



SOPHIA  
MUNDI

Steiner Education and IB World School

# 2020 Fee Policy

This policy applies to Australian citizens and permanent residents only.  
It is important that all parents/guardians read this 2020 Fee Policy carefully.

*Date of Issue: 12 September 2019*



# Fee Schedule 2020

**Sophia Mundi Steiner School** is an independent, non-denominational, co-educational school. We are a not-for-profit incorporated company and member of Steiner Education Australia, International Baccalaureate Organisation and Independent Schools Victoria.

Our School is committed to delivering affordable inner-city Steiner education. We endeavour to keep our fees commensurate with the quality of education we provide and the actual running costs of the school. Sound financial management, sustainable enrolment levels and timely receipt of fees are the main ingredients that contribute to our school's financial health and vitality.

All fees, levies and parent contributions are invested in enabling a high-quality, caring and enjoyable Steiner education and learning environment for our School's children, teachers and community.

## Enrolment application

A non-refundable Enrolment Application Fee of \$180 is payable per student at the time of lodging an enrolment application. This fee covers the administrative cost of enrolment. Sibling enrolment applications are discounted to \$90 per additional sibling.

## Enrolment confirmation

A non-refundable Enrolment Confirmation Fee of \$1500 is payable upon acceptance of a class placement and confirms enrolment. Payment of this fee, along with completion of the Enrolment Agreement signifies acceptance of the offered placement, and of the Terms and Conditions of enrolment. Non-payment of the Enrolment Confirmation Fee by the invoice due date will forfeit the offered placement. Sibling enrolment confirmations are discounted at the sibling discount rate applicable on Tuition Fees.

# Fee Schedule 2020

	Term Fees						Total per annum
	Tuition	Camps	Ensemble music	Individual music lessons	Sundries levy	Total per term	
<b>Prep</b>	2,754				532	3,286	13,144
<b>Class 1</b>	3,162				124	3,286	13,144
<b>Class 2</b>	3,162				124	3,286	13,144
<b>Class 3</b>	3,162	112	200	300	140	3,914	15,656
<b>Class 4</b>	3,162	342	200	300	140	4,144	16,576
<b>Class 5</b>	3,162	393	200	300	140	4,195	16,780
<b>Class 6</b>	3,162	393	200	300	140	4,195	16,780
<b>Class 7</b>	3,264	438	200	300	155	4,357	17,428
<b>Class 8</b>	3,264	494	200	300	155	4,413	17,652
<b>Class 9</b>	3,366	530	200	300	155	4,551	18,204
<b>Class 10</b>	3,570	393	200	300	155	4,618	18,472
<b>Class 11</b>	4,080				577	4,657	18,628
<b>Class 12</b>	4,080				577	4,657	18,628

# 1. Sibling discounts

For families with more than one child at the School, we offer the following sibling discounts on the Tuition Fee:

- 10% for the second child
- 25% for the third child
- 75% for the fourth and subsequent children.

The eldest enrolled child in the family is considered the first child.

# 2. Additional levies

## 2.1. Individual Music Fee

From Class 3 to Class 10, children receive minimum of eight individual music lessons per term, invoiced in your term fees. Additional individual music lessons are invoiced separately at a further \$300 per instrument per term. If music is chosen as a subject in Class 11 and 12, an invoice will be issued at \$300 per term.

## 2.2. International Baccalaureate (IB) Diploma subject and examination fees

IB fees are levied by the IB Organisation and are collected on their behalf by the School in May each year. Fees may vary from \$1200 to \$1500 each year. Further details can be found in the 'Senior School Curriculum, International Baccalaureate Diploma Supplement and Curriculum Guide' on our school webpage.

## 2.3. Community Participation Levy

Sophia Mundi is a school with strong community values. Our school began and continues to thrive through the dedication and commitment of many families.

The Community Participation Levy is \$150 per family per term, and is invested in community services and activities. If you participate in working-bees, organising of the Open Day or Spring Fair, volunteering in the school canteen or other similar activities, your in-service contribution may entitle you to receive a full or partial credit of the Community Participation Levy. Email your service contributions to the Business Manager to receive the credit.

## 2.4. School Building Fund Trust donation (voluntary)

While our school fees are largely tuition based, the Building Fund provides an important source of income that enables renovation, maintenance and improvements to the buildings and facilities in our learning environment.

All Building Fund donations over \$2 are tax deductible and receive a Gift Donation Receipt for your tax return. Families are encouraged to donate \$350 per family per term. All contributions to the Trust are welcomed as family intention and income allows.

Where affordable, interested families may forfeit any entitled sibling discounts to the Building Fund Trust if desired. Alumni and community members are also welcome to contribute to the Trust.

## 2.5. Student excursions

Planned excursions are covered within the tuition fees. Occasionally unplanned excursions arise and expenses for these will be invoiced separately.

## 2.6. Sports uniforms

Students in Class 6 to Class 12 have a sports uniform ordered through the school. Sports uniforms are either invoiced separately or paid for at the time of uniform collection.

## 2.7. After School Care

Sophia Mundi's After School Care program operates five days a week during school terms, for children aged 5-12 years old. Depending on demand, the program may also be available during school holidays and on pupil free days. Each afternoon session is \$33 per child until 6pm. An additional late charge of \$1 per minute will be charged after 6pm.

## 3. Payment of accounts

### 3.1. Terms of payment

School fees are charged one term in advance, and are payable in full prior to the commencement of the term. Term fees include the Schedule fees, additional levies and voluntary contributions to the School Building Fund Trust.

### 3.2. Payment options

We offer two payment options:

- Payment in full (by credit card or direct debit); or
- Payment by regular instalments from your bank account or credit card.

