



# The Cathedral Grammar School

## Pre-School

### Fees, Disbursements & Terms of Trade 2019

The Board of Trustees aims to keep the fees at the lowest possible level. Fee levels may change from year to year.

#### 1. Introduction

In general fees are:

- Payable by direct debit
- Due for payment on due date
- Subject to penalties for late or dishonoured payments

In general disbursements are:

- Charges for items or activities that are not covered by 20 hours ECE, the optional charge, or the weekly fee
- Charged on the monthly account
- Subject to the same payment rules as fee
- Not a surprise, as parents will have been advised that the charge will appear on the account

#### 2. Enrolment Fee

All applications for enrolment must be accompanied by a non-refundable enrolment fee of \$150. (Deposit is to be \$400 if the child is also enrolled into Year 1 in The Cathedral Grammar School – of which \$250 will be credited to first term's account when the pupil enters The Cathedral Grammar School).

#### 3. Closures and Holidays

The Pre-School is open for 49 weeks per year. The Pre-School will close for three weeks over the Christmas and New Year break, during which time no fees are payable.

The Pre-School is closed on all public holidays, Show Day (the day prior to Canterbury Anniversary Day), and Easter Tuesday. Fees are payable for public holidays, other than those during the Christmas and New Year closure, Show Day and Easter Tuesday.

#### 4. Fees

Fees are based on the number of days and hours attended per week. Fees are levied for the non-ECE hours attended.

#### 5. Optional Charge

An optional charge of \$2.50 per hour, for the 20 ECE hours, is included for:

- Use of the school facilities (e.g. art rooms, halls, sports fields, library, etc.)
- Specialist teachers and staff (e.g. art teachers, music teachers, chaplain, librarian, etc.)

#### WEEKLY RATES (GST incl)

Hours	Times between	Number of days				
		1	2	3	4	5
	<b>Non ECE Hourly Rate</b>	-	<b>11.00</b>	<b>9.00</b>	<b>8.00</b>	<b>7.00</b>
	<b>Optional Charge</b>	n/a	<b>30.00</b>	<b>45.00</b>	<b>50.00</b>	<b>50.00</b>
7	8:30 am – 3:30 pm	n/a	52.00	72.00	114.00	155.00
8	8:00 am – 4:00 pm	n/a	74.00	99.00	146.00	190.00
9	8:00 am – 5:00 pm	n/a	96.00	126.00	178.00	225.00
10*	7:30 am – 5:30 pm	n/a	118.00	153.00	210.00	260.00

\* extended hours offered only if sufficient demand (i.e. four or more pupils)

### **How are the weekly fees determined?**

20 ECE hours is up to six hours per day, and 20 hours per week. There are no compulsory fees when the child is receiving 20 hours ECE funding.

- If a '7 hour a day' child attends for 2 days they receive 12 hours ECE funding and 2 hours Non ECE. The Non ECE hourly rate is \$11.00, therefore the weekly tuition fee for this child is \$22.00, plus there are a total of 12 hours optional charges @ \$2.50 per hour, which is \$30.00. The total weekly rate is therefore \$52.00
- If a '7 hour a day' child attends for 5 days they receive 20 hours ECE funding and 15 hours Non ECE. The Non ECE hourly rate is \$7.00, therefore the weekly tuition fee for this child is \$105.00, plus there are a total of 20 hours optional charges @ \$2.50 per hour, which is \$50.00. The total weekly rate is therefore \$155.00

### **6. Casual Days**

- Pupils may attend on a casual basis for days they do not usually attend
- The casual day rate is \$60.00 per day, or part thereof
- Casual days only with prior approval of Head of Pre-School (to ensure mandatory staffing levels are maintained)

### **7. Voluntary Building Levy**

The Cathedral Grammar School applies a voluntary building levy of \$3.75 per week to each account. The levy shall be applied to the Building Fund to fund future capital works within the school. The levy shall be clearly itemized on termly invoices and, unless advice to the contrary is received from parents, shall be applied on due date. This levy is deductible for tax purposes and a record of the amount donated shall be sent to parents annually each April. The levy is held separately and used solely for the procurement of land and / or the provision of buildings or other capital works.

### **8. Payments**

#### ***Payment of Fees and Disbursements***

- Fees are charged monthly, in tranches of four or five week periods
- Fees are payable by due date (usually close to the 20<sup>th</sup> of the month) as advised on the invoice
- All accounts are payable by the due date. Payment of all accounts is to be without set-off or deduction of any kind
- It is required that all fees and disbursements are paid by direct debit
- It is accepted that direct debit may not suit all parents. In such case parents must ensure the account is paid in full prior to due date, as any outstanding balance shall be direct debited on due date
- Payments by credit card are not accepted
- If a payment is dishonoured, an administration fee of \$100.00 (GST incl.) shall apply

#### ***Overdue Accounts***

Compounding interest will be charged on the outstanding balance, at the rate of 2% per month, on accounts not paid by due date. If the account is not paid within sixty days of due date the school will pass that debt on to an external collection agency to manage. Our debt collection agent will charge a fee equal to 25% percent of the unpaid portion, but not less than \$100. All collection costs will be recovered from the debtor.

The use of a collection agency is a last resort for the school and parents are encouraged to contact the school immediately if there is a problem. Where an arrangement for the payment of an overdue account is entered into directly with the school, the school reserves the right to continue to charge interest on the overdue amount.

The child's place in the Pre-School becomes at risk if an account becomes more than three months overdue.

### **9. Fees Protection Insurance**

There is no Fee Protection Insurance in the Pre-School.