





Fees Policy

	Ratified by Council	Reviewed by Principal
Date	28 February 2023	28 February 2023
Name	Justin Coombs	Jenny Dougan
Signature		

West Coast Steiner School is committed to being a Child Safe Organisation, taking a preventative and participatory stance on child protection issues and promoting a child safe environment based on the National Principles for Child Safe Organisations.

PROVENANCE			
Responsibility: School Principal		Review Cycle: 3 years	Date for Next Review: 1 April 2026
Related Policies and Procedures	Fee Assistance Policy Debt Collection Policy Enrolment Policy Privacy Policy Application for Fee Assistance Form Self-Assessed Discount Form Fees Schedule		
Relevant Legislation and Authority			
Appendices	Appendix A Fee Schedule Appendix B Self-Assessed Discount Form		
VERSION MANAGEMENT			
Date	Changes Made		Author
March 2018	Ratified by Council		A Gernaat
September 2022	Reviewed by Business/Finance Manager, Communications Officer, and Principal. Editing and title changes made.		L Lane
February 2023	Fee Schedule Table updated and moved to Appendices. Discounts amended to match Fees Schedule. Ratified by Council.		L Lane

Policy

Background

Although our School receives State and Federal Government funding, fees make up a necessary and substantial part of our income. Without this income we would not be able to provide the resources to the level needed to deliver high quality education and amenities. When parents enrol their children at West Coast Steiner School, they take on a responsibility and commitment to meet this fee structure, understanding the seriousness of this obligation in assisting the School to remain viable.

Purpose

West Coast Steiner School is committed to making a Steiner education available for any parent who wishes their child such an experience. The School will set fees at a level to allow the provision of a high quality education for our students whilst having consideration for the financial capacity of the community we serve. The fees and levies collected at West Coast Steiner School are used for the following purposes:

- providing resources, materials, facilities and equipment
- employing teaching, administrative and ground staff
- maintaining buildings, grounds and other facilities.

The West Coast Steiner School community accepts that fees are a critical form of revenue for the School and that prompt payment of all fees is the responsibility of all parents/carers of WCSS students. The School will ensure that the financial responsibilities of all families are met as to their agreed obligations by having a systematic and identifiable procedure for the collection of fees. Parents will be provided with the Fees Schedule and a summary of the School's Fees Policy as part of the enrolment process. Prospective parents will also be informed that on enrolment of their child, they accept the responsibility for the payment of tuition fees and other costs associated with the education of their children. Parents make a commitment to pay school fees when they sign the School's Application for Admission and enter into an agreement to do so when they sign the Enrolment Contract.

The Business Manager will review outstanding fees on an ongoing basis and will report to the School Council the status of fee collection. All information pertaining to parents and the payment of School fees shall be treated confidentially.

Application

This policy applies to and is binding upon all parents of West Coast Steiner School. For the purpose of this policy 'parent' includes step-parents, foster parents, legal guardians, carers and grandparents.

Policy Review and Dissemination

This policy and related procedures will be made available to the public and staff members on the School website and is available to staff in the Policies and Procedures folder in Reception.

The School may, at any time, make amendments to this policy to ensure continuous improvement. The policy will be reviewed every three years by the School Principal.

Implementation

Fees Schedule

A Fees Schedule will be developed each year as part of the budget review process. The new fees for the following year will be approved as part of the School's budget for the year by the School Council. Fees may be ratified alone without the full budget if this is necessary.

The Fees Schedule for the following year shall be made available to parents no later than the end of Term 4 of the previous year. The published Fees Schedule will include a summary of this Policy making special reference to the payment terms and relevant discounts available. It should also refer parents to a full copy of the Fees Policy.

The fees have several components which, for the sake of clarity, will be available in a table setting out the fee payable in term and annual form, as well as clearly stating the Year Level Fee payable for each class/age group.

Fee Components and Definitions

The following charges may form part of the School fees each year.

Tuition Fee

The Tuition Fee covers the cost of provision of the school curriculum, school publications, learning support and associated materials. It also includes camps, excursions and incursions. Musical instruments are provided by the students. Where a teacher/class wants to spend more than their budget on these activities, a class may fundraise to meet the shortfall, however, parents cannot be asked to pay extra.

Materials Levy

This covers non-discountable expenses related to the tuition of the student, as well as a contribution towards materials used in class.

