



2017 Business Arrangements

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 amendment 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

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

Application Fees

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

Admission Fees – (not applicable to playgroup)

Confirmation of Acceptance	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.
Enrolment Bond	The Enrolment Bond is payable within ten (10) working days of the offer. The following conditions apply: <ul style="list-style-type: none">• The entire Enrolment Bond will be refunded upon the graduation of the student from Upper Primary cycle subject to all fees being paid in full.• Half of the Enrolment Bond is refundable subject to a full term's notice of withdrawal from the end of Middle Primary cycle and all fees being paid in full.

Tuition and other fees.

Tuition fees are non-refundable.

The amenities levy covers all the costs associated with your child's education and includes books, equipment, camps, incursions and excursions, families will not be invoiced for additional items during the school year unless additional purchases are made, e.g. uniform, school clubs and playgroup. Tuition fees do not cover the cost of extra-curricular activities e.g. Extend-Ed, Breakfast Club and After School Club. Please refer to the Fee Schedule for cost information.

Where a child commences after the second week of a term, a pro-rata Tuition Fee for that term will be charged. All children commencing during the first two weeks of term will be charged full Tuition Fees. Fees are pro-rata weekly.

Most fees and charges are GST free, however, the school reserves the right to charge any GST that may be applicable.

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 the Tuition Fee. The third and subsequent children will be entitled to a 30% discount on Tuition Fees

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
- Direct Debit. This is mandatory for families who choose to make fortnightly or monthly payments. Parents have to sign off the direct debit form every year and arrange the direct debit with the school.

Payment Frequencies

Families have a number of options for payment of school fees.

Frequency	Due on or before	Discount where applicable
Annual	Friday before Term 1 commences	4% off all Tuition Fees
Bi-annual	Friday before Terms 1 and 3 commence	2% off all Tuition Fees
Termly (Direct Debit Optional)	Friday before the commencement of Terms 1,2,3 and 4	N/A
Monthly (Direct Debit Mandatory)	12 equal payments debited on the 15 th day of each month	N/A
Fortnightly (Direct Debit Mandatory)	24 equal payments commencing 20 th January and ceasing on 8 th December 2017	N/A

Families are requested to indicate their preferred payment frequency by completing and returning the payment option form provided with the annual schedule of fees.

Late or Unpaid Fees

The School reserves the right to apply a late payment fee of \$55 (includes GST) to accounts not paid within 14 days of the due date unless a prior arrangement has been made.

No student may commence a new school term unless outstanding fees have been paid in full, or a prior arrangement made.

The School reserves the right to take legal action for the recovery of any fees outstanding. Any expenses, costs or disbursements incurred by the School in recovering outstanding fees including debt collection agency fees and solicitor costs, shall be recoverable by the School.

The School 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 amount outstanding as determined by the school.

Financial Assistance

Parents who are experiencing difficulty in paying fees by the due date should contact the school Finance Manager, to discuss alternative arrangements for payment.

Absence from the School

No reduction of Tuition Fees and Amenities Levy will be made because of absence from the School as costs incurred in operating the School are not lessened by the absence of individual students.

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 on or before the last day of term 3.

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 to 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.

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.

Donation to Building Fund

Families are invited to donate to the Blue Gum Montessori School Building Fund to assist with future capital development, alternatively families entitled to a refund of the Enrolment Bond may choose to nominate to have this donated to the Building Fund. Donations to the fund are tax deductible. Please contact the Business Manager for further information.

Parents and Citizens (P&C)

The P& C operates under the auspices of the School Board and is about building community engagement. The P&C holds various activities through the school year and raises funds for specific projects and events. Please refer to the newsletter, reception or Class Liaisons for details.

Privacy Statement

The information Blue Gum Montessori School collects and holds may include sensitive information about:

- Students and their parents / guardian before, during and after their time at the school, e.g. forms, meetings, interviews and phone calls.
- Members of staff, job applicants, volunteers, e.g. references, resumes, police clearances for employment purposes, child protection.
- Other people coming into contact with the school such as parents attending classroom observations, information evenings, e.g. driver's licences and other forms of ID, address and phone numbers.

The purpose of keeping and using this information is for school administration to be able to contact parents / guardians concerning their child's educational, social and medical needs. It is imperative that parents provide the most updated contact information. The school will keep this information private and secure and will use all information held for the purpose it was provided.