



# SHOLEM ALEICHEM COLLEGE AND JEWISH SCHOOL FEE POLICY 2023

## Preschool, Primary School and Jewish School Fees and Terms

Sholem Aleichem College ABN 20 005 187 020 incorporating Sholem Aleichem College Jewish School Limited ABN 49 007 268 920 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.

Accordingly, for the 2023 school year, the College will provide the following:

### Primary School: Refer to section 1.2 for terms on discounts

- ✓ A 5% prepayment discount for Primary School families who wish to pay the full year's Tuition Fees in advance. The prepayment discount must be prearranged with Finance prior to the end of the year.
- ✓ A discount of \$96.00 per term to Primary School full fee-paying families who choose to pay the full-term Tuition Fee by the due date stipulated in section 1.2.
- ✓ Sibling discount
- ✓ For Primary School families with monthly direct debit arrangements, the Total Annual Fee will be deducted in 12 instalments on the 15<sup>th</sup> of each month, commencing 15th January 2023.
- ✓ Invoices will be emailed to Primary School families to provide details of the balance due. *Families requesting manual statements will be charged an administrative fee.*

## Preschool

- ✓ Due to the Government childcare subsidy a prepayment discount for Preschool Families is not offered. **Refer to section 2.4 for further detail for families requesting consideration for this option.**
- ✓ Preschool families will be billed weekly in arrears. Direct debits will be processed on Thursday the week after they have attended.
- ✓ Statements will be emailed weekly to families.  
***Families requesting manual statements will be charged an administrative fee.***

## **FEES AND TERMS**

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 2023 school year.

***By enrolling your child at Sholem Aleichem College, you agree to all tuition fees, levies and payment terms and conditions as specified in this document.***

**Please note that fees and terms are subject to variation on 60 days' notice by email to you.**

## 1.0 PRIMARY SCHOOL AND JEWISH SCHOOL 2023

### 1.0 ANNUAL PRIMARY AND JEWISH SCHOOL FEES AND LEVIES

YEAR LEVEL	ANNUAL TUITION FEE  GST Exclusive	ANNUAL LEVIES		TOTAL ANNUAL FEE  (Incl. Security & Resources Levies)  (Participation Levy Additional Refer S.1.1.1)	TOTAL FEES PER TERM  (Incl. Security & Resources Levies)  (Participation Levy additional Refer S.1.1.1)
		Security GST Inclusive	Resources GST Exclusive		
Prep	\$13,270.00	\$1,179.00	\$2,443.00	\$16,892.00	\$4,223.00
Year 1	\$13,658.00	\$1,179.00	\$2,443.00	\$17,280.00	\$4,320.00
Year 2	\$13,983.00	\$1,179.00	\$2,443.00	\$17,605.00	\$4,401.25
Year 3	\$14,468.00	\$1,179.00	\$2,443.00	\$18,090.00	\$4,522.50
Year 4	\$14,794.00	\$1,179.00	\$2,443.00	\$18,416.00	\$4,604.00
Year 5	\$15,172.00	\$1,179.00	\$2,443.00	\$18,794.00	\$4,698.50
Year 6	\$15,495.00	\$1,179.00	\$2,443.00	\$19,117.00	\$4,779.25

- The Primary Annual Levies Package contributes towards the cost of excursions, incursions, security, swimming, stationery, texts, PE equipment, computer resources, concert materials, music events etc.
- **45% of the tuition fee above is billed on behalf of the Sholem Aleichem College Jewish School Limited and applied to the Sholem Aleichem College Jewish School Limited A.B.N 49 007 268 920 for the provision of Jewish cultural education provided.**

#### **ADDITIONAL CHARGES:**

**The following charges are not included with the fees and will be applied to the fee statement upon use.**

These costs are payable when the charge is applied and cannot be included in annual fee payment plans:

- Camps,
- Computers,
- Instrumental Music
- Participation Levy – for families not on a payment plan (*This levy can be credited upon receipt of the application form, available on the Sholem App*)
- Additional Fobs – refer S 2.6.4

### **1.0.1 PARTICIPATION LEVY (ADDITIONAL LEVY)**

**\$525.00** (incl. GST) per year, **per family** - payable in four equal instalments during the year (4 x \$131.25). This levy will be applied to the bill of the youngest sibling.

