



### School Fee Policy 2017

1. For new enrolments, the School Fee Policy is given to parents with the enrolment application form. For existing parents, the School Fee Policy for the coming year is distributed late in the current year when school fees have been confirmed.
2. 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.
3. All payments, including fees for the ELC, should be made at the Finance Office at the Murray site. 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. **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 credited to your child/ren.
4. 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.**
5. **The fees due are to be paid in full, before the child commences class each term.**
  - i. At the start of each term, no student is to be admitted to the school, if school fees are outstanding from any prior year.
  - ii. At the start of each term, no student is to be admitted to school, if school fees are outstanding from any prior term in the current year.
6. **In the case of families commencing later in the year, please be aware that the only way to guarantee a placement at the Ela Murray International School is to pay the term fee.** Places cannot be held without payment being made.
7. There are **four** terms in the school year. Students starting at any point during the first half of term will be charged a full term's fee. Students starting at any point during the second half of term will be charged half the full fee for the term.
8. **Annual fee:** A 10% discount will apply where the fee is paid for the year for full time education only, at either the Murray or ELC site. This applies to students arriving within the first five weeks of the school year. With respect to the ELC, the annual fee discount applies only to these children who attend ELC on a full time basis (five days).
9. The **2017** school fees are:

	2017 fee	Annual fee discounted	Term fee
<b>Early Learning Centre</b>	K 33,575	K 30,215	K 8,394
<b>Prep - Grade 6</b>	K 50,228	K 45,201	K 12,557
<b>Grade 7 &amp; 8</b>	K 54,818	K 49,335	K 13,705

10. **Family Discounts:** Where a family has more than two children attending school, whether at the Murray or ELC site, 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. With respect to the ELC, this only applies to those children who attend ELC on a full-time basis (5 days).
11. If a family is unable to pay school fees by the designated time, students will cease attending school. Fees will continue to be charged from the time students are withdrawn until they return to school. If these and any other outstanding fees are not paid, placements will not be held. If re-enrolment takes place, it is contingent upon space being available and fees are due from the time of re-enrolment. These must be paid in full, in advance.
12. **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.

- i. If a student leaves at any point during the first half of a term, the fee for the second half of the term will be refunded.
- ii. If a student leaves at any point during the second half of term, there will be no refund of fees for the remainder of that term.
- iii. The equivalent term fees for any subsequent terms will be refunded.

#### **Term Fee Payment**

When a student leaves during the course of a term, the following applies:

- i. If a student leaves at any point during the first half of a term, the fee for the second half of the term will be refunded.
- ii. If a student leaves at any point during the second half of a term, there will be no refund of fees for the remainder of that term.

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.

13. Refunds cannot be made for casual absences, such as sickness, holidays, periods of suspension or absence related to non-payment of fees. 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.
14. Refunds are only made to the paying body.