SECTION 1

BUSINESS ARRANGEMENTS 2014

Approved by Board November 2013

SECTION 2

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.

SECTION 3

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.

SECTION 4

FEES

**APPLICATION FEE**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child – before 3rd birthday</td>
<td>$125</td>
</tr>
<tr>
<td>Child – after 3rd birthday</td>
<td>$250</td>
</tr>
<tr>
<td>Sibling of child currently enrolled</td>
<td>$ 35</td>
</tr>
</tbody>
</table>

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

**ADMISSION FEE**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of acceptance</td>
<td>$610</td>
</tr>
<tr>
<td>Enrolment Bond</td>
<td>$750</td>
</tr>
</tbody>
</table>

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

The Enrolment Bond is payable for all students enrolling. The Enrolment Bond is refundable under the terms of this schedule outlined below.
TERM/ANNUAL TUITION FEES

Tuition and other term fees are non-refundable and payable as follows

<table>
<thead>
<tr>
<th></th>
<th>Junior Primary 3 yrs. old</th>
<th>Junior Primary 4 yrs. old</th>
<th>Primary 5 yrs. - 11 yrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee*</td>
<td>$1,795</td>
<td>$7,179</td>
<td>$1,714</td>
</tr>
<tr>
<td>Amenities levy</td>
<td>$56</td>
<td>$225</td>
<td>$111</td>
</tr>
<tr>
<td>Pre-funding levy</td>
<td>$556</td>
<td>$2,222</td>
<td>n/a</td>
</tr>
<tr>
<td>FEE TOTALS -</td>
<td>$2,407</td>
<td>$9,626</td>
<td>$1,825</td>
</tr>
</tbody>
</table>

School Support Hours - Busy Bee  Fee per Family - $130 per term or $520 per annum
School Support Hours - Term Job Fee per Family - $43 per term or $170 per year
Camp Fees (Upper Primary) Fee per child payable in the term before camp
Ext Ed (3 and 4 yrs old) $28 per session payable in advance

* Prior to the application of discount

Tuition Fee (payable in advance)

Concessions/rebates are applicable to elements of the term/annual fees under the terms outlined in this schedule.

- payable in one annual installment, due by close of business on the Friday of the first week of Term 1 (discount applied), or
- payable in two bi annual payments, due by close of business on the Friday of the first week of Term 1 and Term 3 (discount applied)
- payable in four (4) equal installments, due on the first day of each term (discount applied)
- payable in by Direct Debit monthly or fortnightly (no discount)

PAYMENT OF TUITION FEES

Families are invoiced annually or pro rata for the year depending on the date of enrolment. Blue Gum Montessori School offers families four different options in which to pay the Tuition fees. These are:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once only annual payment 4%  discount</td>
<td>Bi annual payment 2.5% discount</td>
<td>Four term installments payable by the first week of the Term 2% discount</td>
<td>Direct debit each month No discount</td>
</tr>
</tbody>
</table>

Where more than one (1) child from the Family is enrolled, the second child from that family will be entitled to a 12.5% discount in Tuition Fees. The third and subsequent children will be entitled to a 20% 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.

Amenities and Consumables (payable in advance)

- Stationary, excursions and incursions

Pre-funding Levy (payable in advance)

- There is no Commonwealth and State funding available for three (3) year old children and limited funding for four (4) year old children. Payments are made on the same terms as the Tuition fees.
Busy Bee and Term Job (payable at the end of each Term where failure to complete hours)

Parents are expected to contribute towards the maintenance of the school by either:
- Undertaking a minimum of four (4) hours School Support per family per term to the satisfaction of the House and Grounds Coordinator at the term Busy Bee; or
- Pay a levy of $130 per term.

and:
- Undertake a term job of a minimum of two (2) hours per family per term to the satisfaction of the class teacher; or
- Pay a levy of $43 per term.

