

ISMS MEMORANDUM OF CONDITIONS

2021

This document provides important information regarding terms and conditions relating to the enrolment of students in our Primary, Preschool, Infant Community, Before and After School care and Vacation care programs. Please also refer to the 2021 Schedule of Fees.

Application Fee – (Preschool and Primary) Waiting List

An application fee together with the application form and supporting documents are required for each child. The application fee is non-refundable and does not guarantee entry into the School. It places the child on a waitlist.

Placement Fee – (Preschool and Primary)

To secure a position at the School a non-refundable placement fee must accompany the acceptance of an offer of enrolment. This is a one-off payment, payable only at commencement of enrolment at the School (i.e. relative to the Stage of entry).

Tuition Fees - Primary

Tuition fees are billed annually in advance, and are issued prior to the commencement of Term 1. Tuition fees and other incidental charges are payable by the following methods:

- Full-year upfront payment – EFT/BPay attracts a 1.5% early payment discount if funds are received on or before the first day of Term 1, 27 January 2021. This discount also applies to students who start in Terms 2, 3 or 4, with pro rata full upfront payment, prior to the first day of Term 2, 3 or 4 (commensurate with their commencement date);
- Quarterly payments x 4 – EFT/BPay, due by first day of each term;
- If paying by Direct Debit there is a choice of either 20 x fortnightly payments or 10 x monthly payments commencing 5th February 2021. Please complete and submit the Direct Debit Authority form to accounts@isms.nsw.edu.au by **no later than 27 January 2021**. Direct Debit Authority forms for students who commence in Terms 2, 3 or 4 are required to be submitted prior to the commencement of term;
- Students who commence their enrolment later than day 1 of their commencement term are billed tuition fees pro rata their actual start date and in accordance with the start date agreed during the enrolment process.

| FREQUENCY | METHOD | DUE DATE |
|---------------------------|-----------------------------|------------------------|
| Full-year upfront payment | EFT/BPay | 27 January 2021 |
| Quarterly payments x 4 | EFT/BPay | First day of each Term |
| Monthly payments x 10 | Direct Debit (via Ezidebit) | 5 February 2021 |
| Fortnightly payments x 20 | Direct Debit (via Ezidebit) | 5 February 2021 |

Tuition Fees – Preschool

Preschool accounts are issued separately to the Primary School accounts and are paid fortnightly by Direct Debit (via Debit Success).

The Stage 1 program, only as it relates to Preschool students, offered at Balmain and Lilyfield, is an Approved Child Care Service approved by the Department of Education to receive and pass on Child Care Subsidy (CCS) to families. Any Centrelink rebates available to eligible families will be credited to the family account and the 'gap' balance amount is payable. All enquiries about families' eligibility should be directed to Centrelink. Stage 1 Kindergarten students are not eligible for CCS; please refer to the transition policy extract below.

Transition Policy (extract) – When does my Stage 1 child start in NSW Primary School?

A child who commences the school year in Stage 1; Extended Day, or transitions to Extended Day in the first few weeks of Term 1, and subsequently transitions to Stage 2 during that year, or by early the following year, will be considered to be in their first year of Primary School (known as Kindergarten in NSW).

For parents who obtain the CCS rebate, please be aware that the CCS rebate is not available with respect to the ISMS tuition fees of a child once that child commences Primary School. This is because the CCS rebate laws make a child in Primary School ineligible for the CCS rebate.

Edstart Credit Services (<https://edstart.com.au/isms>)

Edstart is an alternative payment option to assist families manage their School fee payments by extending payments over a longer period, where repayment amounts can be reduced with an extended plan over multiple years, up to five years after graduation. Edstart services include Edstart Pay and Edstart Extend. For more information, visit Edstart - <https://edstart.com.au/isms>.

Please note, in providing information about Edstart, we do not provide any recommendations, brokering or advice services. We do not receive referral fees, commissions or other remuneration from Edstart.

