



**SOPHIA  
MUNDI**

Steiner Education and IB World School

# 2024 Fee Policy

This policy applies to Australian citizens and permanent residents only.  
It is important that all parents/guardians read this 2024 Fee Policy carefully.

*Date of Issue: 21 November 2023*





# Fee Schedule 2024

**Sophia Mundi Steiner 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 form the keystone of 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 students, teachers and community.

## Enrolment Application Fee

A non-refundable Enrolment Application Fee of \$110, (GST free) is payable per student at the time of lodging an enrolment application. This fee covers the administrative cost of enrolment. Discounts are not available for enrolment application fees.

## Enrolment Confirmation Fee

A non-refundable Enrolment Confirmation Fee of \$250 (GST free) is payable upon acceptance of a letter of offer 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. Discounts are not available for enrolment confirmation fees.

### Accordingly, for the 2024 school year, the School will apply the following:

- *Compulsory Fees are only payable through Edstart, a specialist school fee management provider and SEA partner for 2024.*
  - Edstart solutions are not classified as a loan or credit. They offer a service and support at no cost to the families, privacy and security of financial information, loans, extended payment arrangements, and an individual assigned support person to manage personal needs.
  - Set up your Edstart account by visiting the dedicated website for our school <http://edstart.com.au/sophiamundi>
- One bill will be issued for the annual total due. This total is inclusive of tuition fees, camps, resources, ensemble, individual music and school improvement levies. *Refer to the fee schedule.*
- Sibling discounts will be applied by the school and an annual invoice will be issued in December 2023 for the 2024 annual fees. Edstart will be provided with a copy of your invoice and will be available to **schedule your plan from 7<sup>th</sup> December 2023.**
- Financial support: (Annual Bursaries) applications are presented directly to the school business manager for review of eligibility.

***Refer to Section 3 for terms applied to discounts.***

## Fees and Terms

The Fee Policy provides the total annual school fees and provides the detail of what is included and what is excluded from the annual charges. The charges, terms and conditions apply to new and existing students enrolled at Sophia Mundi Steiner School.

*By enrolling your child at Sophia Mundi Steiner School, you agree to all tuition fees, levies and other charges for education and/or events that your child has participated in. You agree to abide by the Schools' fee policy terms and conditions specified in this policy and further agree to abide by the School's Code of Conduct.*

Please note that fees and terms are subject to variation on 60 days' notice by email to you.

## Fee Schedule 2024

COMPULSORY ANNUAL FEES – PER STUDENT (GST Free)				
Level	Total Annual Fees	Includes Camps	Includes Compulsory Music	Includes Resources **
Prep	14,620	N/A	N/A	Y
Class 1	14,440	N/A	N/A	Y
Class 2	14,440	N/A	N/A	Y
Class 3	17,440	Y	Y	Y
Class 4	17,660	Y	Y	Y
Class 5	17,950	Y	Y	Y
Class 6	18,700	Y	Y	Y
Year 7	19,240	Y	Y	Y
Year 8	19,420	Y	Y	Y
Year 9	21,450	Y	Y	Y
Year 10	20,100	Y	Y	Y
Year 11	20,500	N	N	Y
Year 12	20,500	N	N	Y

**\*\* The total fees include the costs of scheduled excursions and incursions. In the primary classes it also includes stationery, texts and other materials. In the secondary a booklist is distributed for texts, stationery and other required resources.**

ADDITIONAL CHARGES: (refer to section 1 for terms and conditions)
After School Care
International Baccalaureate (IB) Diploma Subject and Examination Fees
Extraordinary Excursions
Sports Uniforms & Sun Hats
Music Lessons for 2 <sup>nd</sup> or 3 <sup>rd</sup> Instruments
Music lessons in addition to compulsory lessons provided
<b>Additional charges are payable directly to the school upon issue of invoice (not through Edstart)</b>

## 1. Additional Charges

### 1.1. Extra Instrumental Lesson Fee

From Class 3 to Year 10, students receive 8 x 30-minute compulsory individual music lessons per term. These lessons are included in the annual compulsory fees. There are no credits or refunds provided for any lessons missed by students as these form part of the curriculum requirements.

If a family requests extra music lessons, a separate invoice will be issued from the school in the amount of \$350 per instrument per term. Students can only attend extra music lessons where the term fee is paid in advance of the lessons and where there are no outstanding debts on account.

If music is chosen as a subject in Year 11 and 12, an invoice will be issued at \$350 per term.

There are no refunds of additional music lessons for non-attendance of a student. Make-up lessons are to be arranged directly with the music tutor.