Families on payment plans have this levy included in their monthly payment plan.

The Participation Levy component of the fees may be worked off by parents assisting in the Primary School for 24 hours during the school year (6 hours per term).

The maximum amount capable of being credited towards the Participation Levy per term per family is \$131.25 (incl. GST).

Note: Hours worked in lieu of payment of the Participation Levy can only be claimed and applied in the current year. These claims cannot relate to hours worked in any prior school year. Forms to claim hours worked in lieu of payment of the Participation Levy for 2023 are available from the Sholem App. Credits will be determined by the sole discretion of the College. Once the forms are received and approved by the Principal the credit for hours claimed and agreed upon will be applied to the fee statement.

### **1.1 PRIMARY AND JEWISH SCHOOL BILLING DATES**

Fees are billed in four instalments per year and are due and payable two weeks after billing. Billing and payment dates are as follows:

	<b><u>Billed:</u></b>	<b><u>Due and Payable by:</u></b>
<b>Term 1 2023</b>	<b>December 16, 2022</b>	<b>January 6, 2023</b>
<b>Term 2 2023</b>	<b>March 10, 2023</b>	<b>March 24, 2023</b>
<b>Term 3 2023</b>	<b>June 2, 2023</b>	<b>June 16, 2023</b>
<b>Term 4 2023</b>	<b>September 1, 2023</b>	<b>September 15, 2023</b>
<b>Term 1 2024</b>	<b>December 8, 2023</b>	<b>December 22, 2023*</b>

**\*NOTE:** Families on annual agreed payment plans must pay the first instalment on January 15, 2023.

**Payment of school fees by the due dates specified will be strictly monitored and enforced by the College.**

## **1.2 DISCOUNTS - PRIMARY SCHOOL**

### **DEFINITION:**

A student is a *full fee-paying student* if they do not receive any fee discount other than the sibling discount.

Note: Levies are billed separately from tuition fees and are not eligible for a subsidy or discount.

### **1.2.1 SIBLING DISCOUNTS**

The following sibling discount is available to *full-fee paying students only* and apply only to Tuition Fees – (levies are not discounted):

- 2<sup>nd</sup> child at the College receives a 10% reduction.
- Each additional child (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> etc.) at the College each receives a 12% reduction.

### **1.2.2 ANNUAL FEES PAID IN FULL**

The following discounts are available to *full fee-paying students only*.

An additional discount of 5% is available to be applied to the balance of Annual Tuition Fees for the Primary School where the fees are paid in full on or before 31 January 2023.

If a sibling discount has been applied, the 5% discount will be calculated on the remaining balance owing.

This discount is not available for levies, part years' fees and will not apply to overdue balances.

### **1.2.3 PAY ON TIME DISCOUNT**

*Full fee-paying families* who pay the term fee in full by the due dates will receive \$96.00 per term credit to their account. ***Exceptions apply (refer section 1.2.6).***

### **1.2.4 HEALTH CARE CARD HOLDERS**

Additional financial support may be provided by the Government to Health Care Card holders. If you think you may be entitled to any such support, please provide a copy of your Health Care Card documents to the Finance Office.

### **1.2.5 CONCESSIONS**

Concessions to discount Tuition Fees may be available upon application. The concessions are not available for levies and no further discounts apply in accordance with the exceptions provided. To apply for a concession for Tuition Fees, families may request a concession application from the COO. Families currently on concessions are required to provide the documents set out in the concession form on an annual basis or as requested by the COO so

that renewal of the agreement can be considered each year.

