

## ISMS MEMORANDUM OF CONDITIONS

**2024**

### **Application Fee**

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

### **Placement Fee**

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 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, 29<sup>th</sup> January, 2024. 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 4<sup>th</sup> February 2024. Please complete and submit the Direct Debit Authority form to [accounts@isms.nsw.edu.au](mailto:accounts@isms.nsw.edu.au) by **no later than 19 January 2024**. 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

<b>FREQUENCY</b>	<b>METHOD</b>	<b>DUE DATE</b>
Full-year upfront payment	EFT/BPay	29 <sup>th</sup> January, 2024
Quarterly payments x 4	EFT/BPay	First day of each Term
Monthly payments x 10	Direct Debit (via Ezidebit)	6 <sup>th</sup> February, 2024
Fortnightly payments x 20	Direct Debit (via Ezidebit)	6 <sup>th</sup> February, 2024

### **Tuition Fees – Preschool Transition and Preschool**

Preschool accounts are issued separately to the Primary School accounts and are paid weekly or fortnightly by Direct Debit (via Debit Success). The Stage 1 program, only as it relates to Transition and 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.

For parents who obtain the CCS rebate, please be aware that the CCS rebate is not available with respect to tuition fees of a child once that child commences Primary School (Kindergarten). 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 Discounts**

- A discount 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 discounts 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
- Parent and Child Program discounts applies to any families who currently have other child(ren) attending Preschool Transition to Year 6 at ISMS. The Preschool Transition to Year 6 sibling discounts only apply when there is more than one child enrolled in Preschool Transition and above. But if a family has more than one child enrolled in Parent and Child Program classes and no child(ren) attending Preschool Transition and above, then the sibling discount is applied to the Parent and Child Program booking for the youngest child(ren).
- No sibling discount is available for Before and After School Care or Holiday Care.

#### **Direct Debit Surcharge – Tuition Fees for Primary School Accounts (Kindergarten to Year 6)**

The 2024 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 (including Preschool Transition)**

- Bank account transaction fee \$0.95
- Visa / Mastercard transaction fee 2.47%
- American Express transaction fee 4.53%
- Failed payment fee \$14.95

*Preschool 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 \$550 per annum (GST free). To facilitate the opportunity to donate, the Building Fund suggested donation amount of \$550 is detailed on the annual fee statement.

Note - The annual fee statement details the Tuition fees in total, separately to the non-refundable Building Fund, to ensure the payment of the Building Fund 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.

### **Before & After School Care (BASC) Service Fees**

ISMS provides BASC services for Stage 1 students in the Elouera classroom (Balmain campus) from 3:00pm to 6:00pm, and for Stage 2 and 3 students in the Nangkita classroom (Balmain campus) from 3:00 to 6:00pm daily during School Terms.

Breakfast Club is open between 7:30am and 8:30am in the Elouera classroom.

Booking options are permanent or casual. Fees are charged on a 'per session' rate (refer to Schedule of Fees). Conditions of permanent BASC bookings are as follows:

- Two school days (48 hours) notice is required to make, change or cancel a casual booking
- A minimum of one (1) week 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: A fee of \$15 per 10-minute block will be charged for children being picked up after 6:00pm
- The Before & After School Care and Holiday Care Program is also approved by the Department of Education to receive and pass on the Child Care subsidy to eligible families (Stage 1 to 3). All enquiries about families' eligibility should be directed to Centrelink.

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

- |                                     |         |
|-------------------------------------|---------|
| • Bank account transaction fee      | \$0.95  |
| • Visa / Mastercard transaction fee | 2.47%   |
| • American Express transaction fee  | 4.53%   |
| • Failed payment fee                | \$14.95 |

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

### **Transport Between Campuses**

All parents with 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' (authority 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](mailto:bookings@isms.nsw.edu.au) to confirm a child's booking on the bus. Lilyfield children who are booked in for Elouera are automatically booked for the transfer from Lilyfield to Balmain, provided the "authority form" has been received, therefore, no separate booking for the bus is required, 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 in 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 the 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, incursions, 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**

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, this is a short term leave of absence and fees are still required to be paid in full to maintain a place in the School.

### **Leave of Absence - Temporary**

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 like 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 without providing written notice to the Principal and with less than the minimum notice period, one full term's fees in lieu of notice will be charged.

Parents are requested to seek confirmation the Principal has received their notice of withdrawal and ideally, the School would like the opportunity to meet with parents to discuss circumstances relating to the withdrawal.

### **Withdrawal Notice dates for 2024 are detailed below:**

Withdrawal from Term 2, 2024:	Wednesday 13 <sup>th</sup> December, 2023
Withdrawal from Term 3, 2023:	Friday, 12 <sup>th</sup> April, 2024
Withdrawal from Term 4, 2023:	Thursday, 27 <sup>th</sup> June, 2024
Withdrawal from Term 1, 2024:	Thursday, 26 <sup>th</sup> September, 2024

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

### **Non-payment of Fees**

Enrolment is conditional upon the timely payment of Tuition fees. Families with an overdue balance (including fees in lieu of notice of withdrawal) are sent a reminder email 14 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 agreed plan in place 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 BASC and Holiday Care and elective co-curricular options) during these situations.

Overdue debt (including fees in lieu of notice of withdrawal) 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 School's terms of payment.



**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.