



FEES POLICY 2026

Version No.	Date Review Due	Approved and Date Published	Changes Made	Author of Changes
6	2028	September 2026	Compliance	JM & Policies subcommittee

Rationale

Fees are reviewed yearly by the Business Manager, ratified by the YSS Board and are administered by the Finance Committee. Fees are set at a level that enables the whole school to operate inside a strict working budget and are payable in advance.

This Statement of Policy on Payment of School Fees is included in the contract between the Parents/ Guardians and the School.

1. New Enrolments

All new enrolments are required to pay the application fee, the establishment fee, and 1 terms fee up front and in full. Only on receipt of full payment is the enrolment completed and the child able to attend classes.

• Application Fee for enrolment

Applications for enrolment to the school must be accompanied by the applicable year's application fee. This fee is charged per child, is non-refundable and covers administration costs. It does not guarantee a place in the school.

• Establishment Fee

Acceptance of enrolment for a place in the school must be accompanied by a non refundable Establishment Fee of a set amount applicable to the current year's enrolment. This fee is used for capital improvements and reviewed by the Board yearly. The Establishment Fee is required to be paid in full within 14 days of the Offer of Enrolment, to secure the child/s enrolment place. The Establishment fee is payable once by each family who joins the school.

2. Payment of Fees

2.1 Tuition Fees invoices are issued at the beginning of the year to each family. Families are provided with three options to pay fees:

- In full at the beginning of the year by the due date (which will enable a further 5% discount on the total owing).
- By Term (If paying by term, fees are due by the end of the first week of each term).
- Fortnightly – in which case a payment amount is usually set by the Business Manager to ensure all fees are paid by the end of the school year.

2.2 A sibling discount is given on the fees of the second primary school age child and subsequent children of the same family attending the school, as stipulated in the Fees and Charges Schedule.

2.3 Any family having difficulty paying fees should contact the Business Manager immediately to discuss payment options and arrange a payment plan.

2.4 Failure to meet the agreement will result in the Executive Committee to action, permission for child/ren to attend is withdrawn.

3. Fees in Arrears

3.1 All families must adhere to the school's Fees Policy and the Fee Agreement (Attachment A) offered in exchange for an enrolment place. Where there is a breach of Policy/Agreement/s and the school has been unable to reinstate a suitable arrangement then enrolment places to be reviewed.

3.2 Any family with existing arrears in fees will not be offered a new enrolment place for younger siblings.

3.3 Families with fees in arrears pose a potential conflict of interest and must have all school fees paid up to date to be eligible to hold a voting position on the school Board.

4. Payment Plan Requirements

4.1 All payment plans must be approved by the Business Manager and must ensure that all fees are paid by the end of that school year.

4.2 Regular fortnightly payments of a predetermined amount are required

4.3 Plans are only valid for the current year in which they are made.

4.4 Payment plans not adhered to will attract late fees and may be deemed invalid if reminder notices are ignored.

4.5 Continued ignorance of reminders will result in Board action.

5. Late / Non Payment of fees and Debt Collection

5.1 An account statement is issued to families in week 5 of each term.

5.2 If a payment plan has not been put in place or adhered to, late fees will apply (see point 4).

5.3 If fees remain unpaid, the Board reserves the right to terminate the enrolment of a student/s.

5.4 Payment of the debt will be pursued through the school's debt collectors. Any costs associated with debt collection will be charged to the family's account.

5.5 Families with fees outstanding and without an alternative formal agreement in writing with the school may lose the right to bring their child back into the classroom at the beginning of the following term/year. This will be at the discretion of the Finance committee. Staff and parents will be informed of any decision prior to the start of the term.

6. Camp Fees

6.1 Fees for camps will be invoiced (by Business Manager) separately via camp invoice. The annual fee structure is maintained on the school website

7. Withdrawals and Refunds

7.1 Fees paid in advance will be refunded when notice is received and all monies owing for tuition fees have been paid in full.

8. Notice of Withdrawal

8.1 Notice of withdrawal is to be made formal in writing preferably at least one term in advance to allow for administrative processing.

9. Holding of Places

9.1 Places will not be held for more than one term.

9.2 There will be no fee reduction offered for prolonged absences, approved or unapproved.

Attachment A
(Included in final enrolment package)



FEE AGREEMENT

I/We agree to the following:

Please tick ONE Box for your preference, YSS fee payment options

- ☐ A full years tuition fees paid in advance each new-year – at a discount of 5% **or**
- ☐ A full terms fees paid in full by the first Friday of term start **or**
- ☐ Fortnightly in advance by direct debit (to be arranged with approval of the Business Manager).

Please read each point below carefully and sign off to show that you understand and will commit to the following

- If financial difficulties arise I will contact the business manager in advance of the next payment date.
- **I will incur a \$50.00 late fee for fees not paid by the due date.**
- I will meet any collection costs of outstanding amounts not discussed with the Business Manager.
- For families of marital separation or divorce *Name:* _____ will take full responsibility for payment of all school fees.
- In regard to the Privacy Act 1988, I agree that a debt collector can access information concerning outstanding amounts. I am aware resulting actions could potentially impact on my credit rating.
- Fees are subject to amendment by the School Board.

Please tick each box

- ☐ I have read and understood the conditions of the Fee Agreement above.
- ☐ I agree to the current policies of Yallingup Steiner School, including the current fees policy. Parent's

Full Name..... Parent's signature

Parent's Full Name.....Parent's signature.....

Phone numbers Phone numbers.....

The person(s) named below are financially responsible for the
child/ren.....who are enrolled at the Yallingup
Steiner School

I/ We agree to the above;

Name(s) in full

Address to where accounts are to be sent
.....

Signature _____ Date _____

Signature _____ Date _____