BUSINESS ARRANGEMENTS

Approved by Board 7 December, 2015

TERMS AND CONDITIONS

The Terms and Conditions set out in the prospectus, the application form for admission and all associated papers, information sheets and handbooks may be amended from time to time by the Board. Provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend the School.

Full details of the Terms and Conditions under which enrolments are accepted are described in the Admission Agreement.

FEE BASIS

The Board generally sets the fees based on:

- the expected level of Commonwealth and State funding for the year;
- the anticipated operating expenses for the year; and
- the strategic plan for the next five years

Fees are per child, payable in advance and non-refundable unless otherwise noted.

Continuation of enrolment cannot be guaranteed unless outstanding fees have been paid by the due date or alternative financial arrangements have been made.

TYPES OF FEES

Application Fee

The application fee covers administrative costs and is non-refundable. Payment of the application fee does not guarantee enrolment.

Admission Fees

The confirmation of acceptance fee is payable with the return of the Enrolment Agreement within ten (10) working days of the offer, and is a condition of entry to the school. It is non-refundable.

The Enrolment Bond is payable within ten (10) working days of the offer, and is a condition of entry to the school.

The Enrolment Bond is refundable subject to the following conditions:

- The entire Enrolment Bond is refunded upon the student’s graduation from the end of the Upper Primary cycle (or maybe donated to the school)
- Half of the Enrolment Bond is refundable subject to a full term’s notice of withdrawal from the end of the Middle Primary cycle (or maybe donated to the school)

School Fees

School fees are payable in advance. Families are invoiced annually or pro rata for the year depending on the date of enrolment. Blue Gum Montessori School offers families five payment options for School fees. Some discounts apply to School Fees under the terms outlined in this schedule:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Due by</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>Friday before Term 1</td>
<td>4% off all School Fees</td>
</tr>
<tr>
<td>Bi-annual</td>
<td>Friday before Terms 1 &amp; 3</td>
<td>2% off all School Fees</td>
</tr>
<tr>
<td>Per Term (Direct debit optional)</td>
<td>Friday before Terms 1,2,3 &amp; 4</td>
<td></td>
</tr>
<tr>
<td>Monthly (Direct debit mandatory)</td>
<td>11 equal payments debited at the end of each month</td>
<td></td>
</tr>
<tr>
<td>Fortnightly (Direct debit mandatory)</td>
<td>22 equal payments debited every 2nd Friday starting on the last Friday of January</td>
<td></td>
</tr>
</tbody>
</table>
Sibling discount
When more than one (1) child from the Family is enrolled, the second child from that family will be entitled to a 20% discount on Tuition Fees. The third and subsequent children will be entitled to a 30% discount on Tuition Fees.

Where a child commences after the end of the second week of a term, a pro rata Tuition Fee for that term will be charged. All children who commence anytime during the first two weeks of term will be charged full Tuition Fees.

Optional Sessions

<table>
<thead>
<tr>
<th>Session name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Playground</td>
<td>Parent accompanied introduction to Montessori</td>
</tr>
<tr>
<td></td>
<td>3 sessions available on Fridays:</td>
</tr>
<tr>
<td></td>
<td>• Two 1.5 hour morning programs for ambulatory children 1-2 years</td>
</tr>
<tr>
<td></td>
<td>• One 2 hour afternoon program for 2-3 years</td>
</tr>
<tr>
<td></td>
<td>Casual attendance not acceptable</td>
</tr>
<tr>
<td>Extend Ed</td>
<td>Afternoon program for students attending Junior Primary until 12pm</td>
</tr>
<tr>
<td></td>
<td>Available Monday to Thursday, 12pm – 3pm</td>
</tr>
<tr>
<td></td>
<td>Bookings for set days required at the beginning of term</td>
</tr>
<tr>
<td>Transition class</td>
<td>Preparatory sessions for 3 year olds not yet attending Junior Primary</td>
</tr>
<tr>
<td></td>
<td>Attendance Monday to Thursday, 8.30am – 11.30am.</td>
</tr>
<tr>
<td></td>
<td>Pro-rata fee between 11:30-12:00pm is available on request.</td>
</tr>
<tr>
<td></td>
<td>Casual attendance not acceptable</td>
</tr>
<tr>
<td>Breakfast club</td>
<td>Before school care, including breakfast, for school students.</td>
</tr>
<tr>
<td></td>
<td>Opens from 7.15am</td>
</tr>
<tr>
<td></td>
<td>Casual attendance acceptable</td>
</tr>
<tr>
<td>After school care</td>
<td>After school care from 3pm for school students, including snack</td>
</tr>
<tr>
<td></td>
<td>Pick up any time until 6pm. Late fees apply for children who are not</td>
</tr>
<tr>
<td></td>
<td>collected on time.</td>
</tr>
<tr>
<td></td>
<td>Casual attendance acceptable</td>
</tr>
</tbody>
</table>