Important: **All concessions are revised annually and will not be automatically rolled forward each year.** The granting of concessions is at the sole discretion of the College.

Concession-holders are required to enter a monthly payment plan for direct debit of the agreed instalment. The College may in its discretion impose additional terms and conditions in relation to any concessions granted.

#### **1.2.6 EXCEPTIONS:**

A discount is *not available*:

- to any partial payment of Annual Tuition Fees.
- for sibling discounts i.e., the 5% discount is calculated on the balance of tuition fees after the sibling discount is applied
- for Levies
- to any overdue fees or balance carried forward from prior years; or
- for students receiving a bursary, scholarship, concession, pay on time discount or any other discounts taken up after 31 January 2023.

### **1.3 ENROLMENT FEE PRIMARY SCHOOL**

There is a \$450.00 enrolment fee required for all new Primary School children. Children that have paid the enrolment fee in Preschool are not required to pay another enrolment fee if they continue to the Primary School. If you do not proceed with the enrolment, the full amount of the enrolment fee is forfeited.

If the enrolment is maintained until the end of Primary school the amount will be credited in Term 4 of Grade 6

### **1.4 REFUNDS**

#### **1.4.1 ENROLMENTS**

- Refer to Enrolment section 1.3 and 2.3

#### **1.4.2 FEES PAID IN ADVANCE FOR FULL YEAR**

- **No notification of withdrawal:** If the parent or legal guardian does not provide written notice of withdrawal, one term of fees will be retained from the fees received by the school and the remainder will be refunded.
- **Notification of withdrawal:** If the principal receives one terms written notification of withdrawal by the parent or legal guardian the school will refund the amount of fees received

- **Notification during term time:** If the parent or legal guardian gives written notification during a term the remainder of that term plus a full terms notice is due. These fees will be retained from fees received by the school and the remainder will be refunded.

#### 1.4.3 FEES PAID IN ADVANCE PER TERM

- **Notification before term commencement:** Where the parent or legal guardian notifies the principal in writing of withdrawal before the term commences, no fees will be refunded as this will be used for the Term’s notice.
- **Notification after term commencement:** Where the parent or legal guardian notifies the principal in writing of withdrawal before the term commences, no fees will be refunded as this will be used for the Term’s notice.

#### 1.4.4 OTHER REFUNDS

- **Music bond:** Will be refunded upon the return of the instrument in good working order
- **Camp fees:** If the child has committed to camp and then has a change of mind, a refund will be calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. If non-attendance is due to circumstances out of their control, this will be assessed on a case-by-case basis

#### 1.4.5 REFUND OF CREDIT BALANCES ON STUDENT ACCOUNTS

- Parents or legal guardians will have the option of having the refund credited to their students’ account for use to offset any future charges or deposited by EFT into the nominated bank account as directed by the legal guardian

#### 1.4.6 REFUND PROCESSING TIMES

- Upon request of a refund by the parent or legal guardian the refund will be processed within 7 working days.

## **2.0 PRESCHOOL 2023**

### **2.0 PRESCHOOL FEES**

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

**The fees for Preschool include the provision of meals and nappies.**

AGE LEVEL	FULL TIME DAILY FEE	PART TIME DAILY FEE
2- Year-Old	\$160.00	\$170.00
3 & 4-Year-Old	\$158.00	\$168.00

**\$80.00 of the fee** will be charged for all Public and Jewish Holidays and Professional

Development days occurring during the normal operating periods. This applies to all Preschool enrolments whether on a full or part-time basis.

## **2.1 PRESCHOOL LEVIES**

### **2.1.1 SECURITY LEVY**

**\$1,179.00** (incl. GST) per student – payable in four equal instalments during the year (4 x \$294.75) as per the dates specified in clause 2.6.2 of the payment terms and conditions.

