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Fees Policy

Tuition Fees

Fernbrook School is a not-for-profit organisation and a registered charity. We do our best to keep fees to a minimum to make our school as accessible as possible. School fees are reviewed each year and set by the board. The rate is published on our website in term 4 for the following school year.

Fees are all inclusive with the exception of school camps and some excursions. We do not charge a capital/maintenance levy or resource levy.

A pro-rata charge is calculated for students who enrol after the term has commenced.

Payments

To streamline the payment of school fees and to simplify the process for both families and the school, families are required to submit a Financial Commitment Plan in term four for the following year, or at the beginning of a new enrolment if the year has already commenced. On this financial plan you will be asked to indicate the method and frequency of your payments.

Prompt payment of fees is appreciated as it contributes to good planning, sound management and allows us to take advantage of program opportunities for our children. It also helps with administration management and keeping our costs down.

If you are having difficulties with any payments, please contact the Principal or Business Manager as soon as possible, so that your account does not fall into arrears. Please do not deviate from what has been indicated in the Financial Commitment Plan before speaking to the Principal or Business Manager. (See below regarding fee relief)

Students may not be permitted to attend school unless fees are up to date, or an arrangement has been made with the Principal or Business Manager. Please get in touch early to avoid this situation.

Our preferred method of payment is by direct deposit/electronic transfer. Bank account details are on your invoice.

Fee relief policy

It is our desire that Fernbrook School is as affordable as possible for all families and so we have implemented a fee relief policy. In cases of genuine personal financial hardship, please contact the principal for a confidential discussion as there may be some fee relief options available. All discussions are treated in the strictest of confidence.

Discounts

We currently offer two discounts.

Sibling discount

A sibling discount on fees is available at the rate of 25% for second and subsequent siblings. This discount does not extend to expenses for camps or excursions.

Lump sum payment discount

A lump sum payment discount of 5% may be offered if the full annual amount is paid before the first day of term 1.

For this discount to be offered, all previous fees must be up to date. This discount is not available if fee relief has been extended to you.

To take advantage of this discount, please select this option on your Financial Commitment Plan, so that that your invoice will reflect this.

Application for Enrolment Fee

When submitting an application to enrol at Fernbrook, an application fee of \$150 for a single child, or \$250 per family, is required before your application can be considered.

Once we have received your Application for Enrolment form, an invoice for the application fee will be issued.

The application fee is non-refundable.

Withdrawal of Enrolment

Once a student has commenced at the school, a minimum of ten weeks' notice in writing must be provided to withdraw their enrolment. If written notice is not provided, the equivalent to ten weeks fees will be charged in lieu of providing notice (this is standard practice in independent schools).

Fees paid in advance, in excess of the ten weeks' notice of withdrawal, will be refunded less 10% for administration and other associated costs. If you received a lump sum payment discount, that discount will be forfeited, and your reimbursed amount will be adjusted to reflect this.

Cancellation of Enrolment

After a child has started at Fernbrook School, the decision to cancel their enrolment, is one that is not taken lightly, however, there are a number of reasons that may cause the school to make this decision. They include but are not limited to the following:

- If relevant information has not been disclosed or is inaccurate
- A serious breach of the school codes of conduct,
- Serious misconduct,
- As a result of the implementation of the school's behaviour management policy,
- Non-payment of school fees

If the school decides that an enrolment will be cancelled, you will be liable for fees up to the date you were notified that the enrolment has been cancelled. Fees already paid for the remaining period of the term will be refunded less 10% to cover administration and other associated costs.

Fees During Absences

School fees are still payable during family holidays or other periods of absence taken during the term.

Accounts in Arrears

By proceeding with a new enrolment and continuing with an ongoing enrolment, parents/carers/legal guardians have entered into a contract with Fernbrook School and as such are legally bound to meet all fee obligations.

The Business Manager is authorised to take action that is deemed necessary to recover unpaid fees. All debt recovery fees and charges, including legal fees incurred, will become your responsibility.

Name of Document: School Fee Policy

Document Number: FSPOL-FEE-000223

Implemented by: Business Manager, Principal

Approved by: School Board

Last reviewed: March 2023

Next Review Date: March 2024