



Maleny Independent School

"Our School. Opportunities Upon the Range"

Fee Structure and Payment Policy - 2019

Purpose:	The purpose of this policy is to document Maleny Independent Schools' fee structure and Policy for payment	
Scope:	This Policy applies to all student accounts; and covers information about the School's income, expenditure, fees and payment options. This Policy should be read on conjunction with the Maleny Independent School Enrolment Policy and the Maleny Independent School Enrolment Contract.	
References:	<ul style="list-style-type: none"> • Maleny Independent School Enrolment Policy • Maleny Independent School Enrolment Contract 	
Status:	Rev000	Supersedes: Draft Rev00A
Authorised by:	Board Chair	Date of Authorisation: 19 June 2019
Review Date:	Annually	Next Review Date: 12 months from date of authorisation
Policy Owner:	School Governing Body	

BACKGROUND

Independent Schools are not-for-profit organisations. This means that all profits a school makes must be reinvested in the school. Opportunities to bring in additional income to support an independent school are restricted and are mainly limited to student enrolments and learning activities related to these, or donations. For these reasons schools have a financial model that is quite different from other businesses.

Our aim is to set and maintain Maleny Independent School's fees at a level that is substantially lower than most other private schools; whilst delivering a progressive, personalised, challenging, community focussed educational program.

Although our small school environment will be comfortable and welcoming we will rely on existing community infrastructure such as sporting facilities, where we can, to avoid establishment and maintenance costs.

We will aim to provide a team of exceptional educators and highly qualified specialists to support individualised learning pathways. We will spend money on professional development opportunities for our educators.

We will deliver the Australian Curriculum and offer enhanced learning opportunities and interest areas through quality educational programs. We will spend money on information and communications technology (ICT) and excursions that engage and inspire our students and extend their learning pathways into the real world.

We will not spend money on sophisticated marketing campaigns, but will rely on word of mouth, developing our reputation through our actions and seeking out support from our community including parents, grandparents, specialists and community leaders.

INCOME

Independent schools are given substantially less government funding per student to help fund the recurrent (running) costs of their school. For this reason, private schools must charge fees to remain financially sustainable.

At Maleny Independent School fees will make-up around 25% of our school income. This percentage is much lower than most other independent schools because our fees are less. Whilst keeping our fees at the low end of the market poses additional financial challenges for Maleny Independent School, affordability is something we value. We believe this paves the way for an inclusive community, by keeping the opportunity for *OUR* education open to diverse families.

Independent schools rely on parent fees and government funding to operate. Government funding comes in two forms

1. **Recurrent Funding**

A yearly per student amount, based on the school's parent community, social and economic status. This amount is set so even if a school's expenses increase, which they do every year, this is not reflected in an increase in the funding rate.

2. **Capital Funding**

In Queensland independent schools can apply for funds to help towards building developments. These funds are limited to a percentage of the building project; therefore, the school must be able to fund a percentage of the cost. The Maleny Independent School will not be eligible to apply for block funding until the next accreditation process is completed in 12-18 months.

Finding alternative income streams for a small developing school like ours is challenging. As the school grows there will be a greater focus on developing these opportunities. In the interim, our income is dependent on enrolments; so maintaining class sizes and school enrolments is vital to our long-term sustainability.

EXPENDITURE

For schools, the most significant portion of expenditure relates to one area, teacher wages. At Maleny Independent School we are no different. Teacher wages will account for between 55-65% of the school's running costs. To help schools like ours manage this expenditure, the government established an award that reflects the unique needs of small independent schools. Without this award many schools of our size would not survive.

Our focus is on providing quality education and fair wages to fantastic teachers, whilst keeping the school fees and fee increases to a minimum. This means that many of the resources seen at higher fee paying schools will be progressively realised. We are fortunate enough that our community offers us some amazing resources and access to these will add to real-life learning opportunities and support the formation of strong community connections.

SCHOOL FEES MOVING FORWARD

We understand that school fee increases are challenging for families, so we will do our best to keep them reasonable. *Please note, school fees will most likely increase every year. We recommend budgeting for a minimum 5% increase.*

Long-term plans to supplement the School's income are in our minds and, as we embed and grow the culture of *OUR* School, we will start to develop these additional income streams so that the School can become less reliant on fee increases in the future.