Payment methods

Payments can be made by:

- direct bank transfer to BSB 306 043 Account Number 4153530;
- cheque made payable to Blue Gum Montessori School Inc.;
- credit card payment at reception or by phone during office hours; or
- by arranging Direct Debit through the office. This is mandatory for monthly and fortnightly payments and optional for termly payments.

LATE PAYMENT OF FEES AND FEE COLLECTION

Parents who are experiencing difficulty in paying fees by the due date must apply to the school to discuss alternative arrangements for payment.

In the event that payment of fees has not been received by the Friday before term begins, a reminder letter will be issued, together with a reissued invoice inclusive of a late payment fee and a Direct Debit form.

If no response is received by the third Friday of the Term (i.e. Friday of Week 3 of a Term), the matter will be referred to the Treasurer who will inform the Board.

By the end of the fifth Friday of the term (i.e. Friday of week 5 of a term), the Board will advise Management on the course of action to be taken on any accounts that remain outstanding.

Non-Payment of Fees

The School reserves the right to take legal action for the recovery of any fees outstanding and also reserves the right to give notice to Parents/Guardians for the withdrawal of a student from the School in the event that the Parent/Guardian fails to make adequate arrangements for payment of any amounts outstanding as determined by the School.

Unpaid Fees

Unless a prior arrangement has been made, no student may commence a new school term unless prior fees have been paid in full.

CHILD CARE REBATE

Registered families may be eligible to claim a partial rebate of Junior Primary fees under this scheme. Further information may be obtained from the Family Assistance Office on 136 150.
BURSARIES

Temporary financial assistance in the form of a bursary for Tuition fees may be available where a family experiences short-term financial difficulties. If these circumstances arise, the family should make an appointment with the Principal and/or Business Manager. Such matters are treated in the strictest confidence.

NOTICE OF WITHDRAWAL OF A STUDENT

Notice of withdrawal of a student must be given in writing to the Principal. A full term’s notice must be given e.g. if the student is leaving at the end of Term 4 notice must be given by the last school day of Term 3.

On admission of each child, there is a probationary period of four (4) weeks that allows for the child to settle into the school, observations to be made and profiling developed.

No family who has given notice of withdrawal is eligible for financial arrangement.

REFUND OF ENROLMENT BOND

The enrolment bond is refundable, or may be donated to the school:

- The entire Enrolment Bond is refunded upon the student’s graduation from the end of the Upper Primary cycle.
- Half of the Enrolment Bond is refundable subject to a full term’s notice of withdrawal from the end of the Middle Primary cycle.

The following conditions also apply:

- Any eligible refund will be made within four (4) weeks of the child leaving after the last date of attendance.
- If no request is made for a refund those fees remain the property of the school.
- If a full term’s notice is not given, the bond will be forfeited to the school (not necessary for graduating students)
- The family account must be paid to date for the bond to be refunded.

ATTENDANCE

School attendance is compulsory for children of Pre-Primary age and above.

Prompt and regular attendance is encouraged for children starting at the age of three (3) to help them develop a positive attitude towards school attendance.

The School does not usually grant leave for holidays during term time. Leave for exceptional circumstances during term time, may be obtained by application to the Principal.

If leave of absence is granted and taken, the School will require full payment of each Term’s fees due for the period of absence, paid prior to departure, to enable the School to keep open the student’s place.

ILLNESS OR INJURY

No discount, adjustment or refund is made to Tuition Fees if a child is ill or absent from school.

In an emergency, your child will be taken to hospital by ambulance. Any ambulance and medical expenses are the responsibility of the Parent/Guardian.

INSURANCE

Personal accident insurance is provided for all students of the school. Details are available from the office. The school does not accept responsibility for damage to personal effects and property damage incurred by students.

TAX DEDUCTIBLE DONATIONS

Parents are encouraged to donate to the BLUE GUM MONTESSORI BUILDING FUND to assist with future capital development of the School. Donations are tax deductible. Please contact the Office for a pledge form if you wish to make a donation.

SCHOOL ENGAGEMENT

Parents are encouraged to contribute towards the maintenance of the school by undertaking a term job per family per term to the satisfaction of the class teacher.