### **2.1.2 RESOURCES AND EXCURSIONS LEVY**

<b>AGE LEVEL</b>	<b>TOTAL ANNUAL RESOURCE LEVY</b> GST Exclusive	<b>TOTAL RESOURCE LEVY PER TERM</b> GST Exclusive
<b>2-Year-Old</b>	<b>\$586.00</b>	<b>\$146.50</b>
<b>3 &amp; 4-Year-Old</b>	<b>\$746.00</b>	<b>\$186.50</b>

The amounts per student are payable in four equal instalments during the year as per the dates specified in clause 2.6.2 of the payment terms and conditions.

### **2.1.3 PARTICIPATION LEVY**

**\$525.00** (incl. GST) per year, **per family** – payable in four equal instalments during the year (4 x \$131.25) as per the dates specified in clause 2.6.2 of the payment terms and conditions. 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 subsidy as it is able to be worked off by parents assisting in the **Preschool** for 24 hours during the pre-school year (6 hours per term). The maximum amount capable of being credited towards the Participation Levy per term per family is \$131.25 (incl. GST).

Note: Hours worked in lieu of payment of the Participation Levy can only be claimed and applied for in the current year. These claims cannot relate to hours worked in any prior school year. Forms to claim hours worked in lieu of payment of the Participation Levy are available on the Sholem App. Credits will be determined by the sole discretion of the College. Once the forms are received and approved by the Principal the credit for hours claimed and agreed upon will be applied to the fee statement.

## **2.2 ENROLMENT FEE PRESCHOOL**

In addition to the \$100.00 non-refundable registration fee, there is a \$900.00 enrolment fee required for all Preschool children. This fee is required for new preschool families.

Please note: The enrolment agreement remains valid and ongoing for the full duration of the student's time at the College, including Primary School education, until written notice of withdrawal is provided to the Principal.



If the enrolment proceeds into Primary School, a 50% (\$450.00) enrolment fee credit will be applied towards the Term 1 fees for that year and the balance (\$450.00) will be refunded in Term 4, of grade 6.

If you do not proceed with the enrolment, the full amount of the enrolment fee is forfeited.

## **2.3 DISCOUNTS PRE-SCHOOL**

**NOTE: Levies are billed separately from tuition fees and are not eligible for a subsidy or discount.**

### **2.3.1 ANNUAL FEES PAID IN FULL**

As Centrelink provides a weekly subsidy on tuition fees, we are unable to accurately calculate the adjusted fees that will apply for a full year in the Preschool. If, however Preschool families wish to pay the full year's Tuition Fees in advance, a minor discount may be considered upon application in writing to the COO or Finance Manager. Applications will only be considered up to 31 January 2023.

## **2.4 SUBSIDIES / FUNDING**

Government subsidies such as the Child Care Subsidy (CCS) may be available upon registration with Centrelink. All subsidy calculations apply to tuition fees, excluding levies and will be provided directly from Centrelink.

- Parents or legal guardians must provide their CRN number at the commencement of enrolment each year to receive a subsidy.  
NOTE: If the CRN number is not provided upon commencement of the school year, an administrative fee of \$150 will be charged to apply backdated attendances.
- The subsidy provided by Centrelink is 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 subsidy has been provided.
- The Preschool Fees must be paid to the College weekly. **The weekly fees must not be withheld or deferred pending Centrelink subsidy.**
- **Preschool parents or legal guardians must provide 10 weeks written notice if their child will be finishing preschool before the end of term.** There is a CCS rule that states "if a family has confirmed their child's last day at a service, but that child does not attend their last booked sessions of care, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service". Therefore, if your child is absent for any number days before their enrolment ends you will not be entitled to CCS payments for those days.

Parents or legal guardians must apply to Centrelink themselves via MyGov for CCS to be applied to Preschool fees. The College cannot apply on behalf of parents or legal guardians to receive CCS. Parents or legal guardians who fail to apply for and obtain a subsidy are required to pay full fees.

Contact the ELC Admin team for queries regarding your requirements at

## **2.5 PAYMENT TERMS AND CONDITIONS**

### **2.5.1 PRESCHOOL BILLING DATES**

Payment of all fees by due dates specified will be strictly monitored and enforced by the College.

