

Early Learning Centre Fees Policy

(Students commencing 1/03/2021 and onwards)

1. Purpose and Objectives

To clarify the requirements and expectations regarding Early Learning Centre (ELC) fees, and the College Administrative requirements.

2. Definitions, Terms, Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
Child Care Subsidy	A Commonwealth Government payment to help families who use approved childcare services.
Early Learning Centre	Long day care education and care service offering an approved Kindergarten program.
Enrolment Contract	The legally binding agreement between the College and parents or any other individuals who are a party to the agreement. It is signed on acceptance of enrolment at the College.
Fees	All compulsory charges listed on the College Fee Schedule. This includes tuition fees and any fees and charges required to be paid prior to a student's commencement at the College. This does not include fees associated with Canterbury Plus (extracurricular) activities, overseas trips, incidental fees or administrative charges.
Jointly and severally liable	Two (2) or more persons are fully responsible equally for the liability.
Parent/Carer	The person(s) charged under law with the legal responsibility for the long-term interests of the student (usually parents).
Services Australia	A Federal Government department delivering government payments via Centrelink.

3. Policy Scope/Coverage

The Policy applies to the ELC and the way the billing and collection of fees will be performed. The Policy seeks to guide the Finance Department, Parents/Carers and relevant staff in Junior School as to their role and responsibility in the billing and collection of fees and how this affects the student enrolment.

4. Policy statement

4.1. General

Fees shall be set by the Board and reviewed each year as part of the budget process. The Board reserves the right to change fees at any time. Parents/Carers shall be notified of any changes as they occur.

Tuition Fees are effective from 1 January 2022 and will remain until such time as they are changed by the College Board.

Parents/Carers who have signed the Enrolment Contract with the College are jointly and severally liable for the student's fees and any other associated costs, unless a court order specifies differently. Parents/Carers are required to provide the Finance Department with a copy of all court orders which affect their school fee payment obligations.

4.2. Payment of Fees and Charges

Fees will be charged fortnightly in advance. Statements will be sent electronically.

Fees must be paid via Direct Debit. Parents/Carers must consent to Canterbury College Direct Debiting from your bank account or credit card (Visa/Mastercard/AMEX only) for all fees that you incur by using the Service. Direct debit details must be kept up to date at all times.

Fee payments are processed on the day statements are issued.

Where accounts remain unpaid after the due date, the College reserves the right to take action to recover the fees due, this may include legal action as part of the debt collection agency process.

- 4.2.1. If it is not possible to pay an account by the due date, parents are required to contact the Director of Business and Finance immediately in order to discuss payment arrangements.
- 4.2.2. If Fees have not been paid as due and no special arrangements have been made that are satisfactory to the Principal then the student's enrolment in the ELC may be suspended until the fees are paid in full, or other arrangements made. No reduction in fees shall be given for such a period of suspension.
- 4.2.3. If Fees remain unpaid and no arrangements have been made within two (2) weeks from the due date, enrolment will be terminated.
- 4.2.4. A student cannot be enrolled in any activities where supplementary charges are levied, if fees are in arrears, unless prior arrangements have been made.

Discounts are not applicable to students enrolled in the ELC from 2021.

4.3. Application Fee

The Application Fee is non-refundable.

The Application Fee is payable upon submission of an enrolment application.

4.4. Enrolment Acceptance Fee

The Enrolment Acceptance Fee is non-refundable and must be paid prior to the student's commencement at the ELC.

Students who wish to progress to Prep at Canterbury College, must indicate their intention on the application for enrolment.

4.5. Late pickup fee

Late pickup fees may apply for students being collected after the official hours of operation of the ELC.

4.6. Progression from ELC to Prep

Parents need to complete a new Enrolment Contract for their child to progress from ELC to Prep by 30 June of the Kindy year to ensure a place is secured for their child.

4.7. Child Care Subsidy

Child Care Subsidy (CCS) is a payment from the Government providing financial assistance towards the cost of your child's care and reduce the cost of your total child care fees. It is available to you if you are a parent, foster parent or grandparent with a child in your care who is attending a child care program approved by the Government. There are certain requirements you need to meet to be eligible for CCS. [Until your CCS has been approved and has commenced, the College will require full payment of your child's fees.](#)

Further information may be obtained from this link:

