

# School Fee Policy

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**Purpose:**

To provide clear guidelines regarding the payment of school fees and to outline the process for recovering school fees not paid.

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**Scope:**

For parents who are considering enrolling, or have enrolled a child at Koonwarra Village School

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**Implemented by:**

School Coordinator

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**Approved by:**

KVS Board

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## Enrolment Fee

Upon the offer of a place, a payment of \$150 per child or \$250 per family is required to confirm your acceptance. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if an offered place is not taken.

## Tuition Fee

Koonwarra Village School fees in 2017 are \$3,657 per year (\$914.25 per term) and are set at each Annual General Meeting of the KVS Board. Fees may increase at a minimum of the rate of the Education CPI per annum. The fees in 2018 have been set at \$3,778 (\$944.50 per term).

Fees include all educational materials, meals and snacks, camps and most excursions.

Students cannot attend KVS unless all current term fees are paid before the commencement of each term or an arrangement has been made with the School Coordinator.

A pro-rata charge is calculated for students who enroll after a term has commenced. Should a student withdraw from the school, term fees paid are not refundable.

## Payment Options

Term fees are to be paid in full prior to the commencement of each term.

Our preferred method of payment is via direct deposit to the following account:

Bank Australia  
Koonwarra Village School  
BSB: 313 140  
Account: 12052504  
(please include your **surname** as the transaction reference)

Payments can also be made by cheque and posted to PO Box 48, Koonwarra, Vic 3954.

If you wish to pay by instalments, please discuss this with the School Coordinator before the due date.

## Late Payment

Prompt payment of fees reduces administration costs and contributes to good planning, management and opportunities across the KVS community. A 10% charge may be added to your account for late payment of fees. Students may not be permitted to attend school unless fees are up to date.

## Related Policies and Documentation

- School Fees Payment Flowchart
- Enrolment Policy
- Concerns and Complaints Policy
- Privacy Policy