



SHOLEM ALEICHEM COLLEGE

FEE POLICY 2016

Preschool and Primary School

Sholem Aleichem College is focused on providing the finest education for our students. We are committed to a nurturing, motivating and happy learning environment that will lead to quality learning outcomes. These aims must be embedded within the framework of a sound and efficient Business and Financial Plan. Our School Fee Policy is the cornerstone of this plan and our aim for quality learning outcomes is therefore dependent upon a policy that meets the needs of the College and is supported by the parents.

Despite a modest fee increase, the College is committed to ensuring it provides the highest standards in education and continues to be a nurturing environment.

Accordingly, the College will again provide the following:

- ✓ A 5% prepayment discount for Primary School families who wish to pay the full year in advance. This discount is not available for any period less than a full year and must be prearranged with Finance. Refer to section 1.4.2 for terms.
- ✓ A discount of \$54 per term to Primary School *full-fee paying families* who choose to pay the full term fee by the stipulated due date.
- ✓ For Primary School families with monthly direct debit facilities, the total annual fee will be deducted in 12 instalments on the 15th of each month.
- ✓ Preschool families will be billed weekly.
- ✓ Billing will be issued to families by email. It is important to keep the College informed of your current email address. *Families requesting manual statements will be charged an administrative fee.*

Please find attached the details of the applicable tuition fees, levies and payment conditions for new and existing students of Sholem Aleichem College for the 2016 school year.

**Please note that fees and terms are subject to variation at any time without notice.*

College Donations

The total amount of non-compulsory donation is \$216 per annum, or \$54 per term per family. Payment of this amount will be accepted as a donation to the Building Fund and as such a [tax deductible receipt will be issued.](#)

Our college benefits greatly from the generous donations provided to us by members of our community.

There are two key ways in which you can support the College.

By supporting our Scholarship or Jewish School Fund, your donations enable us to provide a full and vibrant Jewish Education to children of all families who desire this, regardless of their financial situation. A Jewish Education should be available to all who value its importance, irrespective of wealth or means, and your generosity makes you a partner with us in fulfilling this vital responsibility.

By supporting our Building Fund or Library Fund, your donations enable us to ensure that our buildings and facilities are commensurate with the needs of children receiving a 21st Century Education. Whether it is the provision of additional resources, cutting edge educational technology, building new play equipment or ensuring our classrooms are modern and engaging, you can be sure your support will make a powerful difference in the lives of our young children.

1.0 PRIMARY SCHOOL 2016

1.1 PRIMARY SCHOOL FEES * ANNUAL Fees and Levies

Year Level	Studies/ Components		ANNUAL FEE	Annual Levies		TOTAL ANNUAL FEE (Incl. Levies)
				Security	Resources	
Prep	General Jewish	\$5,940.00 \$3,960.00	\$9,900	\$890	\$1690	\$12,480
Year 1 & Year 2	General Jewish	\$6,084.00 \$4,056.00	\$10,140	\$890	\$1690	\$12,720
Year 3 & Year 4	General Jewish	\$6,468.00 \$4,312.00	\$10,780	\$890	\$1690	\$13,360
Year 5 & Year 6	General Jewish	\$6,726.00 \$4,484.00	\$11,210	\$890	\$1690	\$13,790

- The Primary Levy Package contributes towards the cost of security, excursions, incursions, swimming, stationery, texts, PE equipment, computer resources, concert materials, music programs etc.

Camps will be charged separately.

1.1.1 PARTICIPATION LEVY

\$396 (incl. GST) per year, per family - paid in four equal instalments during the year (4 x \$99). This levy will be applied to the bill of the youngest sibling.

This Participation Levy component of the fees may be worked off by parents assisting in the Primary School for 24 hours during the course of the school year (6 hours per term). A maximum amount per term and family of \$99 (incl. GST).