<https://www.education.gov.au/applying-child-care-subsidy-ccs-approval>

- 4.7.1. Child Care Subsidy (CCS) is available to all Parents/Carers who meet the eligibility requirements. Approved Parents/Carers receive this as a deduction from fees. It cannot be claimed as a tax deduction at the end of the year. Parents/Carers may make an application through the Parent/Carer MyGov account/Centrelink. Full fees will be charged until CCS is approved.
- 4.7.2. Parents/Carers are responsible for supplying the College with the correct Customer Reference Numbers (CRNs), dates of birth and names via the enrolment forms. This information must match the information given to Centrelink and be provided to the College before commencement.
- 4.7.3. Keeping records up to date with Centrelink has a direct impact on CCS payments received by the College. Parents/Carers are responsible for checking their fee statements to ensure the correct CCS payment has been applied.
- 4.7.4. Additional government rebates which may apply to students remain the responsibility of the Parent/Carer. Parents/Carers need to provide any information regarding this to the College.

4.8. Entitlements when your child is absent

4.8.1. Annual Start Date

The commencement date for all ELC students is the first working day in the first week in January. Students commencing mid-year will start on a date agreed between the Director of the ELC and the parent/carer.

4.8.2. Operating hours

The ELC operates between 6:45am to 6:00pm (excluding Saturday, Sunday and Public Holidays), 50 weeks per year (closing two weeks over the Christmas period).

4.8.3. Absence Days

The College charges Parents/Carers for days that their child is absent. Parents/Carer will receive CCS for days their child is absent where the absences fall within Commonwealth Guidelines.

Families are entitled to 42 absence days per child, per financial year, and may be entitled to additional absence days in certain circumstances (including illness of the child, a parent or sibling). In shared care arrangements, the allocation of 42 absences per financial year relates to the child, not each individual claimant.

4.8.4. Public holidays

We do not charge for public holidays and they do not count towards your forty-two (42) absences each year.

4.8.5. School holidays

Families are entitled to a four (4) week fee holiday during which they will receive a 50% reduction in fees charged. This can be taken at their discretion and excludes public holidays and mandatory holiday closure at the end of the year (December and January – dates as communicated).

4.9. Action on Overdue Accounts

The Board of Directors has determined that the College will not educate students whose fees are unpaid except where special arrangements for payment have been made in writing.

Two weeks after the due date for payment of fees, the Finance Department will report to the Principal on all overdue accounts. The Principal will authorize the issuing of accounts rendered including an account service fee of \$25.00 per month for each month the account is overdue. Parents/Carers shall be liable to pay interest on outstanding monies calculated at a rate of 1.5% per month, accruing daily.

If the ELC fees remain unpaid and no special arrangements have been made, the student's enrolment of the ELC may be suspended until the fees are paid in full or other arrangements made. No reduction in fees will be given for such a period of termination.

If Fees remain unpaid and no arrangements have been made within two weeks from the due date, enrolment will be terminated.

The Parents/Carers shall be liable for any expenses, costs or disbursements incurred by

Canterbury College in recovering or attempting to recover outstanding monies on an indemnity basis, whether by a debt collection agency or solicitors retained by the College.

Fees remaining unpaid may be handed over for debt collection which may result in legal action and could lead to negative credit ratings with credit bureaus.

4.10. Arrangements for Deferred Payments

If the ELC fees cannot be met by the due date for payment, short-term arrangements may be made to pay fees by instalments by writing to the Director of Business and Finance prior to the due date. Request to pay fees over a longer period will be treated on a case by case basis.

4.11. Holding Fee

The College is unable to hold any unpaid ELC places due to extended absences.

5. Guidelines/Procedure/Process

The procedures and processes are outlined in the Policy Statement.

6. Roles and Responsibilities

College Board

- College Board reviews and approves fee schedule annually.

Principal

- The Principal is responsible for recommending fees annually and approving holding/payment arrangements, refunds and concessions outside the scope of the Finance Department.

Director of Business and Finance

- The Director of Business and Finance is responsible for reviewing the billing and school fee collection process. They report to the Principal and the College Board.

Accounts Receivable

- Accounts Receivable (ELC administration) is responsible for issuing school fee accounts in a timely manner. Sending school fee account reminders, reviewing school fee accounts, monitoring payment arrangements and communication with families regarding outstanding school fees, etc.

Registrar

- The Registrar is involved in regular credit meetings with the Accounts Receivable department and Director of Business and Finance.

Debt Collection Agency

- The College's appointed debt collection agency is responsible for debt collection activities as per the scope of the fees policy. This process may involve solicitors and credit bureaus.

Parents/Carers

- Parents and Carers are responsible for adhering to this policy and meeting the financial obligations associated with the enrolment of their child/ren at the College.

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Related Policies/Procedures:	Enrolment Policy (to be approved)
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