



SOPHIA  
MUNDI

The Inner City Steiner School P-12

# 2012 Fee Policy

Sophia Mundi is a not-for-profit organization. Enrolling your children at Sophia Mundi is a commitment to fee-paying education.

### **Application & Entry Fees**

#### APPLICATION FEE

An application fee of \$120 is payable per student. Additional applications for the family are \$60.

#### CAPITAL FEE

A capital fee of \$1,200 per family is payable upon acceptance of an offer of enrolment. This fee applies per family and is non-refundable. These funds are applied to school development at the discretion of the Board of Directors.

#### HOLDING BOND

A holding bond of \$1,800 per student is payable on acceptance of an offer of enrolment. This amount will be held by the School and may be applied against a student's account in their final year of school or on withdrawal of the student from the School. If the account is in order and providing all fees, levies and other charges have been fully met, the bond amount will be refunded in full.

### **Tuition Fees & Compulsory Levies**

Tuition fees and compulsory levies are billed each term in advance and are due and payable in full upon receipt. These charges are generally reviewed annually, but may also be amended, from time to time, as determined by the Board of Directors. Compulsory levies for basic educational materials such as; group music, outdoors education, class sundries, and student accident insurance provision are included in the School's composite Tuition Fee. Supplementary charges may arise from time to time and are billed on a cost recovery basis and are not subject to discounts and/or bursaries. These will be invoiced either in advance or arrears, as determined by the School Management, and are due and payable on receipt.

### **Supplementary Charges**

#### INDIVIDUAL PRIVATE MUSIC LESSONS

Individual music lessons are compulsory for classes 3—12. The cost is \$280 per student per term, which is charged directly to the student's fee account. This covers 8 half hour lessons per term.

#### SUPPORT EDUCATION LESSONS

Any private one to one lessons (such as Extra Lesson) will be charged as agreed between the individual teachers and parents. The school will recommend support education where an assessed need exists.

#### EXCURSIONS

Charges for any excursions will be billed directly by the School, unless students make payment on the day.

#### SPORTS UNIFORMS

Students in classes 6 - 12 are required to have sports uniforms. The charges will depend on which items are ordered and will be billed directly by the School.

### **Discounts & Bursaries**

#### EARLY PAYMENT DISCOUNT (Unsecured Loan)

An early payment discount of 10% is applied to tuition fees **only** when school fees (including tuition fees and compulsory levies) are paid annually in advance prior to the commencement of Term 1. The advance fees paid are treated as unsecured loans to the school. Families wishing to take advantage of this discount are encouraged to contact the Business Manager as early as possible.

#### SCHOOL PLAN DISCOUNT

The School offers a 3% discount (on total invoice) for parents who sign up to School Plan for six months (two full school terms), and pay by installment through this arrangement. This discount offsets most of the costs of the arrangement between parents and School Plan. Please contact the Business Manager for further details

#### SIBLING DISCOUNTS

A sibling discount of 10% for the second child, 25% for the third child and 75% for the fourth and subsequent children is applied to tuition fees only. The eldest child in the family who is enrolled at school is considered the first child in every case. Families who have been granted bursaries will not be eligible to receive sibling or other discounts.

#### BURSARIES

In exceptional circumstances, and only available to existing parents of the School, a 3 to 12 month bursary of up to 50% may be granted for financial reasons in the event that parents are unable to pay the full amount of fees. A bursary is applied to Tuition Fees only. The Board of Directors assesses all bursaries prior to the commencement of each school year. Application forms are available from the School Office and should be directed to the attention of the Business Manager. The School will require proof of income and other evidentiary documents to substantiate your application for Bursary.

### **Temporary Absence of a Student**

For temporary student absences of up to 5 weeks of any term the full term's fees (including tuition fees and compulsory levies) will be charged. For temporary student absences of more than 5 weeks but less than one term, half the term fees (including tuition fees and compulsory levies) will be charged.

### Notice of Withdrawal of a Student

Parents who wish to withdraw a student from the School must give **one full term's notice in writing to the Registrar**. A full term's notice is by definition a gazetted school term. Failure to give the required notice may result in a full term's tuition fee being charged. Such notice must be in writing to the Registrar, and duly acknowledged. If parents wish to withdraw their child for a term or more and still want to reserve a place in the School, they are required to pay a holding fee of \$500. Failure to pay the holding fee will mean the School cannot guarantee a place for the student and that place may be offered to another student on the waiting list. If fees are not up to date at the point of departure, not only will the place not be kept open, procedures will be taken to collect the outstanding debt.

All outstanding debts owing to the School should be settled prior to the student's departure from school, or an arrangement entered into between the School and the parents. If this is not done, the School will immediately refer the account to School's collection agency for recovery without further consultation.