If you would like to establish direct debit fee payments in regular instalments, please contact our Business Manager **prior to the invoice due date** to organise a weekly, fortnightly or monthly Instalment Plan.

### 3.3. Bank details

<b>Account name:</b>	Sophia Mundi Limited
<b>BSB:</b>	083 419
<b>Account number:</b>	57 773 4025
<b>SWIFT Code:</b>	NATUAAU3303M (for overseas deposits)
<b>Reference:</b>	Student's surname and first name <b>or</b> your invoice number

**Credit card payments** using Visa or Mastercard can be made at the School Office or over the phone. An additional surcharge of 1% applies to credit card payments (2% for overseas credit cards).

**Cash payments** can be made in person at the School Office. Please do not send cash with your children to pay accounts.

**Cheques** can be made payable to 'Sophia Mundi Limited' and mailed to Sophia Mundi Steiner School, PO Box 184, Abbotsford, VIC 3067; or delivered to the School Office in person.

### 3.4. Overdue accounts

On-time payment of fees is an important ingredient of the School's financial sustainability. School finances are managed with diligence and probity and, in turn, families are expected to support the school's financial health through commitment to timely payment of fees.

We recognise that life can present challenges which could make meeting your fee commitment difficult. If this happens to you or your family, please make early contact with our Business Manager to keep the lines of communication open, and together we can work for a positive outcome. Where agreements have not been reached, the following fees will apply.

- **Late payment fees**  
Overdue Invoice and Late Payment fees will be charged to cover the ongoing administrative and debt collection costs that are incurred through overdue accounts.

Where an invoice is not paid in full by the due date, an Overdue Invoice fee of \$100 will be charged. An additional ongoing Late Payment fee of 1.25% will be charged for amounts over 28 days overdue. This will be calculated and added to your account on a monthly basis.

- Accounts exceeding 56 days in arrears

Where an agreement has not been reached and an account exceeds 56 days overdue:

- Your child/ren may be excluded from attending Sophia Mundi.
- Debt collection measures will be commenced. This may include your account being handed over to a solicitor, debt collection agency, or the Victorian Civil and Administrative Tribunal (VCAT).
- Any legal or debt collection costs incurred for overdue accounts will be added to the overdue account.

Enrolment of additional siblings may not be accepted while an overdue account remains unpaid.

### 3.5. Bursaries

Sophia Mundi supports inclusive education and, under exceptional circumstances, a financial hardship bursary may be granted to an existing student whose parents or guardians are temporarily unable, for legitimate financial reasons, to cover the full cost of the Tuition Fees. Applications are assessed by the Finance Committee according to need and will be subject to the family's contribution to the School.

Bursaries are only granted for one term and up to a maximum of four terms of any one school year and will expire at the end of the school year or as the circumstances of the family change. A new bursary application is required each year and needs to be submitted no later than 15 July of the year prior to the relevant school year for which the bursary is required.

Application forms, including details of required documentation, are available from the School Office, with confidentiality respected.

### 3.6. Temporary student absence

For temporary student absences up to five weeks of any term, the full Total Invoice Amount per term will be charged.

For temporary student absences of more than five weeks but less than one term, half of the Total Invoice Amount per term will be charged.

One full term's written notice (two terms for Class 6) is required for absences of longer than one term duration. A Position Holding Fee of \$1500 per child will be payable and this amount will be credited against your account on your child's return to the School; or forfeited if the child does not return to Sophia Mundi.

### 3.7. Notice of student withdrawal

One full term's written notice (two terms for Class 6) is required advising the withdrawal of a student from the School. In lieu of required notice, a full term's (two full terms in the case of Class 6), Tuition, Camp, Ensemble and Individual Music Fees, and the Sundries Levy, will be charged per child.

## Appendix A: Sophia Mundi fee payment schedule

	2019			2020								
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
<b>Term 1 2020</b>	Invoice Date 1 Nov 19											
<b>Paid in full in one payment</b>	Due Date by 28 Nov											
<b>Or paid in three equal instalments</b>	½ due by 8 Nov	½ due by 8 Dec	½ due by 8 Jan									
<b>Term 2 2020</b>				Invoice Date 1 Feb 20								
<b>Paid in full in one payment</b>				Due Date by 28 Feb								
<b>Or paid in three equal instalments</b>				½ due by 8 Feb	½ due by 8 Mar	½ due by 8 Apr						
<b>Term 3 2020</b>							Invoice Date 1 May 20					
<b>Paid in full in one payment</b>							Due Date by 28 May					
<b>Or paid in three equal instalments</b>							½ due by 8 May	½ due by 8 Jun	½ due by 8 Jul			
<b>Term 4 2020</b>										Invoice Date 1 Aug 20		
<b>Paid in full in one payment</b>										Due Date by 28 Aug		
<b>Or paid in three equal instalments</b>										½ due by 8 Aug	½ due by 8 Sep	½ due by 8 Oct

School fees are charged one term in advance.

If paying in full as one payment, the full invoice amount is due by the 28th day of invoice month (as above).

Parents and guardians wishing to pay by instalments are requested to contact our Business Manager to setup a regular payment plan and select from the following options:

<b>Monthly Payments</b>	Divide invoice amount by 3, with each monthly instalment due by the 8 <sup>th</sup> of each month. Full payment to be received prior to the commencement of the term.
<b>Fortnightly Payments</b>	Divide invoice amount by 6.5 and pay fortnightly from the invoice date. Full payment to be received by the 8th of the 3rd month and prior to the commencement of the term.
<b>Weekly Payments</b>	Divide invoice amount by 13 and pay weekly from the invoice date. Full payment to be received by the 8th of the 3rd month and prior to the commencement of the term.





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