carers are charged an annual registration fee of \$60.00 per child irrespective of attending Before School Care or After School Care or both.

The fee per session for Before School Care is \$27.00 permanent booking (\$34.00 casual booking) and for After School Care \$39.00 permanent booking (\$49.00 casual booking).

Late penalties apply when a child/ren is collected from After School Care after 5:45pm. Accounts for Before and After School Care fees are billed fortnightly in advance.

The Before and After School Care programs are licensed approved providers for both Child Care Benefit (CCB) and Child Care Rebate (CCR) schemes.

13. Playgroup Fees

The School operates a Playgroup facility during Term time – the cost per child per session (1 day) is \$30.00 Parents/carers are required to reserve a place for their child/ren on a Term basis. Parents/carers are required to provide two weeks' notice when they are withdrawing their child/ren from Playgroup or will be required to pay two weeks fees in lieu. Accounts for Playgroup fees will be forwarded in Week 1 each Term.

14. Discounts and Bursaries

a. Payment of all Tuition Fee, Curriculum Levy, Camp Charges, and Maintenance Levy in Advance for Full Year

A 5% discount on the **Tuition Fee component** for the year will apply where the total Tuition Fee, Curriculum Levy, Camp Charges, and Maintenance Levy are paid to the School on, or before, close of business on Friday 5th February 2021.

Subsequent Sundry and other charges will be due in full by the close of business on the Friday of Week 2 of the Term following the charges being entered onto your account. The exception to this is charges made in Term 4 in which case these are due for payment in full by the 20th of December each year.

b. Family Sibling Discount

A sibling discount will be applied to the Tuition Fee component only of the second or subsequent fee paying student enrolled in Preschool through to Class 12 from a family where there are two or more siblings simultaneously attending the School. The sibling discount will cease to apply at any time when there are less than two children from the same billing family simultaneously attending the School in Preschool through to Class 12 or at the discretion of the School, where the account is in default.

The sibling discount are applied as follows, for the second child (10%), for the third child (20%), for the fourth child (30%), and for fifth and subsequent children (40%).

c. Bursaries

In exceptional circumstances, a bursary may be granted to an existing school student whose parents/carers are temporarily unable, for financial reasons, to cover the full cost of the student's attendance at the School. Bursaries are only applied to Tuition Fees and are valued at 10% up to 75% of the full cost of Tuition Fees. Applications will be assessed according to need and will be subject to the student's contribution to the Class and their family's contribution to the School. Bursaries may be granted for one (1) term up to a maximum of four (4) terms of any one school year and are only valid whilst the family/carer is in genuine need of financial assistance. Bursaries expire at the end of the year. Existing parents/carers, who are still unable to pay the full amount of the Tuition Fees for financial reasons, need to make a new application for the following year.

Applications are to be submitted no later than the tenth day (10th) of December in any year. Application forms are available from the School's Finance Office and should be directed to the attention of the Finance Manager, marked "Private and Confidential". The School requires that proof of income and other evidentiary documents, which substantiate an application for a Bursary, be attached to the application prior to its submission.

The School has limited funds available for bursaries and the School's Bursary Committee will assess all bursary applications. The granting of a bursary, including the amount of support provided, is at the discretion of the Bursary Committee.

15. Withdrawal of a Student

One full term's notice in writing to the **School's Admissions Officer** is required for the intended withdrawal of students. The written notice must be received at the School by 9.00am on the first day of the final attending term. Any notice received after this time will render parents/carers liable for the full term Fees and Charges of the current term and 50% of the Fees and Charges for the subsequent term in lieu of notice. Camp Fees and other Incidental Charges will also be charged where the School has incurred costs associated with these activities. **For clarification notice given to a teacher or other member of staff, other than the Admissions Officer, is not considered notice of withdrawal.**

16. Temporary Absence of a Student

For temporary absences of a student of up to five weeks of any term, the full Tuition Fee, Curriculum Levy, and Maintenance Levy per term will be charged. For temporary student absences of more than five weeks but less than one term, half of the Tuition Fee, Curriculum Levy, and Maintenance Levy per term will be charged.

Parents/Carers wishing to **withdraw their child for a term or more are required to give a full terms' notice in writing to the Admissions Officer**. Parents/carers, who wish to reserve their child's place in the School, are required to pay either the Tuition Fees and Maintenance Levy or a **Position Holding Fee of \$500 per child per term**. This fee is neither refundable nor transferrable. Failure to pay the Position Holding Fee will mean the School cannot guarantee a position for your child and the place may therefore be offered to other students.

17. School Fee Payment Schedule*

Quarterly Invoice	Invoice Date	Invoice Due Date
Term 1, 2021	18 January 2021	12 February 2021
Term 2, 2021	5 April 2021	30 April 2021
Term 3, 2021	5 July 2021	30 July 2021
Term 4, 2021	27 September 2021	22 October 2021

* The above schedule applies to accounts where parents/carers do not make the full annual payment of Tuition Fee, Curriculum Levy, Camp Charges, and Maintenance Levy as noted in 14(a) above or where the parents/carers have entered into a formal Direct Debit arrangement with the School.

A condition of continued enrolment at the School is that all School Fees and Charges are paid to the School by the relevant due date/s as follows or as published by the School each year.

