



FEE SCHEDULE 2023 – 3 & 4 YEAR OLD FUNDED PROGRAMS

Attachment 2

	3 Y.O. Funded Programs <small>(15 hours per capita funding)</small>	4 Y.O. Funded programs <small>(15 hours per capita funding)</small>	Families Eligible for the Kindergarten Fee Subsidy (Concession)	Fees Payable By
	Joey & Puggie Groups	Dingo & Bilby Groups		
Term 1	\$790	\$790	\$49	18 th November 2022
Term 2	\$790	\$790	\$49	06 April 2023
Term 3	\$790	\$790	\$49	23rd June 2023
Term 4	\$790	\$790	\$49	15th September 2023
Maintenance Levy*	\$100	\$100	N/A	
Total	\$3260	\$3260	\$196	

*** Maintenance Levy is a refundable levy, subject to conditions outlined below, payable with the Term 1 invoice or first fee invoice for mid year enrolments.**

Term 1 Fees

- Full payment of Term 1 fees is payable for all children on acceptance of the enrolment to guarantee your child's place in 2023.
- An early payment discount may apply, as determined by the Committee.
- The Maintenance Levy is payable at the same time as the Term 1 fees.
- In the event that you withdraw your child prior to the commencement of Term 1, the Committee of Management, at its discretion, may:
 - Issue a full refund of Term 1 fees, if the place has been reallocated to another child prior to the commencement of Term 1.
 - Apply a \$200 administration fee, if notification of withdrawal was given without adequate notice, irrespective of whether or not the place has been filled by another child by the commencement of Term 1.

Term 2, 3, 4 Fees

- Term 2, 3 and 4 fees are payable in full on the dates as outlined in the table above.
- An early payment discount may apply, as determined by the Committee.
- A child, who is enrolled after the commencement of a term, will be issued a pro-rata invoice that must be paid in full within 14 days of the child's commencement at the preschool.
- In the event that you withdraw your child mid term, the Committee of Management, at its discretion, may apply a \$200 administration fee and pro-rata the fees or provide no refund of term fees.

OTHER FEES

Maintenance Levy

- **An annual \$100 levy** – applied to the Term 1 invoice or the first fee invoice for children who start at the preschool after the commencement of Term 1.
- The Levy would be refunded in Term 4 after the family had attended one scheduled working bee.
- The Levy may be refunded against Term 4 fees, if a working bee had been undertaken earlier in the year, or as a cheque or direct internet credit if a working bee was undertaken in Term 4.
- Where the child is enrolled in the following year and the scheduled working bee is held in Term 4, the refund may be credited against the child's Term 2 invoice for the following year.

- Families with more than one child attending the preschool need only attend one scheduled working bee for the maintenance levy to be refunded in respect of each child's fees.
- In the event that a child is withdrawn from the preschool, the Levy would not be refunded unless the family had attended one scheduled working bee.
- Should families be unable to attend any of the designated working bees, they would need to advise the Committee of Management, who would then determine an appropriate alternative maintenance related task to be undertaken in order for the Levy to be refunded.
- The Maintenance Levy is not applied to families eligible for the Kindergarten Fee Subsidy, but these families are still expected to participate in working bees.

Administration Fee

- **\$200** – applied at the discretion of the Committee of Management to families who withdraw from Auburn South Preschool.
- The Administration Fee is not applied to families eligible for the Kindergarten Fee Subsidy.

Late Payment Fee

- **\$25** – applied to families who do not pay fees by the due date and are issued with a final notice for fee payment.

Late Collection Fee

It may be applied to all programs, including 3 and 4 year-old programs, when the parent/guardian is:

- Between 1 and 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, from the conclusion of the session.
- Over 15 minutes late to collect their child/children. The fee will be based on \$2 for every minute, or part thereof, for the first 15 minutes from the conclusion of the session and then \$5 for every minute or part thereof, after that.

The preschool appreciates that at times there may be circumstances beyond families control however, should a parent /guardian be assessed by the Committee of Management as taking consistent advantage of the late collection policy, it may at its discretion cancel the child/children's place at the service.

PAYMENT OF FEES

- Please note that the preschool relies on the income generated by fees and cannot function financially without timely payment.
- Invoices will be emailed directly to families. It is the Parent/Guardian's responsibility to ensure that the preschool has current contact details for their child/children.
- Each family is required to sign a Fee Payment Agreement Contract. This contract requires you to acknowledge that late payment of fees will attract a final notice and a late payment charge and that fees are not refunded unless exceptional limited circumstances are agreed by the Committee.
- Fees can be paid by:
 - Cheque/Money Order - Place cheque/money order made out to 'Auburn South Preschool Inc' and the completed payment section from your invoice in the Fees Box at the preschool or mail to 'Attention: Treasurer, Auburn South Preschool, 5 Anderson Road, Hawthorn East VIC 3123'
 - Internet Payments – bank details are:
 Bank: National Australia Bank
 Account Name: Auburn South Preschool Inc.
 BSB: 083166 Account #: 284321067
 Complete the payment section from your invoice with your child's name, the date and time of the internet payment and place it in the Fees Box at the preschool or mail to 'Attention: Treasurer, Auburn South Preschool, 5 Anderson Road, Hawthorn East VIC 3123'.
- **PLEASE NOTE TEACHERS DO NOT COLLECT FEES**