These are the positive steps to maintaining an inclusive education whilst balancing sustainability for *OUR* School.

FEES SCHEDULE FOR 2019

We will finalise the fees for each term before the commencement of the term to which the fees apply.

The following fee schedule has been developed on the basis of information available at the time of Policy approval, 30 September 2018, and is subject to amendment in line with this Policy.

YEAR LEVEL	One-off Computer Levy	Fees and Levies per Term (4 Terms per Year)			Fees and Levies per Term (Excluding one-off Computer Levy)	Total Fees and Levies per Year
		Tuition Fees	Materials and Resource Levy	Excursion/Incursion, Camp Levy*		
Year 7	\$380	\$650	\$50	\$150	\$850	\$3,780
Year 8	\$380	\$650	\$50	\$150	\$850	\$3,780
Year 9	\$380	\$650**	\$50	\$150	\$850	\$3,780

**Opportunities may arise to undertake additional excursions and/or camps over the course of the year, incurring additional costs. However, this would be discussed amongst the parent group prior to any financial commitment.*

*** Additional subject fees may be incurred depending on elective selection in year 9. Fee implications will be reviewed with relevant parents prior to their child's enrolment in those subjects.*

COMPUTER LEVY

A compulsory computer levy of \$380 is payable for the first term of each year. This levy covers the costs associated with the loan of a lap-top computer, school approved software and coordinated technical support. The provision of identical computer systems and software will ensure consistent and supported access to computer-based resources and minimises down-time with options for replacement of defective machines. This is essential to minimise the amount of time spent by teachers and support staff trying to maintain consistent access to computer resources.

All computers and power packs remain the property of Maleny Independent School and must remain at school during the year unless otherwise approved by the Principal. Computers will be covered by accidental damage protection whilst at school. However, an excess may be charged to student accounts for damages caused.

TUITION FEES

Tuition fees go towards covering the key recurrent running costs of the School.

Additional subject fees may be incurred depending on elective selection in year 9. Fee implications will be reviewed with relevant parents prior to their child's enrolment in those subjects.

MATERIALS, RESOURCES, EXCURSIONS/INCURSIONS AND CAMP LEVIES

These levies cover the cost for student stationery, workbooks, subscriptions, pencils, pens and art and craft materials that are required for the student's year level learning program; and for compulsory excursions, incursions (for example specialist visits to the school) and camps.

SIBLING DISCOUNT

Maleny Independent School offers a sibling discount to support families who wish to send multiple children to our school.

Sibling	One-off Computer Levy	Fees and Levies per Term (Excluding one-off Computer Levy)	Total Fees and Levies per Year	Savings per Year (compared to full fees)
2 nd	\$380	\$825	\$3,591	\$189
3 rd	\$380	\$800	\$3,515	\$265

PAYING YOUR SCHOOL FEES

Families will be invoiced for their school fees in advance of the term to which they apply (i.e. Term 1 fees will be invoiced prior to the commencement of Term 1; and Term 2 fees will be invoiced prior to the last school day of Term 1).

The timely payment of school fees is essential to the resourcing of school activities and improves cash flow and resourcing to all students. We also aim to support long-term payment plans for budgeting purposes. School fees, excluding payment of the one-off computer levy, can be paid in one of three ways and each family will be required to commit to a payment plan at the commencement of the year/on enrolment (see Attachment 1 for **PAYMENT PLAN AGREEMENT**).

FEE AND LEVY PAYMENT PLAN*	Details (Excluding \$380 Computer Levy*)
Option 1 A one-off yearly payment	Pay the yearly school fee of \$3,400 by the end of the first week of the school year . <i>Payment by Electronic Funds Transfer (EFT)</i>
Option 2 A one-off payment per term	Pay the full term fees of \$850 by the last student day of the previous term . <i>Payment by Electronic Funds Transfer (EFT)</i>
Option 3: Fortnightly Instalments	Pay in fortnightly instalments of \$170 over the five fortnights of each term . (Note: fortnightly payments need to be completed by the last day of each term). <i>Payment by Electronic Funds Transfer (EFT)</i>

* The one-off Computer Levy is required to be paid in full prior to the student receiving their computer.