### 1.2. 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 \$1,200 to \$1,500 each year, subject to current exchange rate. Further details can be found in the 'Senior School Curriculum, International Baccalaureate Diploma Supplement and Curriculum Guide' on our School webpage.

The Victorian Curriculum and Assessment Authority (VCAA) General Assessment Test (GAT) fee of \$75-\$85 per year will be on-charged to students taking the test.

### 1.3. Student excursions

Excursions for the year are covered within the total fees. Occasionally extraordinary excursions may arise and expenses for these will be invoiced to you. There are no refunds of fees for non-attendance by students as the school arranges and pays for all expenses in advance.

### 1.4. Sports uniforms

Students in Class 6 to Year 10 have a sports uniform ordered through the school. Sports uniforms are invoiced to you and payable to the school prior to collection.

### 1.5. Outdoor Education – Years 11 & 12

Camps or events for Years 11 & 12 are not included in the fee schedule. Occasionally camps or events may arise and expenses for these will be invoiced to you. There are no refunds of fees for non-attendance by students as the school arranges and pays for all expenses in advance.

### 1.6. After School Care

Sophia Mundi's After School Care program is open to all students aged 6-12 years that are enrolled at Sophia Mundi. Hours of operation are Monday to Friday. **Bookings and correspondence are to be emailed to [aftercare@sophiamundi.vic.gov.au](mailto:aftercare@sophiamundi.vic.gov.au).**

Further information can be found in the aftercare enrolment policy.

Late charge for collection after 6pm are charged an additional \$2 per minute.  
Casual bookings, when available, are charged at \$40 per session.

## 2. School Building Fund Trust (Tax Deductible Donation)

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 for the benefit of the students.

All Building Fund Trust Donations over \$2 are tax deductible and you will receive a Donation Gift Receipt (DGR) for your tax return.

To make a tax deductible donation contact Dianne at [business.manager@sophiamundi.vic.edu.au](mailto:business.manager@sophiamundi.vic.edu.au).

## 3. Discounts – terms and conditions

- Discounts are only available upon application directly to the school, not through Edstart.
- Fee discounts for eligible applicants are available for one year per application directly to the business manager. Eligible concession cards are generally required for favourable financial assistance.
- Additional charges are billed separately from Annual fees and are not eligible for a discount.
- Discounts are not available for enrolment application or confirmation fees.
- Discounts will be removed for overdue or default accounts.
- **Only one discount can be claimed per student: e.g. families in receipt of any other discount (refer to Section 3.1-3.2) are not eligible for a second discount including a sibling discount.**

### 3.1 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 and subsequent children

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

Exception: A sibling discount is not provided where a family is in receipt of a fee discount.

### 3.2 Bursaries (Annual financial hardship support)

Bursaries may be available upon application to the business manager. This application is for families that may be undergoing financial difficulty. Discounts are based upon financial information provided and is at the sole discretion of the School. If an annual Bursary is granted, no other discounts are available in accordance with the terms.

Bursary holders, including existing families on past agreements are required to enter into an annual agreement with the school and maintain agreed payments with Edstart. Any default in payments or overdue fees renders the agreement void and the discount will be removed. Bursary discounts are only available for current year fees. Past or overdue fees are excluded for fee reductions.

To apply for a Bursary for annual fees, families may request a financial application from the Business Manager.



## 4. Health Care Card and Eligible Concession Cards

Additional financial support is provided by the Government for camps and minor events for students and families that hold an eligible or approved Concession Card, including:

- a parent or carer who is the beneficiary of a financially means-tested card –below
- a temporary foster carer
- a student who is 16 years or older and holds a valid concession card (such as a Youth Allowance Health Care Card or Disability Support Pension Card).

Information packs with a list of eligible cards can be requested from the business manager. This funding will be directly credited to the fee accounts may be available for 2024.

Please provide a copy of your current Card by emailing a copy of both sides to [business.manager@sophiamundi.vic.edu.au](mailto:business.manager@sophiamundi.vic.edu.au).

## 5. Payment of Accounts

### Terms of payment

Annual school fees are billed once a year. Families will receive the 2024 fee invoice in November and invoices are then issued to Edstart. Families can contact Edstart upon receipt of invoice to arrange their payment plan that will commence in January 2024. All compulsory annual fee payment arrangements will be managed with Edstart and will not be payable directly to the school.

Edstart is a school fee management service to help improve the fee payment experience for families. It provides families with the following:

- More flexibility and choice for your school fees
- Free for families to use – **no fees or charges**
- Dedicated support to families
- No plan is classified as a loan or credit or added to your credit file

**The school will only accept payments for additional charges outlined in section 1 and donations that do not form part of the compulsory 2024 fees.**

An invoice will be issued with the school bank details or families can pay additional charges by credit card 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).

