



**The Montessori School Kingsley Inc.**

## **FEES POLICY**



## 1. VERSION MANAGEMENT

Version	Date Published/Reviewed	Changes	Author	Date Ratified by School Board
1		Separated from Enrolment Policy and Reviewed	Treasurer	March 2018
2	2021	Updated fee items and removed non-payment fee items which are included in the debt management policy	Business Manager Treasurer	
3	2025	Reviewed and Benchmarked	Business Manager	19 August 2025

## 2. INTENT

The Montessori School Kingsley provides a high-quality education and the School's fee structure is designed to sustain the delivery of a Montessori education by covering operational costs and facilitating ongoing improvements in educational programs and facilities.

## 3. ORGANISATIONAL SCOPE

This Policy applies to all students enrolled at The Montessori School Kingsley and their respective families, as well as the administrative and academic staff responsible for fee management and financial assistance programs.

## 4. DEFINITIONS

TERM	DEFINITION
Additional International Baccalaureate Fees	Fees associated with International Baccalaureate (IB) programs, including exam fees, books, and materials, applicable only to IB students.
Building Levy	A per-family levy designated for infrastructure development and maintenance.
Dishonour Fee	A fee charged for any dishonoured payments, currently set at \$10 (incl. GST) per instance.
Enrolment Fee	A one-time, non-refundable fee per student payable upon enrolment. Sibling discounts apply as specified.
Late Payment Fee	A penalty fee applied to outstanding fees beyond specified deadlines, currently set at 10% of all outstanding fees.
Maintenance Levy	A per-family levy allocated for ongoing facility upkeep and operational expenses.
School	The Montessori School Kingsley.
Student Tuition Fees	Annual fees set by the School board, payable per student. Sibling discounts apply as specified.

## 5. POLICY CONTENT

### 5.1 Fees Paid by the Families

The School's fees are structured as follows:

- **Enrolment Fee:** A non-refundable fee per student, payable once at the time of enrolment. Discounts apply for the second and subsequent children. If three siblings are currently enrolled, no enrolment fee will be charged for the fourth child.
- **Student Tuition Fees:** Set annually. Discounts apply for the second and subsequent children.
- **Building Levy:** A fixed annual fee per family.
- **Maintenance Levy:** A fixed annual fee per family.
- **Additional International Baccalaureate Fees:** Applicable only to IB students and cover exam fees, books, and materials.
- **Dishonour Fee:** A \$10 (incl. GST) fee will be charged to your account for each dishonoured payment.
- **Late Payment Fee:**
  - The late payment fee is 10% of the total outstanding amount.
  - **For current students:** If school fees remain unpaid beyond 30 November, a late payment fee will be applied.
  - **For resigned students:** If fees remain overdue for more than 90 days, a late payment fee will be applied.

Fees and discounts are reviewed annually by the school Board, or more regularly if found necessary. Parents will receive a full term's notice of fee changes.

### 5.2 Payment Terms

A Family Annual Fee Invoice is sent during Term 4 of the preceding year or when the student is due to start school. Each family's payment arrangements in relation to this invoice must be lodged with the school within 14 days of the date of this invoice. For convenience of payment, the family is given the choice to pay the fees either:

- **Annually:** Full payment of fees by 14 February, unless alternative arrangements have been agreed upon in writing.
- **Per Term:** Payment prior to the commencement of each term via Payway.
- **Monthly:** Payment over 10 months, from January to October via Payway.
- **Fortnightly:** Payment in 20 instalments, from January to October, accepted via Payway.

### 5.3 Resignation

Parents or guardians wishing to withdraw their child from The Montessori School Kingsley must provide written notice. As per the Enrolment Form, a one-term, or 10 school weeks', notice is required for each child. The written resignation must include details of the new school the child will be attending. Resignations communicated with less than one full term's notice may result in a charge in lieu of notice equal to a full term's fees for the respective child or family.

## 5.4 Termination

In the event of a student's enrolment being terminated, tuition fees applicable to the remaining balance of the School term shall be refunded to the parents within a reasonable timeframe thereafter. The School reserves the right to terminate a student's enrolment in accordance with relevant policies and procedures.

## 5.5 Communication Channels

The School will communicate fee-related information to parents via email. Parents are responsible for ensuring they receive and review all fee-related communications in a timely manner.

## 5.6 Families with Financial Difficulties

Families experiencing financial difficulties are encouraged to promptly contact the School to discuss available options, such as temporary payment plans or potential subsidies. The School is committed to supporting families facing financial challenges and will work collaboratively to find solutions that enable continued access to education for all students.

## 5.7 Holding Fee

The Holding Fee will apply when parents wish to remove their child from the school for a period and intend to return, with the school maintaining a place for that child. A holding fee may be applied if a deferred entry is requested by parents.

The holding fee is 60% of the full fee for that child and is non-refundable. The Holding Fee and Enrolment Fee must be paid BEFORE the place is held.

A place may be held for a **maximum of one term (approximately 10 weeks)**. Requests to hold a place for longer than this will be considered on a case-by-case basis and are **not guaranteed**.

If a child is absent during the Australian Government school Census period, typically in February and August, the School may be excluded from counting that child in the Census, which would result in a significant loss of government funding. For this reason, the School cannot guarantee a place will be held if the intended absence overlaps with the Census period. Families considering extended leave during this time must contact the School in advance to discuss the implications.

## 6. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Policy, the following positions are responsible for:

ROLE	RESPONSIBILITY
<b>Policy Owner</b>	The Policy Owner, the School Board, is responsible for the cyclical review and approval of this Policy.
<b>School Board</b>	Responsible for setting, reviewing, and approving fee structures and policies.
<b>Administration</b>	Responsible for invoicing, fee collection, and managing financial assistance programs.
<b>Parents/Guardians</b>	Responsible for timely payment of fees, adhering to payment schedules, and communicating any financial difficulties with the School.

## 7. RELATED DOCUMENTS

### 7.1 Policies that are relevant to the operation of this Policy are as follows:

- Attendance and Lateness Policy
- Enrolment Policy
- Debt Management Policy
- Privacy Policy
- Subsidy Policy

### 7.2 Procedures that are relevant to the operation of this Policy are as follows:

- Attendance and Lateness Procedures
- Enrolment and Resignation Procedures
- Financial Control and Procedures

### 7.3 Internal documents that are relevant to the operation of this Policy are as follows:

- Community Code of Conduct

### 7.4 External documents that are relevant to the operation of this Policy are as follows:

- School Education Act 1999