### Payment of Accounts

It is essential that all invoices be paid in full upon receipt. Unpaid fees create a serious cash flow burden for the school and it is an unpleasant and onerous task to chase parents for unpaid fees. Families experiencing difficulty in meeting payment deadlines should contact the Business Manager as soon as possible to make special arrangements for settlement. Unless a formal arrangement is mutually agreed in writing, all accounts outstanding after the due date will be considered overdue.

### Overdue Fees

The Business Manager is authorised by the Board of Directors to take whatever steps are deemed necessary to recover overdue accounts and any accounts referred to a Debt Collection Agency or solicitor will have all commissions and legal costs added to the outstanding balance. A list of all overdue accounts will be tabled at the monthly meeting of the Board of Directors for review and at its discretion it may seek suspension of the student's enrolment pending settlement of the outstanding account. Where fees are more than 90 days in arrears, students may also be excluded from activities and lessons for which there is a cost incurred by the school for the student's participation. This includes camps, excursions, music lessons and support education and other sundry charges. Overdue accounts will have an administrative fee of 1.5% of the outstanding balance added to the account each month.

### Payment Options

#### CASH & CHEQUE

Cash payments may be made at the St Mary's Campus School Office. Please do not send cash to school with your child, as the school will not take responsibility for cash that does not arrive at the School Office. Cheques should be made payable to "Sophia Mundi Steiner School" and mailed to the St Mary's Campus. Dishonoured cheques will incur a \$40 fee to cover bank charges.

#### CREDIT CARD

You may call the St Mary's Campus and pay over the telephone by MasterCard or Visa. Credit card payments will attract a surcharge of 1% of the amount paid and by choosing to pay by credit card you are also agreeing to Sophia Mundi including the surcharge in the amount processed. Details of the surcharge amount and its payment will appear on your next statement.

#### BPAY

Enter the Sophia Mundi Steiner School BPay Biller Code 84764 and your Sophia Mundi Steiner School BPay Reference Number (which appears on your invoices). Reference numbers are assigned by the Business Manager.

#### DIRECT DEPOSIT

Direct Deposits can be made into the School's NAB account. Details are as follows:

BSB: 083-155

Account number: 57-773-4025

Account name: Sophia Mundi Ltd

*\*Please include the student's given name and surname as the payment reference\**

#### MONTHLY INSTALMENT PLAN

Parents are able to spread fees via periodic installments through School Plan. Installments are automatically deducted from the nominated bank account by direct debit. School Plan charges a fee for this service. More information is available by calling 1800 337 419 or on the website: [www.schoolplan.com.au](http://www.schoolplan.com.au). Sophia Mundi does not receive any commission for offering this service. As noted above, the School Plan fees may be offset (in part) by the School Plan Discount providing parents meet the requirements.

## 2012 Composite Fee Schedule\*

Class	Tuition Fees (Per Term)	Compulsory Levies (Per Term)	Total School Fees (Per Term)	School Fees (Per Annum)	<i>Discounted School Fees (Per Annum)</i> <b>Annual payers only</b>
Prep	\$2,311	\$86	\$2,397	<b>\$9,588</b>	\$8,664
Class 1	\$2,311	\$86	\$2,397	<b>\$9,588</b>	\$8,664
Class 2	\$2,311	\$86	\$2,397	<b>\$9,588</b>	\$8,664
Class 3	\$2,311	\$131	\$2,442	<b>\$9,769</b>	\$8,845
Class 4	\$2,311	\$227	\$2,538	<b>\$10,153</b>	\$9,228
Class 5	\$2,311	\$301	\$2,612	<b>\$10,448</b>	\$9,524
Class 6	\$2,311	\$312	\$2,623	<b>\$10,492</b>	\$9,568
Class 7	\$2,537	\$323	\$2,860	<b>\$11,440</b>	\$10,426
Class 8	\$2,537	\$363	\$2,900	<b>\$11,599</b>	\$10,584
Class 9	\$2,763	\$748	\$3,511	<b>\$14,042</b>	\$12,937
Class 10	\$2,763	\$323	\$3,086	<b>\$12,344</b>	\$11,239
Class 11 <sup>^</sup>	\$2,933	\$323	\$3,256	<b>\$13,024</b>	\$11,851

**Note: Class 12 is not offered in 2012 but will be offered in 2013 as part of International Baccalaureate Diploma or VCAL.**

\* This Fee Schedule only applies to Australian citizens and permanent residents. For Full Fee Paying Overseas Students, please contact the office for the appropriate schedule.

<sup>^</sup> In addition to the Class 11 Fees in this schedule, disbursements for the VCAL VET component are payable. Please contact the Business Manager for the table of disbursements.



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