

## FEE/PAYMENT POLICY



### PAYMENT OF FEES

- **Fee paying:** per term or full year (you will receive an invoice at the beginning of the year listing fees and due dates for the 4 terms. You are able to pay per term or the full years fees up front.)
- **Concession Card Holders:** The Department of Education & Early Childhood Development provides a **Kindergarten fee subsidy** to a parent/guardian or child who holds a current **Health Care Card /Pensioner Concession Card/Visa 786/ Visa 785** and families with triplets/quadruplets attending a funded kindergarten program in the same year. The subsidy is paid to the kindergarten to directly **cover the full cost of the family's fees**. To obtain this the supporting documentation (Health Care Card /Pensioner Concession Card/Visa 786/ Visa 785) must be sighted prior to the start of kindergarten by the kindergarten Early Childhood Educator or the original or certified birth certificates triplets/quadruplets need to be provided to the centre.
- **MULTIPLE CHILD DISCOUNT:** 5% per child per term discount will be applied to invoices where families are full fee paying for 2 or more children **IN THE SAME KINDER GROUP/PROGRAM**.
- **LATE COLLECTION FEE**  
A late collection fee may be applied to all programs, including three-year-old and funded kindergarten programs, when: The parent/guardian is between 15 and 30 minutes late in collecting their child. The fee will be \$10 per 10 minutes, or part thereof from the conclusion of the session. Where the parent/guardian is over 30 minutes late in collecting their child, the fee will be \$10 for every 10 minutes, or part thereof for the first 30 minutes from the conclusion of the session and then \$20 for every five minutes or part thereof.
- **PAYMENT PLANS**  
If you are unable to pay in full, or would prefer to pay via regular instalments, we require you to complete our payment plan authorisation form which will allow a nominated amount to be automatically withdrawn each week/fortnight/month on your preferred day.  
  
As this will automatically occur, you will be required to ensure that sufficient funds are available in your nominated account on the day which you have nominated the payment to occur. Failure to have sufficient funds results in a fee from our agent, which will be passed on. You will be also requested to make the rejected payment. Regular default may require us to implement action as per other overdue fees.

### OVERDUE FEES

- The committee will send reminders and invoices via email (or by mail if no email is provided), regarding fees. Please ensure that you actively check for invoices/reminders/statements regarding your account. If you are unable to pay in full, please contact us to organise a payment arrangement for regular automatic deductions to occur.  
(Payment plan form available on website)
- If no payment or payment arrangement has been made within 45 days, your account may be referred to our debt collection agency in order to recover any unpaid amounts. If this action is required, your enrolment information will be provided to assist with collection action by the agency, and any costs associated with taking this action will also be passed on.

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### Acknowledgement (signed via application form)

I/we acknowledge that the funded kindergarten program is partly funded by the State Government, with the balance of the funds coming from fees paid by parents/guardians. The kindergarten cannot operate without fees paid by parents/guardians.

I/we understand that I am only entitled to obtain the kindergarten fee subsidy while I have a current Health Care Card/Pensioner Concession Card/ Card/Visa 786/785. If my eligibility lapses, then full payment of fees must occur.

I/we agree to pay fees by the due date on the invoice.

I/we acknowledge that if fees are not paid within 10 working days of the due date the committee/board will implement the fees policy late payment of fees procedures (refer to *Fees Policy*) which could result in the cancellation of my child's place at the centre. Fees paid after the due date may incur a late payment penalty fee. Should the services of a debt collection agency be required I acknowledge that I will also be responsible to pay ALL debt collection costs.

I/we agree that if our financial circumstances change and I/we are unable to pay as agreed, we will immediately notify the treasurer to request alternative payment arrangements.