

MEMORANDUM OF CONDITIONS– 2018
As at 1 January 2018

ENTRY CHARGES

- **Application Fee – Waiting List**
An application fee together with the application form is required for each child. The application fee is non-refundable.
- **Placement Fee**
To secure a position at the School a placement fee must accompany the acceptance of an offer of place. The placement fee is non-refundable.

ONGOING CHARGES & OTHERS

- **Membership Fees**
The annual membership subscription of the Association is due at the beginning of each calendar year. Membership is limited to one parent per family nominated at time of enrolment or otherwise advised. Association membership is a pre-requisite for enrolment and the parent must be a financial member to retain their child's enrolment at the School. Membership entitles the member to vote at the Annual General Meeting and any Members' Special meetings.
- **Working Bee**
Each family is expected to contribute 3 hours per term to a 'working bee'. Parents should contact the class Director for job allocations. A fee of \$150 per term will be charged to the school fee account of a non-participating family. Participation should be logged through the School's App, the ISMS website's Working Bee form or by email to admin@isms.nsw.edu.au.
- **After School Care (ASC) Service Fees**
ISMS provides ASC service for 3 to 6 year olds in Elouera at Balmain from 12.00 pm to 3:00 pm (Session 1) and from 3:00 pm to 6.00 pm (Session 2). Transport is organised from the classroom to ASC where required. Elouera is open on school days only after the conclusion of lessons.

We also offer ASC for 6 – 12 year olds in Nangkita at Balmain from 3.00 – 6.00 pm daily during school term.

Elouera and Nangkita booking options are: permanent full time, permanent part time, or casual.

Fees for permanent and casual ASC bookings are charged on a "per session" rate, billed in arrears and payable fortnightly. Please refer to the Schedule of Fees. Credit card payments for ASC fees will attract a merchant fee (please see important information below).

Conditions of Permanent ASC Bookings are as follows:

- Permanent Bookings can be altered only once during a school term.
- A minimum of two weeks written notice is required to alter a permanent booking.
- Cancelled sessions without the minimum notice, or after the first booking change in one term, will still be charged.

Late pick-up fees:

- If a child is collected after the conclusion of their first session time, the entire next session at the casual rate will be charged.
- A fee of \$15 per 10-minute blocks will be charged for children being picked up after 6.00 pm.

An external facilitator processes direct debit payments for ASC fees; therefore, credit card surcharges are determined by them. Merchant fees will be charged in full to the cardholder in addition to the ASC fees. Subject to changes, the current merchant fees charged by the facilitator are: 1.65% for Visa/MC and 4.40% for AMEX. Charges to a bank account do not attract a fee.

Due to its high cost, we encourage parents to discontinue the use of AMEX for ASC fees payment.

Note: The facilitator charges \$ 14.80 for each declined payment.

The ISMS ASC programs are government approved child care services. Families' individual circumstances vary and change over time and eligibility for a rebate should be pursued with Centrelink.

- **Incidentals**

Excursions, guest presenters and other activities, e.g. swimming and camps, attract additional fees which are charged to the term account.

- **Credit Card Surcharge – School Fees**

In order to recover the significant merchant fees charged by credit card companies, school fee payments by credit card will attract a surcharge of 0.95% for Visa and Master Card and 1.15% for American Express, subject to changes by merchant facility operators. These recovery charges are GST inclusive. (Note: Please refer to After School Care (ASC) Service above for credit card merchant fees applicable for payments processed by an external payment facilitator).

- **Declined Payments- School Fees**

One declined payment per calendar year will not attract a fee, however, each subsequent declined payment will incur an administration fee of \$15.

OTHER CONDITIONS

- **Fee increases**

As part of the annual budget process, during Term 4 the School Council determines the schedule of fees for the following year. Shortly after approval, the information is emailed to parents and guardians as well as appearing in the ISMS Newsletter. However, the School reserves the right to increase fees at any other time by providing written notice of at least one month prior to the effective date.

- **Withdrawals**

Written notice of any withdrawals must be lodged with the Principal **one-full-school-term prior to the withdrawal date**. The required notice period is defined as a full school term from the beginning to the end of each school term. Notice given after the start of any school term only counts for this purpose from the beginning of the following school term. For any clarifications, please contact the Business Manager.

Should you withdraw a child from enrolment with less than the minimum notice period above, **one full term's fees in lieu of notice will be charged**.

- **Late payment**

Should you anticipate difficulties in meeting your payment of fees, written communication should be addressed to the Principal or Business Manager within 14 days of the payment falling due.

An explanation of the circumstances as well as a payment plan should be included. Guidelines for requesting extended payment plans are available from the Business Manager.

- **Accounts in arrears**

Should an account exceed 45 days in arrears, the School may deny the child access to class and pursue recovery of the outstanding debt. When a debt exceeds 90 days in arrears, the School may cancel the child's enrolment.

- **Debt recovery costs**

In the event of any default in payment, the parent/s or guardian/s shall pay to the School its costs of, and incidental to, the recovery of such sums as may be due from the parent/s or guardian/s to the School including all mercantile and like fees and legal fees and charges on a solicitor/own client, full indemnity basis and any filing fees, stamp duty, taxes or any other fees payable, assessed or incurred in relation to such recovery process.

FOUNDATION – BUILDING FUND

The School is under continuous pressure to upgrade its facilities and plan for future growth.

Since 2017, the School has promoted a tax-deductible voluntary contribution aimed at raising these much needed funds.

A voluntary contribution will appear on each quarterly statement, your donations to the Building Fund will be greatly appreciated and will benefit present and future students and the School-wide community.

Tax-deductible receipts will be issued quarterly or upon request.