OVERVIEW
Cape Byron Rudolf Steiner School is a small to medium sized non-government independent school that relies on timely payment of fees for financial stability and viability. The school is committed to keeping its fees as low as possible commensurate with the quality of education provided. This policy is to be applied in conjunction with the CBRSS Enrolment Policy.

POLICY (TERMS OF PAYMENT OF SCHOOL FEES AND CHARGES)
1. The enrolment contract must be completed and signed by any third party responsible for paying school fees, in addition to parents and guardians.
2. A place reserved for a student may be offered to another applicant if the enrolment procedure and fee payments are not observed.
3. To maintain enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the CBRSS Fees and Charges Policy for each year.
4. A non-refundable Registration Fee is payable on submission of the Intention to Enrol Form; a non-refundable Enrolment Acceptance Fee is payable in order to confirm the place offered to a student.
5. For families new to CBRSS, an approved payment plan must be in place prior to the student’s first day at school. If enrolment commences part way through a term, tuition fees and consolidated charges will be charged on a pro-rata weekly basis; for the purpose of this clause a part week is considered a full week.
6. CBRSS Tuition Fees, Consolidated Charges and Other Charges are presented in an Annual Statement each year and are payable in accordance with Clause 7 below.
7. Tuition Fees and Charges can be paid annually, per term, per month or fortnightly. The preferred method of payment is via the Parent Lounge. Alternatively the school accepts payments by EFTPOS, Visa or Mastercard, Direct Deposit or Direct Debit, Cheque, Money Order or Cash. Please contact the Finance Administrator if you wish to discuss alternate payment plans.
8. CBRSS Fees and Charges are subject to alteration with a minimum of one term’s notice given.
9. Exemption from Enrolment at School: Principals may grant exemptions to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances. In this situation, Tuition Fees will be negotiated on a case-by-case basis.
10. Exemption from Attendance: Where a student is granted a CBRSS Certificate of Exemption from School Attendance, the student is still enrolled at the school, and in usual circumstances the school will request that Tuition Fees continue to be paid during the period the child is exempt, which reserves the child’s place in the class.
11. Withdrawal of students: The school commits substantial resources to the education of each child and the whole school community development. Therefore when a child leaves, there is a significant impact on the school both financially and communally. For a student to be withdrawn from school once he/she has commenced at CBRSS i.e. for parents to end the enrolment contract, the School requires one term’s notice. Parents and guardians must inform and submit a Student Withdrawal Form one term in advance if they intend to withdraw their child from the school and end the enrolment contract. If no such notification is received a Withdrawal Fee of one term’s fees from the date of notification will be charged. If a student withdraws part way through a term, having given one term’s notice, tuition fees and consolidated charges will be charged on a pro-rata weekly basis; for the purpose of this clause a part week is considered a full week.
12. Tuition Fee Early Payment Discounts: A 5% discount on Tuition Fees is available if the full year’s fees are paid by the date stipulated on the Fee Agreement. This needs to be arranged with the Finance Administrator.
13. Tuition Fee Sibling Discounts: There is a 15% discount on tuition fees for the second child, 55% for the third child, and no tuition fees are charged for subsequent siblings. A student may be prevented from commencing a new term if fees from the previous term remain unpaid, unless approved in writing by the Principal.
14. **Non-Payment of Fees and Charges:** Fees and charges must be paid to ensure ongoing enrolment. Non-payment of Fees and Charges will be dealt with in accordance with the CBRSS Debt Collection Policy and Procedure.

**SCHEDULE OF FEES AND CHARGES**

15. The **Schedule of Fees and Charges** for each year will be set by School Management and ratified by the School Council in the third term of the prior year and made available to parents on enrolment, at the end of term 3, on request and on school’s website: [www.capebyronsteiner.nsw.edu.au](http://www.capebyronsteiner.nsw.edu.au)

**DESCRIPTION OF FEES AND CHARGES**

**Registration Fee (non-refundable)**

16. This is a non-refundable administration fee that accompanies each intention to enrol application. This fee contributes to the provision of school tours and processing costs.

**Enrolment Acceptance Fee (non-refundable)**

17. The Enrolment Acceptance Fee is a non-refundable enrolment deposit that is due when enrolment is approved. By accepting this fee the school makes a commitment to holding a place for your child and to providing preparatory information for starting at CBRSS. Once paid, this fee is not recoverable if the student does not proceed with the enrolment. The Enrolment Acceptance Fee will not exceed one term’s tuition fees.