Annual Infrastructure Levy

All families are required to contribute towards the ongoing maintenance and development of the school premises. This does not apply to families with children only in Playgroup or Kindergarten 4. This levy is payable in full, annually at the beginning of the school year for all children enrolled in Term 1, and on the first invoice for all new enrolments. It is not pro-rated.

Association Membership Levy

An Association Membership Levy is applied to cover membership to the Association of West Coast Steiner School Inc. Parents can be involved in the governance of the School by joining the School Council, which is responsible for the vision, direction and financial management of the School. This membership provides voting rights on the School Council and also includes a per student contribution towards the development of the National Steiner Curriculum. This Levy applies to parents with students enrolled in Kindergarten 5 to Class 6 and is optional to families with children in Playgroup or Kindergarten 4. It is not pro-rated and is payable in full annually at the beginning of Term 1 for all children enrolled in Term 1, and on the first invoice for all new enrolments.

Family Commitment Scheme Levy

All families are encouraged to participate in the Family Commitment Scheme by volunteering, the details of which are set down in the School's *Family Commitment Scheme Policy*. This Levy applies to parents with students enrolled in Kindergarten 5 to Class 6 and is optional to families with children in Playgroup or Kindergarten 4. It is not pro-rated.

Application Fee

A **non-refundable** Application Fee will be charged for each Application for Admission. This covers the cost of processing the application through the interview stage of the enrolment process. Payment of this fee does not guarantee a place at West Coast Steiner School.

Enrolment Fee

Once an Enrolment Contract has been offered, a one-off Enrolment Fee of \$500, or \$250 for children enrolling in Kindergarten 4, will apply to secure the child's place. This fee is **non-refundable**; however a 50% credit will be applied to the first term's Tuition Fee, on commencement at School.

Overseas/Non Resident Students

Australian school student fees are supplemented by Government funding. Non-resident or overseas students are not eligible for this funding, and thus their school fees must be higher to cover their costs. School tuition fees for these students will be increased by 100% of the value of the current year's Government funding (combined State and Federal). No discounts will apply to this portion of the fee, unless School Council approval has been granted due to special circumstances, such as consideration given for Humanitarian Visa holders.

Discounts

The following discounts form part of this Policy and any change will require School Council approval. All discounts apply only to the Tuition Fee. No discounts apply to any levies including the Materials Levy, Association Membership Levy or the Annual Infrastructure Levy. Discounts can be applied for using the Self-Assessed Discount Form (*see Appendix B*). After all discounts have been applied, a new invoice will be supplied to the family for clarity.

Sibling Discounts

In order to make Steiner education more accessible for large families, sibling discounts may apply to children from the same family from Kindergarten 4 to Class 6. There are no sibling discounts for Bina Baby Group or Playgroup. For the purposes of this Fees Policy, a family shall be defined as children residing in the same household for equal to or more than 30% of each year and being billed to the same person(s).

Sibling Discount:

- second child receives 20% Tuition Fee discount
- third child and subsequent children receive 75% Tuition Fee discount

A self-assessed (non-means tested) sibling discount can be applied for by submitting a Self-Assessed Discount Form available from Reception. No evidence needs to be supplied. Families may apply for self-assessed need discount for up to a calendar year at a time, but will need to re-apply the following year.

The Self-Assessed Discount Form must be received no later than the end of the first week of each term. Applications submitted after the cut-off date may be accepted at the School's discretion.

Concession Card Discounts

Families who provide a valid concession card, not expiring before the end of the relevant term, may apply for a 13% discount on the Tuition Fee, which will not be means tested. This discount applies to students from Kindergarten 4 to Class 6 and may be used in conjunction with the sibling discount. Discounts do not apply to Bina Baby Group or Playgroup students.

Teaching Staff Discounts

All permanent part time or full time staff employed at WCSS will receive **up to** 20% discount on the Tuition Fee for each full term they are employed by West Coast Steiner School, following the successful completion of their probationary period. The discount is calculated at 20% for 0.5 to 1 FTE and then prorated according to the FTE.

Financial Assistance

Further financial assistance is available for those families genuinely unable to afford a Steiner education at West Coast Steiner School. There may also be times when a West Coast Steiner School family may require short term financial assistance. Families wishing to apply should read the School's *Fee Assistance Policy* available from Reception and submit an application, no later than the end of the first week of each term.

