



2024 Parent Contribution Schedule

Classes Prep -12

Samford Valley Steiner School (SVSS) is a not-for-profit organisation, and all Parent Contributions and levies are used to enable the children’s education and the provision of related facilities. The school endeavours to keep Parent Contributions to a minimum affordable level commensurate with the quality of the education it provides and the actual running costs of the school. As in the previous year, due to significant changes announced by the government to the funding model for Kindy (Pre-Preps 3-day and 5-day), the Parent Contribution schedules for the Prep- Class 12 will be separate from the Kindy schedule. Family discounts will be applied only for siblings in Pippis and Prep-Class 12 as the Kindy subsidies will offer families significant discounts upfront for children in Pre-Prep classes.

1. Parent Contributions (per annum)

Tuition contribution and compulsory charges are billed yearly in advance. There are two payment options:

- **Option 1. Full Advance Payment.:** The full amount is due and paid before the end of the first week of Term 1 via the school’s preferred online payment system, FACTS. *See Early Payment Discount* details below.
- **Option 2. Payment Plans:** The full amount is due and payable in instalments through the year via FACTS. Payments can be made in weekly, fortnightly, monthly, or termly instalments. Lumpsum payments can be made at any time to top-up any payment plan and this will automatically adjust remaining balances.

	Tuition Contribution	Compulsory Charges	Total	
			per annum	Amount per Term
Prep	\$7,000	\$1,320	\$8,320	\$2,080
Primary Class 1	\$7,000	\$1,320	\$8,320	\$2,080
Primary Class 2	\$7,000	\$1,320	\$8,320	\$2,080
Primary Class 3	\$7,000	\$2,968	\$9,968	\$2,492
Primary Class 4	\$7,000	\$3,316	\$10,316	\$2,579
Primary Class 5	\$7,000	\$3,504	\$10,504	\$2,626
Primary Class 6	\$7,000	\$4,248	\$11,248	\$2,812
Primary Class 7	\$7,000	\$4,420	\$11,420	\$2,855
Secondary Class 8	\$8,424	\$3,416	\$11,840	\$2,960
Secondary Class 9	\$8,424	\$4,392	\$12,816	\$3,204
Secondary Class 10	\$8,424	\$4,336	\$12,760	\$3,190
Secondary Class 11	\$8,424	\$3,076	\$11,500	\$2,875
Secondary Class 12	\$8,424	\$2,452	\$10,876	\$2,719

Contributions and charges are reviewed annually but may also be amended from time to time as deemed necessary by the management of the school.

Tuition Contribution is made towards the overall wages and overheads for running the school.

Compulsory Charges cover costs that are applicable for specific year levels. These charges are payable in full and do **not** attract discounts or refunds for absence. It covers the following areas of costs:

- **Materials.** Basic materials and resources are supplied, specific to each class's needs. The school will replace items based on normal usage. Students are provided with high quality stationery and equipment and are encouraged to treat them with care. It is the responsibility of parents to pay for damaged and/or lost items. Replacement items will be charged to your account.
- **Instrumental Music Lessons.** Compulsory small group lessons and ensembles for Classes 3 – 8. Music Camp if applicable.
- **Outdoor Education.** Outdoor Education Camps for Classes 3 – 12.
- **Insurance** Student Accident Insurance
- **School Supplied Device (SSD)**– for high school students. (Shared or Individual as per school policy) BYOD laptops will not be permitted, and all students will only use a School Supplied Device through the student's senior years and returned when leaving. The SSD will be kept updated and fit for purpose via the school's ICT network.

2. Discounts

- **Early Payment Discount.** 5% of tuition contributions only, if all contributions (tuition and compulsory charges) are paid in full in advance by the applicable Early Payment due date.
- **Sibling Discount.** A sibling discount is applicable to families with more than one child at Samford Valley Steiner School in Classes Prep to 12 and is applicable to the tuition component only. Siblings in Pre-Prep levels will not be counted for this discount as separate Kindy discounts are applicable there in 2024.