Fees will be billed on a weekly basis in arrears and statements will be emailed to parents every Thursday for the previous weeks' attendances. The fees are direct debited on Thursday of the same week. The payment authorities for weekly direct debits must be provided prior to commencement, either via the direct debit form emailed to parents or on the Sholem app

### **2.5.2 LEVIES**

Levies will be billed and invoiced separately to tuition fees in four instalments per year on the following dates:

<b>Instalment 1</b>	<b>First bill (received within one week of commencement)</b>
<b>Instalment 2</b>	<b>Week of 17 April 2023</b>
<b>Instalment 3</b>	<b>Week of 10 July 2023</b>
<b>Instalment 4</b>	<b>Week of 2 October 2023</b>

Levies will be processed by direct debit along with the weeks' preschool fees.

### **2.5.3 LATE PICK-UP FEE**

Parents or legal guardians are required to collect their Preschool child/ren by no later than 5.30pm daily. A late pick-up fee of \$30.00 per 15-minute period (or part thereof) after 5:30pm is payable for each child that is not collected by 5:30pm. For example, if a child is collected at 5:50pm, the applicable late pick-up fee is \$60.00. If a child is collected at 6:20pm, the applicable late pick-up fee is \$120.00. The late pick-up fees referred to in this clause 2.5.2 are a genuine pre-estimate of the College's losses and costs that would be incurred by the College in circumstances where children are not collected by 5:30pm each day.

### **2.5.4 FOBS**

Parents or legal guardians receive one security fob free of charge, additional fobs require a \$15.00 deposit, credited on return of the fob. Please sign a fob release form on reception before collection.

## **3.0 PAYMENT OPTIONS (PRIMARY AND PRE SCHOOL)**

### **3.0 PRIMARY SCHOOL AND JEWISH SCHOOL**

#### **Primary School methods of payment**

- **Credit Card**
- **Direct Debit Authorisation**
- **Direct Deposit (by arrangement with the COO only)**

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 2023. A separate Payment Authority Form must be completed for sibling Preschool payments.

### **3.1 PRESCHOOL**

#### **Preschool methods of payment**

- **Credit Card**
- **Direct Debit Authorisation**

The Preschool requires a periodic weekly direct debit authority. This must be completed at the time of enrolment.

Preschool Payment Authority Forms remain on file until the Preschool is notified in writing of any changes or cancellations.

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

#### **Conditions**

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

Payment authority forms are available by emailing [accountsofficer@sholem.vic.edu.au](mailto:accountsofficer@sholem.vic.edu.au) or on the Sholem App.

## **4.0 DEFAULT**

If fees are not paid by the due date, the College reserves its rights to take whatever steps are deemed necessary to recover overdue accounts, including without limitation the right to:

- (a) commence debt collection activity or legal proceedings to recover all amounts owing to College, including the College's legal and recovery costs on an indemnity basis.
- (b) charge families a \$25.00 plus GST Administration fee.
- (c) charge families the bank fee incurred by the College for all direct debit default and reversals.

- (d) terminate the enrolment of the student to which the overdue fees relate, or any or all siblings of that student, on 30 days' prior written notice.
- (d) charge monthly interest on any overdue fees at the rate fixed under the *Penalty Interest Rate Act 1983* (Vic) from time to time plus 2%.
- (e) immediately withdraw the College's agreement to applied discounts and concessions and recover those amounts as part of any debt collection or legal proceeding; and
- (f) notify Centrelink or any other relevant authority of default.

## **5.0 ABSENCE**

**Fees for Preschool, Primary and Jewish School are not reduced on the basis of any period of absence from school.**

For Preschool Students, there is a limit of 42 days' absence provided by Centrelink. These absence days run for a financial year, not calendar year. Where there is more than 42 days of absences, Centrelink may remove the subsidy and benefits for those days absent. If this occurs, the full fees are due and payable to the Preschool by parents.