School Fees paid 'up-front' on, or before, the close of business on Friday of Week 2 of Term 1 and subsequent Incidental Charges are due and payable by close of business on the Friday of Week 2 of the Term following the Term in which the charge was levied. Incidental Charges levied in Term 4 become due and payable before close of business on 20 December of that year; or

School Fees paid on a Term basis – the School Fees are due and payable before close of business on the Friday of Week 2 of each Term. Incidental Charges are due and payable by close of business on the Friday of Week 2 of the Term following the Term in which the charge was levied except for Incidental Charges levied in Term 4 in which case the amount becomes due and payable before close of business on 20 December of that year; or

School Fees paid by Direct Debit Request (DDR) arrangements – School Fees should be paid by calculation of the annual amount divided by the number of Direct Debit runs to be processed during the year i.e. Monthly = 10 runs and Fortnightly = 22 runs. Where a DDR is returned or declined the amount returned or declined becomes due and payable immediately. Incidental Charges should be estimated for the year (\$200 is a reasonable amount to provide for) and included in the DDR payment amount.

All School Fees and Incidental Charges incurred for the year are due and payable in total by close of business on 20 December of the year in which the charges were recognised on your account.

18. Methods of Payment

Cash payments cannot be made at the School Finance Office. Please do not send cash to the School with your children or through the post, as the School will not take responsibility for cash deposits.

Cheques should be made payable to "The Orana Steiner School" and mailed to The Orana Steiner School, PO Box 3567, Weston, ACT 2611.

Direct Deposits or Electronic Funds Transfer (EFT) can be made into the Schools NAB Account. Details are as follows:

Account Name: Orana Steiner School BSB: 082-902

Account Number: 730100695

Note – please ensure your Surname and/or Debtor ID number is included as the payment reference.

Payments by credit card can be made at the School Finance Office or over the phone.

19. Overdue Invoice or Account Invoices not paid in full by the date as indicated at paragraphs 4 and 17 are classified as Overdue. An overdue account may incur a Late Payment Fee of \$110 each Term that the amount remains overdue. This is a genuine pre-estimate of loss to be suffered by the School as a result on non-observance of the Fee Policy and Principle, based upon the resultant Bank charges/fees, loss of interest earnings, as well as the additional administrative work required in managing the debt.

Parents/carers having trouble in meeting invoice payment deadlines should contact the Finance Manager as soon as possible to discuss, and enter into an extension of payment plan where appropriate. The School would rather keep clear communication going and enter into a written (documented) special payment arrangement than to begin debt collection proceedings.

Where parents/carers have consistently not complied with the School's Fee and Incidental Charges Policies, Principles and Procedures, the School reserves the right (without further notice) to refer overdue accounts to the School's debt collection agency/legal representative. The School also reserves the right to advise such parents/carers that they are at risk of disenrollment of their child/children.

Overdue accounts referred to the School's debt collection agency/legal representative will incur additional costs and charges – all costs and charges associated with transfer of the debt to the debt collection agency/legal representative and their subsequent debt management costs will be charged back to the person/s responsible for the payment of the fees and charges.

The following summarises the stages and associated actions of Overdue Account management:

- **Stage 1: First Reminder**

Discount on Tuition Fees no longer applies on any overdue account. Accounts unpaid by the due date will have a reminder notice sent with a request to pay the outstanding debt within seven days. If after seven days from the date of issue of the first reminder, the account remains unpaid, and where no satisfactory arrangements and/or contact has been made with the School, a second reminder will be issued to the person/s responsible for the payment of the account.

- **Stage 2: Second Reminder and advice of debt collection agency/ legal representative**

Accounts still unpaid 14 days after the original due date will immediately incur a late payment administration fee of \$110.00. This reminder will demand payment of the account within seven days of date of issue and if payment is not received in full within the seven days, the account will be placed with a debt collection agency or legal representative without further notice. The School will issue no further reminders.

- **Stage 3: Debt Collection Agency/Legal Representative**

Once an account has been placed with the debt collection agency or legal representative, the School no longer corresponds in relation to or deals with the matter. All costs associated with the debt collection agency or legal representative will be paid by the relevant person/s responsible for the outstanding school fee account and will be added to the fee account as a debt due and payable.

- **Failed agreements**

If in the course of the above stages, a fee payment arrangement has been made or an extension of time to pay has been agreed to by the school, the conditions of that individual payment agreement must be strictly adhered to. Failure to comply with the arrangement will cause the account to be placed with the debt collection agency/legal representative, whereby the comments at "Stage 3" above apply. Note that an individual payment arrangement is always considered a temporary 'one off' option and will not apply on a continuing basis.

After Enrolment Ceases

The school reserves the right to pursue all outstanding fees in accordance with the Agreement for Enrolment and Fee Payment Policy. The outstanding fees must be paid in full whether or not a student or students remain enrolled at Orana School.

20. Administrative Fees

The following fees may be applied in respect of failed payments:

DISHONOURD CHEQUE FEE: \$60.00 DISHONOURD DDR/CREDIT

CARD FEE: \$ 60.00

Should you have any queries regarding this document please contact us on **02 6288 4283** or **info@oranaschool.com**