

**Vistara Primary School - Fee Policy Agreement 2023**  
**Effective Jan 2023**

1. An Application Fee of \$50 is to be paid at the time of submitting the Application Form. This is a processing fee and is non refundable.
2. All fees are to be paid in full within the first 2 weeks of each term. If fees have not been paid within this period then a fee payment plan needs to be entered into, by appointment, so that fees are paid in full by the end of term.

If fees have not been paid in full by the end of week 6, or payment plans are not current and adhered to at this time, the school reserves the right to withdraw the student's enrolment. If a student's enrolment is withdrawn the matter maybe referred to a Debt Collecting Service. All costs and consequences of this are for the account of the fee payer. If you have any questions please contact the office.

3. At the time of enrolment a payment scheduled for fees is arranged between parents and the school and is legally binding. Any changes to the payment schedule **must be made in consultation with the school, by appointment**. A new fee schedule will then be written up.
4. New families are required to pay a bond of \$500 which is payable once upon enrolment and is refundable upon application **when the student leaves the school, provided all fees are paid to date and the required notice of withdrawal is given (see section 6)**. If necessary it will be used for unpaid school fees. Failure to provide required notice will affect the return of the Bond until the end of the school year.
5. Fees are reviewed annually. The school maintains a non-profit status and every effort is made to keep any fee increases to a minimum.
6. **Ten (10) weeks notice is required in writing (excluding school holidays)**, to the school's Principal, during the school term, when a student is to be withdrawn. Failure to provide required notice will affect the return of the Bond until the end of the school year.
7. The school will issue reminder notices for any unpaid fees. Failure to pay fees will attract the attention of Debt Collecting Services at the cost to the parent.
8. Holding Fee is equivalent to the full tuition fee per term per child.

***If circumstances require you to temporarily withdraw your child from school and you wish to retain your child's place in the class, written application is required to be sent to the school's Director/Principal, with at least 5 weeks notice. Your request will be considered taking into account the nature of your circumstances.***

Parent/Guardian's Initial's .....

If the school agrees to holding of your child's enrolment, you will be required to pay the holding fee. If the school decides that a place is unable to be reserved, you will be advised. Should you still wish to remove your child from school this will be treated as a withdrawal and re-entry of your child will be subject to the re-enrolment procedures.

To be eligible for this service, the student's fees must be fully paid and kept up to date at the time of departure. A child's place cannot be held for longer than 1 term.

9. Excursions, camps, swimming and gymnastics are considered to be part of the school learning experience program and all children are expected to participate.

If a child leaves the camp or excursion through illness or family emergency a proportionate refund may or may not be able to be arranged, depending on the venues procedures. Requests for refunds are required to be submitted in writing to the school. This request will be then forwarded to the venue.

Should a child be sent home from a camp or excursion for inappropriate behaviour, no refund will be issued.

In the case of a suspended student, the enrolling Parent/Guardian is liable for fees whether or not the student remains at the school.

In the case of an expelled student, the enrolling Parent/Guardian may be liable for full or part fees depending on the circumstances and for what period the school is expecting fees.

10. Parents will be held responsible for the cost of replacing or repairing property damaged or lost by their children beyond normal wear and tear. This includes books, equipment, desks, furniture, windows etc.

11. The enrolment fee applies when a "left student" wishes to re-enrol in the school.

It is important that parents co-operate by paying all fees on time. This ensures the smooth running of the school.

Parent/Guardian's Initial's .....

**Declaration by Enrolling Parents / Legal Guardians**

- 1) I / We have read and understood the 'Vistara Primary School's Fee Policy Agreement' document for the current year and accept the payment responsibilities, terms and conditions outlined in this policy.
- 2) I / We have read and understood the Vistara Primary School's 'Parent Information Booklet' and 'Privacy Policy', for the current year and or the year of enrolment and accept and agree to comply with the rules and principles outlined within them.
- 3) I / We agree to accept and be bound by the policies governing the School.
- 4) I / We agree that all the information given to the school is current and accurate.
- 5) I/We agree to provide the school's Principal **Ten (10) weeks notice in writing (excluding school holidays)**, when my child/ren is to be withdrawn and complete a Student Leaving Notice (supplied by the school) as part of the required leaving process.

**The persons signing this document will be liable for payment of all monies that are due and payable.**

Full Name of Enrolling Parent/s (Please Print).....

Signature of Parent or Legal Guardian:.....

Date:.....

b) In cases of **joint custody**, we will be responsible for the payment of school fees and charges arising from the enrolment.

Print Full Name.....

Print Full Name.....

Date .....

Date.....

Relationship to the child.....

Relationship to the child.....

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Signature of the Parent or Legal Guardian

Signature of the Parent or Legal Guardian