ACCOUNT DETAILS FOR EFT PAYMENTS

The School bank details for EFT payment of school fees are:

Maleny Credit Union

Account Name: Maleny Independent School
BSB: 704-606
Account Number: 200161319

Please ensure your child's SURNAME and the INVOICE NUMBER are quoted in the Reference/Description for each EFT payment.

FEE STRUCTURE AND PAYMENT POLICY TERMS AND CONDITIONS

We will determine the fees for each term before the commencement of the term to which the fees apply.

If fees are not paid in full by the end of each term:

1. We will contact you to organise a time to meet to discuss the outstanding balance and to confirm payment plan details moving forward.
2. You may incur a late fee of 5% on any outstanding balance.
3. If a suitable payment plan cannot be agreed to, we may be required to suspend or terminate your child's enrolment at the school.

All fees must be up to date for a student to attend camps and excursions. We offer no refund on levies for non-participation, except in cases where a family has applied for an exemption and it has been approved. Excursions, incursions and camps are considered mandatory school activities so the request for an exemption must be deemed reasonable. If the school has incurred any expenses in relation to the activity prior to the exemption being applied for, families will be charged for these.

If we increase the fees for a term by more than 10% of the fees payable for the preceding term, you may terminate your enrolment contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase.

If you terminate your enrolment contract for any reason other than for:

- our breach; or
- because of an increase in fees within the time limited by this Enrolment Policy

you must provide us with at least one term's notice.

The school commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. It may have difficulty filling the student's position at short notice. Consequently, if you do not provide us with one term's notice, in writing, you will be invoiced one full term's fees.

Please direct all account enquiries to info@malenyindependentschool.com.au

ATTACHMENT 1: PAYMENT PLAN AGREEMENT

Student	Parent/Legal Guardian 1	Parent/Legal Guardian 2
SURNAME	SURNAME	SURNAME
First Name	First Name	First Name

This Payment Plan Agreement applies to the payment of Tuition Fees, the Materials and Resource Levy and the Excursion, Incursion and Camp Levy ONLY.

This Payment Plan Agreement DOES NOT apply to the following excluded matters*:

- Payment of the one-off Computer Levy of \$380; or
- payment of subject fees for elective options in grade 9.

*Payment(s) for the above excluded matters must be received prior to your child's allocation of a computer, or enrolment in the relevant elective(s).

SELECTED PAYMENT PLAN	
<input type="checkbox"/>	One-off yearly payment of \$3,400 by the end of the first week of the school year .
<input type="checkbox"/>	Full term fees of \$850 by the last student day of the previous term .
<input type="checkbox"/>	Fortnightly payments of \$170 over the five fortnights of each term to be completed by the end of term .
SCHOOL ACCOUNT DETAILS - Maleny Credit Union	
Account Name:	Maleny Independent School
BSB:	704-606
Account Number:	200161319
Include your child's SURNAME and INVOICE NUMBER in the Reference/Description for each payment.	
AGREEMENT - To be completed by Parent/Guardian responsible for fee payment	
<input type="checkbox"/>	I have read and understand my obligations under the School's Fee Structure and Payment Policy.
<input type="checkbox"/>	I agree to meet the selected PAYMENT PLAN obligations (above) and not miss scheduled payments.
<input type="checkbox"/>	I agree to contact the school immediately if I am having difficulty meeting a scheduled payment.
<input type="checkbox"/>	I understand that if fees are not paid in full by the end of each term the School will contact me to organise a meeting to discuss my account and to confirm payment plan details moving forward.
<input type="checkbox"/>	I understand that I may incur a late fee of 5% on any overdue outstanding balance.
<input type="checkbox"/>	I understand that if a suitable payment plan cannot be agreed to, the School may suspend or terminate my child's enrolment at the school.
Signed: _____	Date: _____
Parent/Legal Guardian 1	
Signed: _____	Date: _____
Parent/Legal Guardian 2	

Office Use Only		
Approved:		
Name: _____	Signature: _____	Date: _____