1.2 PRIMARY SCHOOL FEES * TERM Fees and Levies

Year Level	Studies/ Components		Per Term Fee	Per Term Levies		TOTAL PER TERM FEE (Incl. Levies)*
				Security	Resources	
Prep	General Jewish	\$1,485.00 \$ 990.00	\$2,475.00	\$222.50	\$422.50	\$3,120
Year 1 & Year 2	General Jewish	\$1,521.00 \$1,014.00	\$2,535.00	\$222.50	\$422.50	\$3,180
Year 3 & Year 4	General Jewish	\$1,617.00 \$1,078.00	\$2,695.00	\$222.50	\$422.50	\$3,340
Year 5 & Year 6	General Jewish	\$1,681.50 \$1,121.00	\$2,802.50	\$222.50	\$422.50	\$3,447.50

1.3 PRIMARY SCHOOL BILLING DATES

Due dates for the payment of school fees will be strictly adhered to.

Fees are billed in four instalments and are due and payable two weeks after billing.
Billing dates are as listed:

Term 1 2016 **November 27, 2015**
Term 2 2016 **April 1, 2016**
Term 3 2016 **June 17, 2016**
Term 4 2016 **September 2, 2016**

Term 1 2017 **November 25, 2016**

Full-fee paying families, who pay the complete term fee by the predetermined date, will receive \$54 per term credit to their account.

Exception: Families on annual agreed payment plans commence the first installment on January 15, 2016.

1.4 DISCOUNTS PRIMARY SCHOOL

1.4.1 SIBLING

The following sibling discounts are **available to full-fee paying students** (*Primary*) and apply only to Tuition Fees –

2nd child at the School receives a 10% reduction.

3rd child at the School receives a 15% reduction.

1.4.2 ANNUAL FEES PAID IN FULL

Annual fees, paid for full-fee paying students, prior to or on 22 December 2015 will receive a 5% discount on Tuition Fees only, net of the sibling discount. The 5% discount is not available for any period less than a full school year, or for students receiving any bursary, scholarship or concession. **The annual discount is not available after February 2016.**

The definition of a *full-fee paying student* is a student who receives no fee concession other than a sibling discount.

1.4.3 CONCESSIONS

Concessions may be available upon application. To apply for assistance with school fees, families may request a concession application from Finance. Families currently on concessions are required to provide the appropriate annual documents to the Business Manager to continue with the agreement each year. **All concessions are revised annually and will not be rolled forward each year without the annual review.** Concession holders are required to enter into a monthly payment plan for direct debit of the agreed installment. Terms and conditions are provided with the annual agreements. **No other discounts are available to concession holders.**

Discounts do not apply to persons receiving financial assistance on economic grounds.

1.4.4 HEALTH CARE CARD HOLDERS

Additional funding may be provided to Health Care Card holders. Please provide a copy of relevant Health Care Card documents to the Finance Office.

2.0 PRESCHOOL 2016

2.1 PRESCHOOL FEES

Preschool fees will be billed weekly and must be paid by a direct debit authority system.

Full-time: \$525 per week

Part-time: \$121 per day*

Year Level	Daily Fee	Weekly Fee
Junior Preschool - 3 days	\$121	\$363
Junior Preschool - 4 days	\$121	\$484
Junior and Senior - Full time	\$105	\$525

*50% of the scheduled part-time fee will be charged for all Public and Jewish Holidays which occur during the normal operating periods. This applies to all Preschool enrolments whether full or part time.

2.2 PRESCHOOL LEVIES

2.2.1 SECURITY LEVY

\$890 (incl. GST) per student – paid in four equal instalments during the year (4 x \$222.50).

2.2.2 RESOURCES AND EXCURSIONS LEVY

\$540 (incl. GST) per student – paid in four equal instalments during the year (4 x \$135).

2.2.3 PARTICIPATION LEVY

\$396 (incl. GST) per year, per family - paid in four equal instalments during the year (4 x \$99). This levy will be applied to the bill of the youngest sibling.

This Participation Levy component of the fees is not eligible to be included for Government benefits as it is able to be worked off by parents assisting in the **Preschool** for 24 hours during the course of the school year (6 hours per term). A maximum amount per term and family of \$99 (incl. GST).