Applications are assessed on a term by term basis, unless previously approved, and are offered at the discretion of the Principal and Business Manager in accordance with the standard assessment criteria which has been developed for these applications. All applications will be dealt with respectfully and confidentially.

Payment Terms

Fees for the full year will be issued in October of the previous year to allow parents twelve months to finalise their fees by 30 September each year. Families commencing part way through a year will still have until 30 September to pay their fees. Statements will be sent out prior to the start of each term.

Payments can be made either in full by the first day of any school year, or via Ezidebit instalments.

Application for Ezidebit Instalments can be made by completing the standard form and payments can be made at a flexible and sustainable frequency: annually, term by term, monthly, fortnightly or weekly via direct debit from a credit card or Australian bank account. Scheduled Ezidebit payments are required to be completed by 30 September in any school year unless alternative arrangements have been arranged with the Business Manager.

An application for discount or assistance must be submitted by no later than the end of the first week of term. Applications submitted after the cut-off date may be accepted at the School's discretion.

The School reserves the right to decline or remove an enrolled student due to unpaid fees.

Payment Plans

A Payment Plan can be negotiated as part of Fee Assistance or Debt Collection. Where the full year's fees are not able to be finalised in the current year, or there are outstanding fees from the previous year a deferred plan may be negotiated. This needs to be applied for in writing. This payment plan will be assessed by the Business Manager and Principal for robustness and assessed against a set of criteria outlined in the *Fee Assistance Policy*.

Payment Plan Requirements

- All payments must be made by automatic payment via Ezidebit.
- The first payment of a negotiated payment plan must be received no later than the first day of any school year. Failure to make the first payment or to finalise the fees by the due date will result in a late fee being applied to the account.
- Regular monthly, fortnightly or weekly payments accepted as applied for or negotiated.
- If a monthly payment or more than 2 consecutive weekly or fortnightly payments are missed by more than 7 days, a late fee (as per Fees Schedule) will apply for each payment missed.
- All payment plans must be agreed in writing and the parents sign a written agreement with the School.

Refunds

- Refunds will not normally be given unless an overpayment has been made.
- When a student leaves part way through a year, a full term of Tuition Fees and Materials Levy can be credited when sufficient notice in writing has been given.

Payment Methods

Payment in full by the first day of Term One via:

- Cash, cheque, EFTPOS, Credit Card (no surcharge will apply where the account is paid in full)
- Direct Deposit (Electronic Funds Transfer) to account BSB 633 000, Account Number: 1327 176 38.

All other payments are via Esidebit or other plans as negotiated with the Principal and/ or the Business Manager.

Debt Collection Procedures

The School uses the following procedures for recovery of overdue accounts at the debtor's expense, if fees are not paid by the due date or instalment payments are not made by the required date.

1. A Payment Reminder will be sent
2. A Final Demand letter requesting payment within 14 days will be sent
3. The matter will be escalated to the Business Manager
4. Debt Collection Procedures will commence
5. Enrolment of the student(s) will cease
6. Legal Action will be undertaken to recover outstanding fees and associated collection costs.

Any debt collection and/or legal fees, commissions and charges incurred by the School shall be legally recoverable from parents. These charges will be billed to the account when advised to the School.

The Business Manager and School Principal have the discretion to waive the debt collection procedures for parents who have contacted the School and have a legitimate reason for not making payments when they are due, e.g. financial difficulty.

Other Information

Notice of Withdrawal

The School must receive one term's written notice using the *Student Withdrawal Form* (available from Reception) prior to the withdrawal of a student, thereby ending the student's enrolment from West Coast Steiner School. Verbal notice is not accepted.

Failure to give notice will render parents/guardians/fee payers nominated on the Enrolment Contract liable for one term's fees (including relevant levies for that term) in lieu of notice. This amount is a genuine estimate by the School of the loss it would suffer because it has not been given the required time of notice. Full fees will be payable for the term which the student has already commenced regardless of the notice provided.

For a student withdrawing at the end of Term 1, Term 2 or Term 3 written notification must be received by Week 1 of that term.

For a student withdrawing at the end of Term 4 and not returning the following year, written notification must be received by Week 6, Term 4.

The notice period for Playgroup will be 6 weeks prior to the beginning of the following term. This must still be in writing. Failure to do so will result in a full term's fees being payable until the notice period has been complied with.