Camp Fees
The annual Camp fee for Upper Primary children is charged in the term prior to the camp. The fees depend on the camp option selected.

Extend Ed Program
- The School offers an Extend Ed programme for 3 and 4 years old only. The maximum number of students that the Extend Ed program caters for is 10 per day.
- During term, four sessions of Extend Ed are run, on Monday, Tuesday, Wednesday and Thursday between the hours of 12.00 noon and 3.00pm.
- Families may elect the days on which they wish their child to attend the Extend Ed program by notifying the School accordingly.
- The cost of a session is $28.00
- Extend Ed fees are a flat rate and are not subject to a concession.
- If a child cannot attend an Extend Ed session, the session will still be charged for unless there are exceptional circumstances that prevent attendance.
- Students who turn 4 during any Term may still access the Extend Ed Program until they have fully transitioned into the full day Program.

School Support contribution
There are no discounts for School Support contributions, the Amenities Levy, the Camp charge or Extend Ed.

MANNER OF PAYMENT

Families may pay in one of three ways:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>By direct bank transfer to BSB 306 043</td>
<td>By direct debit monthly or fortnightly. A direct Debit Service agreement is required. Families will be invoiced annually at the base tuition rate, plus Pre-funding levy if applicable, Amenities levy and Camp cost if applicable.</td>
<td>By cheque made out to Blue Gum Montessori School Inc.</td>
</tr>
<tr>
<td>Account Number 4153530</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A Direct Debit Service Agreement form is available from the office. This Agreement must be signed and returned to the school by the end of the first week of term. Parents/Guardians who elect to utilise this payment option will not be entitled to any discounts available other than the sibling discount.
Parents who are experiencing difficulty in paying fees by the due date must apply to the School to discuss alternative arrangements for payment.

The School reserves the right to charge an administration fee on late payments.

In the event that payment of fees has not been received by the second Friday of the Term (i.e. Friday of Week 2 of a term) a reminder letter will be issued together with a reissued invoice inclusive of a late payment fee which will be $55 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.

PROBATION PERIOD FOR ALL NEW ENROLMENTS

On admission of each child, there is a probationary period of two (2) weeks that allows for the child to settle into the school, observations to be made and profiling developed.

If following this process the School, in consultation with the parents, decide that it is in the child’s best interest to be withdrawn, the School will refund the Confirmation of Acceptance Fee, the Enrolment bond and on a pro rata basis the Tuition Fee.

NOTICE OF WITHDRAWAL OF A STUDENT

Notice of withdrawal of a student can only be given in writing to the Principal. Notice must be given by the last day of the previous term, i.e. if the student is leaving at the end of Term 4 notice must be given by the last school day of Term 3.

<table>
<thead>
<tr>
<th>Intended Withdrawal – at the end of:</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice required by</td>
<td>End Term 4</td>
<td>End Term 1</td>
<td>End Term 2</td>
<td>End Term 3</td>
</tr>
</tbody>
</table>

REFUND OF ENROLMENT BOND

The enrolment bond is refundable:

- On completion of the last year in Upper Primary (Yr 6)
- On written request in accordance with the schedule above.
- 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.
- The family account must be paid to date for the bond to be refunded.
- No family who has given notice of withdrawal is eligible for financial arrangement.
School attendance is compulsory for children aged five and above (Foundation 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. The School receives some income from Federal and State grants. The level of funding is based on the Socio Economic Score of the families of the school, the age of the child and an **annual attendance by the student of 90%**.

No discount, adjustment or refund is made to Tuition Fees, 3 or 4 year old Levy, the Amenities Levy or the School Support Contribution Levy if a child is ill or absent from school or if parents withdraw their child during the term.

**ILLNESS OR INJURY**

In an emergency, your child will be taken to hospital by ambulance. You are advised to have private health cover for this and also for ancillary benefits.

**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.

**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. Such matters are treated in the strictest confidence.

**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 in the event that you wish to make a donation to receive a pledge form.