In the event of absence for the family taking a holiday or leave during term, the fees are not reduced and remain payable in full for both Primary and Preschool.

## **6.0 FINISHING ATTENDANCE PRIOR TO THE END OF THE YEAR**

**Preschool parents or legal guardians must provide 10 weeks written notice if their child will be finishing preschool before the end of the enrolled Preschool year.**

The CCS rules state "if a family has confirmed their child's last day at a service, but that child does not attend their last booked sessions of care, no Child Care Subsidy will be paid for any days after the child's last physical attendance at the service". Therefore, if your child is absent for any number days before their enrolment ends you will not be entitled to CCS payments for those days.

## **7.0 CHANGING PRESCHOOL DAYS**

Parents or legal guardians must provide 10 weeks' written notice to the College to reduce a child's number of days for Preschool. Fees at the enrolled number of days will remain payable for 10 weeks after notice is received by the College unless the days reduced can be filled earlier.

Requests for an increase in number of days will be subject to availability.

The notice period must be provided during operational service weeks only; any periods during which the Preschool is closed (e.g., during school holidays) is not counted for the purpose of the notice period. Failure to comply with this requirement entitles the College to charge 10 weeks in Preschool fees.

## **8.0 WITHDRAWAL OF A STUDENT**

Parents or legal guardians must provide one full term's written notice for Primary School and 10 weeks' written notice for Preschool to the Principal to withdraw a child from the Primary or Preschool. The notice period must be provided during term weeks for the Primary School and operational service week for the Preschool. Closure days for the Primary or Preschool (e.g., for public holidays or during school holidays) are not counted for the purpose of the notice period.

## **9.0 DEBTS OWED FOLLOWING WITHDRAWAL OF A STUDENT**

If a parent or legal guardian fails to give notice in accordance with clause 8, then a charge equivalent to all amounts that would have been payable for the applicable notice period will apply (in addition to any overdue amounts relating to the student being withdrawn).

At the sole discretion of the College, the College may enter a payment plan for repayment of all fees following withdrawal of a student. The maximum term for any payment plan agreed to by the College is one year. These arrangements can only be provided with an agreed direct debit arrangement. Any such arrangement must be pre-arranged with the COO upon the required notice of withdrawal in accordance with clause 8. Failure to pay any amounts owing to the College pursuant to this clause 8 may result in the debt being issued to an external collection agency (where additional costs may apply) or otherwise dealt with in accordance with clause 4 (Default).

## **10.0 WHO TO CONTACT**

All matters of finance including payment arrangements and concession applications are made by appointment with our Chief Operating Officer or Finance Manager, email: [coo@sholem.vic.edu.au](mailto:coo@sholem.vic.edu.au) or [financemanager@sholem.vic.edu.au](mailto:financemanager@sholem.vic.edu.au)

## **11.0 GOVERNING LAW**

This policy is governed by and construed in accordance with the laws of the State of Victoria, Australia and the parties irrevocably submit to the exclusive jurisdiction of the courts of or in that State and courts of appeal from such courts.

## **12.0 ENTIRE AGREEMENT**

This policy sets out the entire agreement and understanding between the parties with respect to the subject matter of this policy and supersedes all prior agreements, understandings and representations.

## **13.0 PROVISIONS SEVERABLE**

If any provision of this policy is invalid, illegal or unenforceable in any respect the validity, legality and enforceability of the remaining provisions will not be affected and such invalid, illegal or unenforceable provision is to be severed from this policy.

Helen Greenberg  
*Principal*

***Please make sure that you read the 2023 Fee Policy, as it updates and supersedes the 2022 Fee Policy.***

***By maintaining your child's enrolment at the Sholem Aleichem College and Jewish School, you unconditionally accept and agree to all fees, levies and payment terms and conditions as specified in the Fee Policy 2023, as amended from time to time.***