If a student is enrolled (i.e. Enrolment Contract signed and non-refundable Enrolment Fee paid), but never attends the School, the term's fees and annual levies will still apply, **unless** the School receives at least 6 weeks' written notice of withdrawal along with the completed Student Withdrawal Form. This applies to Playgroup, Kindergarten and all Primary grades.

Late Enrolments

Tuition fees and material levies for late enrolments are invoiced at either 100% or 50% of the scheduled term fees. If a child is joining the School before the end of week 5 of each relevant term, 100% of fees will apply. If the child joins after week 5, 50% of scheduled term fees will apply. All levies (except the Materials Levy) will be payable for the full year regardless of when a child/family joins the School.

Deferred Commencement

If a family has completed the enrolment process but chooses to defer the commencement date to a later term in the year, the Tuition Fee will still be payable for each deferred term leading up to the time the student commences. For example, the Enrolment Contract has been signed in Term 1 but the parents request their child not start school until Term 3 that year, the Term 1 and 2 Tuition Fees will still apply.

Long Term Absentees

Long term absentees will be required to pay the full fee in order to retain a place at WCSS. If a child leaves the School and is enrolled again, a new application and Enrolment Fee may apply, at the discretion of the School. This will be guided by the length of absence and family association with the School e.g. other siblings still attending the School and reasons for leaving.

Building Fund Donations

WCSS has made commitments to allocating funds to capital projects. All billing material will contain a statement asking parents to "Please consider our tax deductible building fund to assist the ongoing maintenance and capital improvement of our School".

Appendices

Appendix A: Fees Schedule

WEST COAST STEINER SCHOOL FEES SCHEDULE

For full information regarding our fees, a copy of the School's Fees Policy is available on our website or from Reception.

Application Fee

A non-refundable Application Fee will be charged for each Application for Admission submitted. This covers the cost of processing the application through the interview stage of the enrolment process. Payment of this fee does not guarantee a place at West Coast Steiner School.

Enrolment Fee

Once an Enrolment Contract has been signed confirming your child's place at West Coast Steiner School, a one-off non-refundable Enrolment Fee will apply. For Kindy 4 to Class 6 half of the Enrolment Fee will be credited towards your first term's tuition. This does not apply to Playgroup enrolments.

Association Membership Levy

An Association Membership Levy is applied to cover membership to the Association of West Coast Steiner School Inc. Parents can be involved in the governance of the School by joining the School Council, which is responsible for the vision, direction and financial management of the School. This membership provides voting rights on the School Council and also includes a per student contribution towards the development of the National Steiner Curriculum. This Levy applies to parents with students enrolled in Kindergarten 5 to Class 6 and is optional to families with children in Playgroup or Kindergarten 4.

Annual Infrastructure Levy

This levy is payable by all families from Kindy 5 through to Class 6.

Family Commitment Scheme Levy

A Family Commitment Scheme Levy is charged to every Kindergarten 5 to Class 6 family and is optional to families with children in Playgroup or Kindergarten 4. Families are encouraged to volunteer their time in support of classroom activities, at community events and festivals and at School Council level (if elected). This not only fosters good school community relationships but also helps reduce overheads. Families will be credited for up to 20 hours per year to reduce their levy. See Reception for further information on the Family Commitment Scheme.

Overseas/Non-Australian Resident Fees

Rates will be provided on request.

BUILDING FUND DONATIONS

West Coast Steiner School accepts fully tax deductible (over \$2) gifts or donations to our Building Fund. Please deposit funds to BSB: 633 000 Account: 132 717 786. For your tax receipt, please send a remittance to financeofficer@wcss.wa.edu.au

DISCOUNTS

All discounts apply only to the Tuition Fee. Discounts do not apply to Bina Baby Group or Playgroup students.

Sibling Discount

In order to make Steiner education more accessible for large families, sibling discounts may apply to children from the same family from Kindergarten 4 to Class 6.

Concession Card Discount

Families who provide a valid concession card, not expiring before the end of the relevant term, may apply for a Concession Card Discount. This discount applies to students from Kindergarten 4 to Class 6 and may be used in conjunction with the Sibling Discount.

These discounts are non-means tested and can be applied for by submitting a Self-Assessed Discount Form available on our website or from Reception.