Tuition Fee Rebates

- A rebate of 1.5% of the net annual Tuition fees is applicable if the full annual Tuition amount is paid upfront prior to commencement of term;
- Sibling rebates apply when two or more siblings are enrolled at the same time:
 - Second sibling 12.5% reduction in annual Tuition fees;
 - Third and subsequent sibling 25% reduction in annual Tuition fees;
- The Infant Community (IC) rebate applies to any families who currently have other child(ren) attending the IC, Preschool or Primary at ISMS. The Preschool and Primary sibling rebates only apply when there is more than one child enrolled in Stage 1 and above. If a family has more than one child enrolled in IC classes however, and no children attending Stage 1 and above, then the sibling rebate is applied to the IC booking for the youngest child(ren);
- No sibling rebate is available for before and after school care or vacation care.

Direct Debit Surcharge – Tuition Fees for Primary School Accounts

The 2021 rates for the School's payment platform for the direct debit facility are as follows:

- Bank account transaction fee \$ 0.77
- Visa / Mastercard transaction fee 1.32%
- American Express transaction fee 4.40%
- Failed payment fee \$14.80

Tuition Fee Direct Debits are facilitated by Ezidebit and their surcharge rates are subject to change without notice

Direct Debit Surcharge – Tuition Fees for Preschool Accounts

- Bank account transaction fee No Charge
- Visa / Mastercard transaction fee 2.35%
- American Express transaction fee 4.4%
- Failed payment fee \$14.95

Preschool Accounts Direct Debits are facilitated by Debit Success and their surcharge rates are subject to change without notice

ISMS Foundation Voluntary Building Fund (fully tax deductible)

Donations to the Building Fund assist the School to upgrade and maintain its facilities. Current and future students will enjoy the benefits of the Building Fund with new projects being undertaken when sufficient funds become available.

Donations to the Building Fund are **completely voluntary** and fully tax deductible. The School encourages parents and carers to consider a minimum tax deductible donation of \$500 per annum (GST free). To facilitate the opportunity to donate, the Building Fund suggested donation amount of \$500 is included on the annual fee statement. The annual fee statement also details the Tuition fees exclusive of the non-refundable Building Fund donation to ensure the payment of the Building Fund donation is only made by families who wish to contribute to the Fund. The School sincerely appreciates all Building Fund contributions and also acknowledges such contributions are not practical or possible for all families and capacity to contribute varies.

After School Care (ASC) Service Fees

ISMS provides ASC services for Stage 1 students in Elouera (Balmain campus) from 12:00pm to 3:00pm (Session 1) and 3:00pm to 6:00pm (Session 2), and for Stage 2 and 3 students in Nangkita (Balmain campus) from 3:00pm to 6:00pm daily during School terms. Breakfast Club is open to all Balmain campus students between 7:30am to 8:30am in Nangkita.

Booking options are permanent full-time, permanent part-time or casual. Fees are charged on a 'per session' rate (refer to Schedule of Fees). Conditions of permanent ASC bookings are as follows:

- Two school days (48 hours) notice is required to make, change or cancel a casual booking;
- A minimum of two weeks' written notice is required to change or cancel a permanent booking;
- Cancelled sessions without the minimum notice 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 will be charged at the casual rate. A fee of \$15 per 10-minute block will be charged for children being picked up after 6pm;

- The After School Care and Vacation Program is also approved by the Department of Education to receive and pass on Centrelink rebate to eligible families (Stage 1 to 3). All enquiries about families' eligibility should be directed to Centrelink.

The ASC account remains separate to the School Tuition account. ASC services are billed in arrears and payable fortnightly by direct debit. Any Centrelink rebates available to eligible families for After School Care will be credited to the ASC account and the 'gap' balance amount is payable. Direct debit payments for ASC incur the following surcharges:

- Bank account transaction fee No Charge
- Visa / Mastercard transaction fee 2.35%
- American Express transaction fee 4.4%
- Failed payment fee \$14.95

ASC Direct Debits are facilitated by Debit Success and their surcharge rates are subject to change without notice.

Transport Between Campuses

All children who travel on the School bus from the Lilyfield Campus to the Balmain Campus either on the morning, mid-morning or afternoon bus run, must complete and submit to School the 'Bus Authorisation Form' available from the Balmain campus reception.

It is also a requirement that all children must have a permanent or casual bus seat booked in order to travel on the School bus. Contact the School via bookings@isms.nsw.edu.au to confirm a child's booking on the bus. Lilyfield children that are booked in for Elouera are automatically booked for the transfer from Lilyfield to Balmain. Therefore, no separate booking for the bus is required and this booking is confirmed when a permanent Elouera booking is made.