## 6. Default – Overdue accounts

Punctual 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 through **Edstart**.

Where fees are not maintained through Edstart and are defaulted the school will proceed with the terms provided in section 6.1.

### 6.1. Accounts exceeding 56 days in arrears

Where agreements have not been maintained with Edstart and the accounts exceeds 56 days overdue, the School reserves its rights to take whatever steps are deemed necessary to recover overdue accounts, including without limitation the right to:

- (a) Commence debt collection activity or legal proceedings to recover all amounts owing to the School for services rendered. This may include your account being handed over to a solicitor, debt collection agency, or the Victorian Civil and Administrative Tribunal (VCAT). All the School's legal and recovery costs will be included on an indemnity basis;
- (b) Charge families the bank fee incurred by the School for all direct debit default and reversal charges received;
- (c) Charge an administrative fee of \$100 per month overdue and charge additional monthly interest on any overdue fees at the rate fixed under the Penalty Interest Rate Act 1983 (Vic) plus 2%;
- (d) Withdraw the School's agreement to applied discounts, bursaries or scholarships and recover those amounts as part of any debt collection or legal proceeding;
- (e) Terminate or exclude the student and sibling's enrolment where payment of overdue fees is not arranged. The School will provide 30 days' prior written notice.
- (f) Exclude the enrolment of additional siblings while an overdue account remains unpaid and where an agreement is not in place; and
- (g) Notify Centrelink or any other relevant authority of default.

## 7. Temporary Student Absence

In keeping with the aims of the school and current Education attendance legislation, students are enrolled on a fulltime basis. In the event of any absence, all fees remain due and payable. Extended absences from school are actively discouraged.

In keeping with regulations, any applications for extended absence must be made in writing and approved by the Principal. The school may provide fee remission or concession for extended student absences where the period of absence is greater than 10 school weeks or one term.

A holding fee of 10% will be charged in lieu of tuition for the equivalent term fees. No reduction in fees will be considered for absences less than one term or ten weeks of school, for unexcused absences.



## 8. Student Withdrawal

### 8.1. Notice of student withdrawal

Parents must provide **one full term's written notice** to the Principal, advising the withdrawal of a student from the School. The notice must be delivered on or before the first day of the student's last term. A term's fee may be charged if insufficient notice is given. No refunds for the remaining portion of a term will be provided for withdrawals during a term without notice.

#### Cancelled Enrolment

Students whose enrolment is cancelled for any reason, as specified in school policies (including the enrolment policy, Fees policy, and behaviour management and conduct policies) may be reimbursed for any remaining portion of fees paid.

### 8.2. Debts owed following withdrawal of a student

Discounts granted on accounts will not apply for failure to provide written notice of withdrawal.

At the sole discretion of the Edstart, the family may apply and enter into an extended payment plan for repayment of all fees owing following withdrawal of a student. These arrangements can only be provided by Edstart. Failure to pay any amounts owing to the School pursuant to this clause may result in the debt being issued to an external collection agency or legal proceedings. Refer (6.1)

## Who to Contact

### Edstart:

**Set up your Edstart account by visiting Sophia Mundi's dedicated website [edstart.com.au/sophiamundi](http://edstart.com.au/sophiamundi) or call Edstart on 1300 139 445.**

All matters of payments or financial arrangement queries are made by appointment with our Business Manager, Dianne: **[business.manager@sophiamundi.vic.edu.au](mailto:business.manager@sophiamundi.vic.edu.au)**.

All matters of account queries can be directed to our Accounts Officer, Branka: **[accounts@sophiamundi.vic.edu.au](mailto:accounts@sophiamundi.vic.edu.au)**.

## **9. Governing Law**

This policy is governed by the construed in accordance with the laws of the State of Victoria Australia and the parties irrevocably submit to the exclusive jurisdiction of the Courts of or in the State and Courts of Appeal from such Courts.

## **10. Entire Agreement**

This policy outlines the entire agreement and understanding between the parties with respect to the subject matter of this policy and supersedes all prior agreements, understandings and representations.

## **11. Provisions Severable**

If any provision of this policy is invalid, illegal or unenforceable in any respect the validity, equality and enforceability of the remaining provisions will not be affected and such invalid, illegal or unenforceable provision is to be severed from this policy.

**Please ensure that you read and understand the 2024 Fee Policy, as it updates and supersedes the 2023 Fee Policy.**

**By maintaining your child's enrolment at the Sophia Mundi Steiner School Limited, you unconditionally accept and agree to all fees, levies and payment terms and conditions as specified in the Fee Policy 2024, as amended from time to time.**





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