

## School Fee Policy 2015

1. Parent's/guardian's signature on the enrolment form indicates that this policy has been read and accepted. TEMIS is funded almost completely by school fees. You will appreciate the need to adhere strictly to this policy to enable us to meet our financial and budgetary commitments.
2. All payments, including fees for the ELC, should be made at the Finance Office at the Murray site. **For security reasons, we do not accept cash.** Payment of school fees is to be made by personal, company, or bank cheque. Direct deposit to the school account is also an option. Please provide details to the Finance Office when making a direct deposit so that payment is accredited to your child/ren.
3. We are happy to accept cheques in payment of school fees from your employer. **However, at all times, it is the parents' responsibility to ensure that the fees are paid before the student commences. Placements cannot be held unless the full fee is paid.**
4. **The fees due are to be paid in full before the child commences class each term.** The school office is open during the holidays and staff will be happy to provide any information you may require in relation to this fee policy.
5. There are **four** terms in the school year. Please be aware that students starting in the middle of a term are charged a full term's fee. At the ELC half term fees will be charged from Week 6 in the term. **Annual fee:** A 10% discount will apply where the fee is paid for the year for full time education only. This applies to students arriving within the first five weeks of the school year. Annual fee discount applies only to these children who attend ELC on a full time basis (five days).

6. The **2015** the school fees are:

	<b>Annual fee</b>	<b>Term fee</b>	<b>Daily fee</b>
<b>Early Learning Centre</b>	K 30,215	K 8,394	K 185
<b>Prep- Grade 6</b>	K 45,201	K 12,557	n.a.
<b>Grade 7 &amp; 8</b>	K 49,335	K 13,705	n.a.

7. **Family Discounts:** Where a family has more than two children attending school, a 5% fee discount **may** apply for the third child and subsequent children based on full time enrolment. This is at the discretion of the Principal. This only applies to those children who attend ELC on a full time basis (5 days).
8. **Refund of school fees:** Unless otherwise determined by the School Board, refund of school fees will be made for:
 

**Annual Fee payment**

If an annual fee is paid and a student leaves the school during the year, the fee charge will be changed to termly fees. Terms not attended will be refunded, e.g. when a student leaves in term two, two full terms are charged and the remainder returned.

Changes to ELC days can only happen in Week 5 or at the end of the term, there will not be a refund if the student doesn't want to use the days requested.

***There is no refund of term fees if a child leaves during the term and pro-rata payments are not possible***

**Any family that stops payment of fees, must re-enrol. Places cannot be held.**

9. Refunds cannot be made for casual absences, such as sickness, holidays, or periods of suspension. The school must be notified in advance of a student leaving for refunds to apply. Placements cannot be held unless the full fee is paid for the period of an absence. ELC days cannot be 'made up' or changed due to absences or public holidays.
10. Refunds are only made to the paying body.