Inner Sydney Montessori Association Membership Fee

The annual membership subscription of the Inner Sydney Montessori Association (detailed on the Schedule of Fees) is payable when joining the School or at the beginning of each School year. Membership is limited to one parent per family nominated at time of enrolment or otherwise advised. Inner Sydney Montessori Association membership is a prerequisite 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. The membership fee is non-refundable.

Working Bee

In support of our School, each family is expected to contribute three hours per term to a 'working bee' activity. Parents should contact the Class Director for job allocations and to log their participation. For any families who are unable to participate in the 'working bee' program, a \$150 per Term 'opt out' fee will be charged to the Tuition account.

Incidentals

Excursions, guest presenters, and other activities, e.g., swimming and camps, attract additional fees which are charged to the Tuition account each term. The incidentals are included on the statement distributed each term and payable within 14 days.

Leave of Absence

- **Short Term Absences**

If a child is absent for part of a term or the school year (i.e., less than twelve months), for any reason, e.g., due to illness or holidays, fees are still required to be paid in full to maintain a place in the School.

- **Temporary Withdrawals and Placement Fee on Return**

When the Principal approves a temporary withdrawal of a child for twelve months or less, no placement fee will be payable if the child returns to ISMS within the approved timeframe. However, the standard enrolment policies, procedures and arrangements of ISMS will apply. Re-enrolment to ISMS cannot be guaranteed and will be subject to availability. Should a place become available the School cannot ensure a placement in a particular class.

After an absence of more than twelve months, a placement fee current at the time will apply. Should parents wish to keep their child's enrolment in the School during an extended approved absence (i.e., more than 12 months), full school fees are payable, at least one term in advance, for the period of the absence. If the fees are not paid on time, enrolment will be cancelled and the School will offer the position to another child.

Notice of Withdrawal

Written notice of any withdrawals must be lodged with the Principal **one full School term prior to the withdrawal date**. If a child is withdrawn with less than the minimum notice period above, one full term's fees in lieu of notice will be charged.

Withdrawal Notice dates for 2021 are detailed below:

| | |
|-------------------------------|-----------------------------|
| Withdrawal from Term 2, 2021: | Thursday, 10 December 2020 |
| Withdrawal from Term 3, 2021: | Wednesday, 31 March 2021 |
| Withdrawal from Term 4, 2021: | Thursday, 17 June 2021 |
| Withdrawal from Term 1, 2021: | Thursday, 16 September 2021 |

Any balance due to the School for that student must be paid in full on or before the student's final day of attendance.

All Infant Community program bookings are non-refundable.

Non-payment of Fees

Enrolment is conditional upon the timely payment of Tuition fees. Families with an overdue balance are sent a reminder email fourteen days after the due date requesting payment within seven days.

Where payment in full is not received, a reminder letter is issued requesting a response with payment expected within seven days of this reminder letter. Where fees and charges continue to be overdue and there is no communication with the School, a Final Notice letter is issued. Unless full payment is made within seven days of the Final Notice, notice of discontinuance of a student's enrolment will be issued. The student may not be permitted to participate in optional School events (such as elective co-curricular options) during these situations.

Overdue debt will also be referred to the School's debt collection agency with instructions to commence legal proceedings for recovery at the appropriate time. All legal expenses and costs associated with the collection of the outstanding debt incurred by the School are charged to the family.

Please note, the School is not a credit provider under the National Consumer Credit Protection Act 2009, which applies where a supplier allows a debt to be deferred. Settlement of accounts must be made in accordance with the Schools' terms of payment. As a result, the School is unable to offer payment plans. Parents and carers who require financial assistance for the payment of School accounts should contact their own bank or credit provider. Alternatively, refer to the Edstart information provided on page 2.

Note:

- While it is expected that there will be no change to the Memorandum of Conditions and/or Fee Schedule during the course of an academic year, the School Council reserves the right to make changes in the event of exceptional circumstances;
- This document must be read in conjunction with the Enrolment Acceptance Form, Schedule of Fees and any other documentation provided by the School in relation to payment of fees.