



St Michael's Collegiate

*Set for life*

Subject: <b>ELC PAYMENT OF FEES POLICY</b>	Policy No: ELC 09 – Version 1
Covers: <b>COLLEGIATE ELC</b>	Effective: June 2016
	Revised: N/A
	Review Date: November 2017

## Payment of Fees

### Policy

A fortnightly statement of fees will be issued to each parent in relation to the education and care of their child at Collegiate Early Learning Centre (ELC) and Outside School Hours Care (OSHC). Fees are to be paid in line with the fee statement/invoice. Interest will be charged on any outstanding or overdue amount.

The St Michael's Collegiate School Board reserves the right to reassess any fees as necessary; with Collegiate ELC and OSHC fees reviewed annually each November.

### Procedure

The fortnightly fee statement will be emailed to parents. Fees may be paid in line with the statement at the Collegiate ELC office.

Failure to pay fees in line with this policy and procedure may result in cancellation of enrolment. Collegiate ELC and OSHC maintains the right to charge an administration fee on overdue or late fees.

Any parents experiencing difficulty in meeting their fee requirements should contact the School's Accountant as soon as possible on (03) 6211 4981 so that appropriate arrangements may be made for debt clearance.

### Application/Booking Fee

A one off application/booking fee of \$66.00 will be charged to secure each child's booking. (This fee will not be charged again where a child continues onto St Michael's Collegiate School). A one off application/booking fee of \$66.00 will be charged to secure each child's booking. (This fee will not be charged again where a child continues onto St Michael's Collegiate school).

### Enrolment Holding Fees

Where a child is enrolled at Collegiate ELC and a place is held for the child, a non-refundable enrolment holding fee of 35% of the daily fee will be applied. Enrolment holding fees are required to be paid in full prior to the child's commencement at the service. Child Care Benefit (CCB) does not apply to the enrolment holding fee.

### Late Fee

A late fee of \$5.00 for the first 10 minutes (or part thereof) and \$25.00 per 15 minutes thereafter will be charged for any child who has not been collected by the advertised/displayed closing time at Collegiate ELC. Late fees will be applied to all session types. CCB does not apply to late fees.

### Sick/Cancellation Fees

Where a child is absent from the service due to illness (or any other reason), the full booking fee will apply unless two weeks written notice has been provided to the Manager of Collegiate ELC.

### Holidays/Public Holidays

Where the Manager receives two weeks' written notice regarding a child's non-attendance at the service a holding fee of 60% of the daily fee will be charged.

Where a child ceases education and care at Collegiate ELC and OSHC, all outstanding fees are required to be paid in full prior to their final day at the service. A minimum of two full weeks written

notice (addressed to the Manager of Collegiate ELC and OSHC) must be given where a child is no longer to attend Collegiate ELC and OSHC. Where notice is not received within this timeframe, accounts will continue to accrue until written confirmation is provided. (CCB does not apply in this situation and full fees will be charged).

### **Public Holidays**

Where Collegiate ELC and OSHC is closed either side of a public holiday (as advertised), no fees charged for children who would normally attend these days.

### **Child Care Benefit (CCB)**

Families wishing to claim CCB reductions must contact the Family Assistance Office prior to the commencement of care.

Families wishing to claim CCB are required to provide the centre with their child's customer reference number (CRN), Centerlink confirmation letter and the CRN and date of birth of the parent claiming the CCB prior to the commencement of care. **The service does not have to accept the enrolment of a child until this information has been provided.**

### **Relevant Policies and Procedures**

- Enrolment and Orientation Policy and Procedure
- Complaints Policy and Procedure

### **Sources**

- *Education and Care Services National Law*
- *Education and Care Services National Regulations (168)*
- National Quality Standard (7)

**Review due November 2017**