

School Fee Schedule 2019

Tuition Fees	Annual	Per term
Pre-Kindergarten x 2 days	\$8,720	\$2,180
Kindergarten x 3 days	\$7,920	\$1,980
Kindergarten x 5 days	\$13,000	\$3,300
Pre – Primary	\$11,920	\$2,980
Primary Years 1-6	\$10,800	\$2,700
Other Charges		
Application Fee	\$300	Per Child
<i>Application Fee to be submitted with Application Schedule.</i>		
Enrolment Fee	\$2,500	Per Family
Refundable Bond	\$1,500	Per Child
<i>Enrolment Fee and Bond to be paid once a letter of offer has been received.</i>		
Late Payment Fee	\$50	
Administrative Fee	\$50	

Camps Year 1 to Year 5, the approximate cost is \$150 to \$250 per camp. The Year 6 group fundraise towards their Canberra Camp.

Application and Enrolment

- An application fee is payable on each individual application. Offers of enrolment are made as places become available and a fee is required to complete the enrolment.
- The enrolment fee applies once only per family.
- A reduction of 10% on the tuition component of the fees is offered for a second child attending the school, 15% for a third child.

School fees

There are three ways in which fees can be paid:

- Full year's fees in advance paid at the beginning of first term. This attracts a 3% discount.
- Each term's fees paid at the start of each term.
- Two part payments (50%) each of the term fees with the first payment being made at the beginning of term and the second being made by the end of the fifth week of term. This option attracts a \$50.00 administration fee.

Note: If fees are not paid by the end of school Week 2, then a late fee of \$50 is charged. A further \$50 late fee will be applied to fees unpaid at the end of school Week 6. Fees still unpaid at the end of the term will attract an additional \$50 administration levy. If at any time families experience difficulties regarding the payment of their accounts, they should discuss their situation with the Bursar.

- **Fee invoices are issued electronically and it is the responsibility of parents to ensure that email address details are current at all times. It is essential that fees be paid promptly and in full.**
- Any parent wishing to vary the mode of payment must, in the first instance, discuss this with the Bursar.
- Where any school fees and **other charges** from the previous term remain unpaid, a student may be refused admission to a new term at school. Any additional costs in re-covering of overdue fees will be charged to your account.

Methods of Payment for School Fees

As a small school operating on a very finely tuned budget, Quintilian relies heavily on tuition fees. The school operates as a non-profit incorporated body. All fees go towards meeting operating costs.

The preferred method of payment is electronically direct to ANZ Bank:

Internet Banking Details:
 BSB No: 016-112 ANZ Bank
 Account No: 4229-51244
 Account Name: Quintilian School Inc.
 Swift Code: ANZBAU3M

Please use your CHILD'S SURNAME as a reference.

Please ensure your child's family name is included in the bank reference to ensure identification of the transfer. Payment may also be made by credit card (Visa or Master Card) at reception, a 1% surcharge applies for credit card payments and will be added at time of payment. Cheques made payable to *Quintilian School* are accepted.

Bond Payment

A refundable Bond of (50% of one term's Pre-Primary fees) is payable on enrolment for each child. Parents/Guardians must provide **one school term's written notice of withdrawal of enrolment** prior to the first day of the relevant school term.

The bond will be returned only if the **written** notice of withdrawal of enrolment is given to the Principal and or Registrar in this time frame.

Withdrawal prior to the ending of a term

No pro-rata fees reduction for early withdrawal will be considered. However, if a parent provides the required notice of one term in advance, then pro-rata attendance for additional weeks, up to a maximum of two (2) weeks may be granted. For periods greater than two weeks, the full term's fees must be paid in advance, before the start of the term, other than in the event of illness or accident.

Temporary Withdrawal of Students

A school policy has been approved by the Board to accommodate instances where students are withdrawn on a temporary basis from the school. There has always been broad support at Quintilian for families taking advantage of opportunities to travel or work away from Perth temporarily. It is, however, the case that the school needs to retain a reasonable level of fee income. In order to accommodate both of these areas the following guidelines have been set:

- Parents are required to give one term's notice in writing of their intention to withdraw students on a temporary basis from the school.
- A holding fee of 35% of each full term's fees will be charged for each term students are withdrawn and the full amount must be paid in advance.
- The minimum period of absence required to qualify for a holding fee arrangement will be one full term and the maximum will be a full year.

With regard to the enrolment of _____
 Student's full name

I / we have read and agree to abide by the general regulations and policy documents referred to above. We agree to accept jointly and severally responsibility for the payment of all fees incurred.

Full name of Mother or Guardian: _____

Mother or Guardian signature: _____ Date: / /

Full name of Father or Guardian: _____

Father or Guardian signature: _____ Date: / /

Please retain a copy of this schedule for your records.