*A holding fee may be applied to hold a place for any child commencing in the Preschool at a later date than scheduled.

2.3 REBATES / FUNDING

Government rebates such as the Child Care Rebate and Child Care Benefit may be available upon registration with Centrelink.

- The rebates provided by Centrelink are based on weekly attendances in addition to the total of weekly fees and levies that are paid. Full fees will be due during periods where the maximum Centrelink benefit has been provided.
- The Preschool Fees are to be paid to the College weekly. The fees are not to be withheld or deferred pending Centrelink rebates. (refer section 4)

Additional funding may be provided to Health Care Card holders. Please provide a copy of relevant Health Care Card documents to the College Finance Department.

2.4 PAYMENT TERMS AND CONDITIONS

2.4.1 PRESCHOOL BILLING DATES

Due dates for the payments of Preschool fees will be strictly adhered to.

Fees will be billed on a weekly basis and are payable on receipt of statement.

Levies will be billed in four instalments on the following dates:

Instalment 1	First bill (received within one week of commencement)
Instalment 2	Week of 2 May 2016
Instalment 3	Week of 18 July 2016
Instalment 4	Week of 3 October 2016

2.4.2 PAYMENT OPTIONS Refer to section 3.0

Please note the Preschool's preferred payment option is a periodic weekly direct debit authority. This is to be completed at the time of enrolment.

Families are required to provide a new Preschool Payment Authority Form annually.

A separate Payment Authority Form must be completed for sibling Primary School payments.

3.0 PAYMENT OPTIONS (Primary and Preschool)

Primary School

(Primary School on arranged payment plans)

- Credit Card (1.5% surcharge)
- Direct Debit Authorisation
- Direct Deposit (by arrangement)

Families on agreed plans for Primary School Fees are required to complete a Payment Authority Form for monthly periodic payments. Monthly instalments commence on 15 January 2016. **All other fees for Term 1 are due by 22 December 2015.**

Preschool

(Preschool on scheduled weekly basis)

- Credit Card (1.5% surcharge)
- Direct Debit Authorisation

A separate Payment Authority Form must be completed for Preschool payments.

Conditions

The College accepts both Visa and MasterCard as well as debit cards. Credit card facilities are available either at the College Office, or over the phone

Effective from 1 January 2016, a 1.5% additional merchant facility surcharge will be applied to all payments made via credit cards.

If you wish to utilise the periodic payment facility to process 2016 fees, please complete a Payment Authority Form and return it to the College by 12 December 2015.

Additional forms may be collected from the College or requested by email from Finance.

4.0 DEFAULT

If full fees are not paid by their due or agreed dates, the College reserves the right to:

- Enforce payment through collection or legal proceedings. Should this occur the College is entitled to charge the legal and recovery costs on an indemnity basis;*
- Terminate the enrolment of the student on 30 days prior written notice;*
- Charge monthly interest on the total overdue amount at the rate fixed under the Penalty Interest Rate Act plus 2%;*
- Remove applied discounts and concessions upon default of required or agreed payments; and*
- Notify Centrelink of default where Preschool fees are not paid and a benefit is provided.*

5.0 ABSENCE

Where students are absent for any extended period of time, no fee reduction will be made and parents will be liable for full fees during time of absence.

6.0 WITHDRAWAL OF A STUDENT

One full term's notice for Primary School and **10 weeks' notice** for Preschool, in writing to the Principal, is required before the withdrawal of a child. Failure to comply with this requirement entitles the College to charge the full (non-discounted) term fees (excluding GST) for a Primary student, or 10 weeks for Preschool, in the absence of this notice. The 10 weeks' notice required for the Preschool is not adjusted for variations to calendar periods.

7.0 DEBTS OWED FOLLOWING WITHDRAWAL OF A STUDENT

Payment plans may in some extenuating circumstances be provided for up to a maximum of one year following withdrawal of a student. Any such arrangement must be pre-arranged with the Business Manager upon the 10 weeks' notice of withdrawal. Failure to do so may result in the debt being issued to an external collection agency where additional costs may apply.

Helen Greenberg
Principal