**Tuition Fee**

18. Payment of this fee contributes toward the total cost of educating your child.

**Consolidated Charge**

19. This non-refundable charge covers various educational requirements such as camps, excursions, some materials, textbooks and other miscellaneous costs. There could be occasional requirements for additional materials. The Primary Class Teacher or High School Class Guardian will provide timely notification of requirements and cost. Camps and excursions are an important aspect of Steiner education and are compulsory. Year 12 students may occur some additional costs to attend some subject specific seminars and workshops.

**Annual RC&M Charge**

20. **The Repair, Care and Maintenance (RC&M) charge** is a levy of $400 per annum. The levy can be credited back after the demonstrated completion of 16 hours of community work each year. The work includes, but is not limited to, gardening and minor landscaping, painting cleaning, repair and minor maintenance work. There are a number of scheduled community RC&M days in each year. RC&M hours may be completed at other times through special arrangement.

**Primary Music String Program Charge**

21. In Classes 3–6, all children learn to play the violin, viola or cello and participate in a class orchestra as a compulsory and integral part of their education. In addition there is an after-school combined orchestra for children who are interested and able to participate. The cost of music tuition is paid to the School in addition to the general tuition fees. The String Program allows for eight, one-on-one, 30-minute lessons with one of the School’s experienced tutors per term. If a student misses a lesson due to absence, the strings tutor will endeavour to provide an opportunity to make up the time if possible within the constraints of the strings timetable. In the event of a strings tutor being absent, additional time will be allocated in a form that best suits the program such as individual lessons, ensemble work or concert preparation. The cost of purchasing or hiring an instrument is additional to the Primary Music Strings Program Charge.

If Primary students learn both the violin and the cello they will be charged for the Strings Program twice. If they learn any other instrument such as the piano or the flute the Tutor will invoice them directly and no additional fees are payable to the school.
High School Music
22. Learning an instrument in the High School is not compulsory. However if a High School student chooses to learn the violin or cello the school will charge the fee for the Strings Program. If they learn any other instrument the Tutor will invoice them directly and no fees are payable to the school.

Student Accident Insurance
23. Student Accident Insurance is a requirement for all students and is organised by the school. It is payable once a year during the first term of enrolment regardless of start date.

OTHER FEES & CHARGES

Student Withdrawal Late Notification Fee
24. One term’s formal notification via the submission of a Student Withdrawal Form is required to withdraw a child from the school. A Withdrawal Fee of one term’s fees from the date of notification will be charged in lieu of sufficient notice.

Bank Charges
25. Where the school incurs costs related to bank transactions the cost will be passed on to parents at the existing bank rates.

Community Fee Assistance Fund
26. The school has established a Community Fee Assistance Fund (CFAF) to enable continuity of education at our school for families experiencing short-term hardship. Under the management of the Principal, the fund can provide an opportunity for short-term assistance with tuition fees on a case-by-case and term-by-term basis. Past fee payment will be taken into consideration. Contact the Front Office to obtain a copy of the CFAF Policy and Application Form.

TAX DEDUCTIBLE FUNDS

Building Fund Donations
27. Donations to the Cape Byron Rudolf Steiner School Building Fund are fully tax deductible. Your contributions to the Building Fund are encouraged and appreciated as they greatly assist the school to develop, expand and improve its grounds and buildings.

RELATED POLICY AND PROCEDURE
CBRSS Debt Collection Policy and Procedure
CBRSS Enrolment Policy
CBRSS Attendance Policy
CBRSS Codes of Conduct for Parents and Guardians, and Students
CBRSS Community Fee Assistance Fund Policy
CBRSS Enrolment Policy
CBRSS Privacy Policy

RELATED ACTS, STANDARDS AND REGULATIONS
Education Act 1990 (Amended Education Act 1990 Delegation)
Disability Discrimination Act
Disability Standards for Education 2005
Education Services for Overseas Students (ESOS) Act 2000
“The School’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration of the school.”

Document Control

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<td>Author:</td>
<td>Julie Cathcart</td>
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<td>Effective Date:</td>
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Version History

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