

ISMS MEMORANDUM OF CONDITIONS

2025

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 is not eligible for any discounts. Payment of the application fee 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). The placement fee is not eligible for any discounts*

** Families already enrolled in the school in 2024 or who have already paid their application and placement fee in 2024, for a 2025 commencement, are eligible for discounts at the rate published in the 2024 Fee Schedule (50% 2nd child and 100% 3rd child or more) however, any break in enrolment voids this benefit.*

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, 30th January, 2025. 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 2nd February 2025. Please complete and submit the Direct Debit Authority form to accounts@isms.nsw.edu.au by **no later than 17 January 2025**. 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

FREQUENCY	METHOD	DUE DATE
Full-year upfront payment	EFT/BPay	30 th January, 2025
Quarterly payments x 4	EFT/BPay	First day of each Term
Monthly payments x 10	Direct Debit (via Ezidebit)	4 th February, 2025
Fortnightly payments x 20	Direct Debit (via Ezidebit)	4 th February, 2025

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.

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:
 - 10% reduction in annual Tuition fees for the second and subsequent students**
- Parent and Child Programs are not eligible for sibling discounts.
- OOSH or Holiday Care programs are not eligible for sibling discounts.

***Families already enrolled in the school in 2024 or who have already paid their application and placement fee in 2024, for a 2025 commencement, are eligible for discounts at the rate published in the 2024 Fee Schedule 2024 (12.5% 2nd child and 25% 3rd child or more) however, any break in enrolment voids this benefit.*

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

The 2025 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.

OOSH and Holiday Care Service Fees

ISMS provides OOSH 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 during Term Time and is held in the Elouera classroom.

The Holiday Care program time, effective from the end of Term 1 2025, is 8:30am to 3pm and a session from 3pm to 6pm for extended holiday care hours. This new format will apply to both Nangkita and Elouera.

Fees are charged on a 'per session' rate (refer to Schedule of Fees). Conditions of permanent OOSH and Holiday Care 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 OOSH 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 OOSH and Holiday Care account remains separate to the School Tuition account. OOSH and Holiday Care services are billed in arrears and payable weekly or fortnightly by direct debit. Any Child Care subsidy available to eligible families for OOSH and Holiday Care will be credited to the OOSH and Holiday Care account and the 'gap' balance amount is payable. Direct debit payments for OOSH and Holiday Care 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 |

OOSH and Holiday Care 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 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.

Bus User Fee

In 2025, a bus user fee will be implemented effective at the commencement of the year. Fees will be charged on an annual basis, regardless of the amount of usage. Options will be \$200 per single student per annum or \$350 per family per annum. Students commencing during the year will be charged the pro rata annual amount. Bus fees are not eligible for any discounts.

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 encouraged to contribute three hours per Term to a 'Working Bee' activity. Parents should contact the Class Director for job allocations. From 2025, there will be no fees charged for working bee.

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.

Mandatory Materials and Stationery

From 2025, all students from Transition to Stage 3 will be levied a per student per annum fee for mandatory materials and stationery purchased by the school (as detailed in the Schedule of Fees). The fee will be levied at the start of the year or at commencement of enrolment at anytime throughout the year.

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 2025 are detailed below:

Withdrawal from Term 2, 2025:	Thursday 12 th December, 2024
Withdrawal from Term 3, 2025	Friday, 10 th April, 2025
Withdrawal from Term 4, 2025:	Thursday, 27 th June, 2025
Withdrawal from Term 1, 2026:	Thursday, 25 th September, 2025

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 OOSH 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.