



TREETOPS MONTESSORI SCHOOL

ABN 83 617 052 625

12 Beenong Rd (PO Box 59) DARLINGTON WA 6070

Phone: 9299 6725 Fax: 9299 6724

e-mail: admin@treetops.wa.edu.au

Policy on Payment of School Fees

- Fees are set by the Board and administered by the Financial Administrator and Principal.
- This statement of Policy on Payment of School Fees is included in the contract between parents/guardians and the school.

Enrolment Deposit

- When a student is accepted, parents are required to pay an Enrolment Fee of \$200 for the first child and \$100 for subsequent children and a refundable Enrolment Deposit of \$1200 per child. The Enrolment Deposit and Enrolment Fee are required within 7 days of acceptance of enrolment.

Payment of Fees

- Payment of fees is due on the last day of the first week of the term to which the fees relate.
- A discount of 5% is given on payment of a full year's fees paid in advance.
- A discount is given on the fees of the second child and any subsequent children attending the school, as stipulated in the Fees and Charges Schedule.
- If any family is having problems paying fees they should contact the Financial Administrator as soon as possible to discuss payment options and arrange a payment plan.
- A full term's notice in writing, is required from parents wishing to withdraw a child from the school. A term's notice is defined as, written withdrawal received by Friday of Week 2 of the term preceding the child's withdrawal, it must coincide with a school term. If notice is not given, parents who have paid a deposit will forfeit that deposit and be liable for the difference between the deposit paid and the cost of the term's fees.

Late Payment

- If fees are not received within 7 days of the due date and a written payment plan is not in place or being adhered to, a reminder statement will be issued and an Administration Fee of \$15 will be charged.
- Statements will then be re-issued in weeks five and eight, an administration fee of \$15 will be charged on each re-issued statement.
- If fees remain unpaid at the end of week eight of the term and a payment plan has not been put in place or adhered to, continued enrolment of your child/children will be subject to review by the Board.
- If fees remain unpaid, payment of the debt will be pursued through legal channels with recourse to the small claims court if required.

Refunds

- The Enrolment Deposit will be refunded upon the child completing Year 12 (or after a full terms notice of withdrawal has been given in writing) and the school is satisfied that all monies owing for tuition, bus fees, etc, have been paid in full.
- Children leaving the school as a result of an unsuccessful 6 week probationary period will receive a full refund of the Deposit but will be charged, pro rata fees, for the time spent at school rounded up to the end of the week in which a child leaves. The Enrolment Fee is non-refundable. The 6 week probationary period commences on the Monday of the week in which the child first attends the school.
- Children leaving the school at the school's request will receive a refund of fees paid, pro rata for the time remaining in that term, rounded up to the end of the week in which the child leaves.

This agreement does not remove the right to take further action under Australia's Consumer Protection Laws.