<https://wcss.wa.edu.au/sites/Admin/Shared Documents/Files/Share/Policy & Procedures/Ratified/Fees Schedule.docx>

2023 Fee Schedule <i>Fees are inclusive of all Camps, Excursions & Materials</i>			Per Family Per Year			Per Student on Application/Enrolment		Per Child Per Term		Per Child Per Annum	
Age Group	Name of Group	Description	Association Membership Levy	Annual Infrastructure Levy	Family Commitment Scheme Levy	Application Fee	Enrolment Fee	Materials Levy	Tuition Fee	Materials Levy	Tuition Fee
0-18mths	Bina Baby Group	1 session per week. Parent joins child with a leader	Optional	Optional	N/A	\$25	N/A	\$0	\$165	\$0	\$660
18mths - 4 years	Playgroup	1 session per week. Parent joins child with leader	Optional	Optional	N/A	\$25	\$50 when place is offered	\$20	\$260	\$80	\$1040
4 years	Kindy 4	2 sessions per week	Optional	Optional	Optional	\$65	\$250 Half credited on starting school	\$100	\$880	\$400	\$3520
5 years	Kindy 5	3 full days per week	\$95	\$600	\$500	\$65	\$500 Half credited on starting school	\$175	\$1265	\$700	\$5060
6 years	Kindy 6	5 full days per week (Mon - Fri)	\$95	\$600	\$500	\$65		\$205	\$1625	\$820	\$6500
Class 1-3	Class 1-3	5 full days per week (Mon - Fri)	\$95	\$600	\$500	\$65		\$205	\$1685	\$820	\$6740
Class 4-6	Class 4-6	5 full days per week (Mon - Fri)	\$95	\$600	\$500	\$65		\$205	\$1735	\$820	\$6940

TERM DATES	Term 1	Term 2	Term 3	Term 4
2023	1 February - 6 April	26 April - 22 June	17 July - 21 September	9 October - 12 December

PAYMENT TERMS
Playgroup and Bina Baby Group: School fees are to be paid in full by the first day of each term. Payments are made by EziDebit on the first day of each term. Kindy 4 to Class 6: School fees are to be paid via a formal EziDebit direct debit payment plan. Plans can run with instalments on a weekly/fortnightly/monthly/term by term basis to suit a family's budget. All School fees are required to be paid in full by 30 September 2023. The School has a formal process to recover outstanding fees and associated collection costs. Refer to the Finance/Business Manager for further information. Where a discount or fee assistance has been applied for, but the application has not yet been approved, families should continue to pay their scheduled instalments until the application has been assessed.

WITHDRAWING A STUDENT
Notice to withdraw a student to end an enrolment, must be received in writing and a completed Student Withdrawal Form given to the Enrolments Officer. Verbal notification is insufficient. For Bina Baby Group and Playgroup - 6 weeks' notice is required. For Kindy 4 to Class 6 - one full term's notice is required. In default of such notice, one full term's fees (including all relevant levies for that term) will be charged. Please see full Fees Policy for further detail.

<https://wcss.wa.edu.au/sites/Admin/Shared Documents/Files/Share/Policy & Procedures/Ratified/Fees Schedule p1.docx>

Appendix B: PDF Self-Assessed Discount Form

Self Assessed Discount Form



Family Name	Year Discount To Be Applied
Given Names	Account Code (see School Fees Statement)
Address	
Student 1 Name	Class
Student 2 Name	Class
Student 3 Name	Class
Student 4 Name	Class
Student 5 Name	Class

I would like the following discounts to be applied to my School Fees Account, noting that discounts apply only to the Tuition Fee component.

Sibling Discount (*applies to families of K4 to Class 6 students only*)

- ☐ Second child 20% Tuition Fee discount ☐ Third and subsequent children 75% Tuition Fee discount

Concession Card Discount (*applies to families of K4 to Class 6 students only*)

- ☐ I have attached a copy of my current Centrelink Concession Card and apply for the 13% Tuition Fee discount.

I would like these discounts to apply for

- ☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4 ☐ The whole of this year

Further Financial Assistance

- ☐ I have attached a copy of the completed Application for Fee Assistance Form.

Family Commitment Scheme Levy (*applies to families of K5 to Class 6 students*)

- ☐ I commit to undertake my full 20 hours of Family Commitment Scheme time this year.

Please return this form to Reception or email to financeofficer@wcsh.wa.edu.au no later than the first week of term.

OFFICE ONLY

Date Received:

<https://wcswaedus.sharepoint.com/sites/Admin/Shared Documents/files/Share/Policies & Procedures/Ratified/Self Assessed Discount Form.docx>