2 students	12%	4 students	40%
3 students	25%	5 students	50%

3. Other Charges

- **Enrolment Application Fee**
An Enrolment Application Contribution (*Places name on waiting list*) of \$200 per student is payable at the time an enrolment form is lodged. This Contribution is non-refundable and non-transferable.
- **Enrolment Acceptance Fee**
An Acceptance Contribution of \$1,000 per family is payable upon acceptance of an offer of enrolment. This Contribution only applies to the first child from a family and is non-refundable. An Acceptance Contribution will only be taken once the payment terms and affordability of Contributions has been discussed and accepted and an Enrolment Acceptance Form submitted.
- **Excursions / Incursions / Incidentals**
From time to time, when additional Incursions/ Excursions are organized for educational benefit of the students, costs will be charged directly to the fee accounts. In certain cases, students may be required to pay in advance depending on incursion /excursion arrangements. Stationery, hats etc. are also charged to fee accounts. FACTS will automatically adjust the payment balances to reflect this. For accounts paid in full at the start of the year, any additional charges through the year are payable within 7 days of billing.
- **Extra-Curricular Activities**
Charges for all extracurricular activities, such as Performances, Theatre Sport, after-school Sport etc., will be invoiced directly by the school to the fee account and payable within 7 days of billing date.
- **Musical Instruments**
Recorders supplied from school stock will be charged to your account. Items associated with the Instrumental Music Program, including repairs and replacement, will be charged to your account. Stringed instruments are purchased directly by parents at their own expense.
- **Special Camps**
Special camps (e.g., end of primary school camp) may incur additional charges, depending on the activity undertaken and any related costs. You will be notified in advance of any such costs. Costs will be charged to your account.
- **Administration Fee**
An administration fee of \$50 per term will be charged for accounts that are not signed up to FACTS. This is to cover the additional admin time taken up in manual processing and follow up. Accounts paid via FACTS will not incur this charge.

4. Payment of Accounts

Terms of payment

- Enrolling your children at SVSS includes a commitment to making the required financial contribution in full within the current school year. Families experiencing difficulty in meeting payment deadlines should contact the Economic Development Manager to make special arrangements for settlement. The onus of pro-active communication in advance lies with the parent/caregivers in the event of any delays to payment of dues.
- Unless a formal arrangement is mutually agreed in writing in advance, all accounts outstanding after the due date will be considered overdue and action taken in accordance with the Fee policy. All payment plans are created for a 10 (ten) month period from February to November. Instalments can be per Term (4 payments at the start of each term), Monthly (10 payments), Fortnightly – (20 payments) or Weekly – (40 payments).
- SVSS also partners with Edstart, an external company that can provide longer payment durations to families who need to spread fee commitments beyond one school year. A service charge will be payable to Edstart for this option. Please contact svssaccounts@samfordsteiner.qld.edu.au if you require a referral to Edstart.

Method of Payment

SVSS has a partnership with FACTS, a self-service online fee payment portal for all parents/caregivers to manage and pay all fees and charges. FACTS is very easy to use and accepts payments via Direct Debit from bank accounts or Credit cards as per the nominated instalment schedule per term, month, fortnight, or week. Lumpsum early payments are also possible. Our Accounts Officer and the FACTS customer service telephone helpline (1 300 322 871) are very happy to assist you in setting up your FACTS account. Please complete your setup as soon as you receive the statement for the year. FACTS set up is only required for new families and for continuing families if you are changing your payment plan. Accounts will automatically roll over to the next year if you do not wish to change any details or payment plan. If you choose not to use FACTS, a \$50 per term administration fee will be charged to the account.

Joint & several responsibility of contract signatories

All signatories to the Enrolment Contract are jointly and severally liable for the payment of all contributions and charges incurred. For any change to this arrangement the school needs to be notified in writing by all signatories on the Enrolment Contract and an agreement to the effect must be put in writing.

Split Accounts

Parents/caregivers may elect to maintain 50-50 Split accounts for payment of fees by requesting a split in writing. Agreement of both parties is essential for this arrangement to be set up. Split accounts are created only for convenience of parents/caregivers in paying their 50% share of the dues and does not override joint and several responsibility for the full fees due for the year. If one parent/caregiver defaults on their payments, the other parent/caregiver will remain liable to make good the shortfall even if they are fully paid up for their share. Early payment discounts applied to one split account will be withdrawn if the other account remains in arrears.

Overdue Accounts

The Economic Development Manager will take whatever steps are deemed necessary to recover overdue accounts and any accounts referred to a Debt Collection Agency or Solicitor will have all collection costs added to the outstanding balance. The school may, at its discretion, suspend a student pending settlement of an outstanding account. Enrolment of additional siblings may not be accepted while an overdue account remains unpaid. Overdue accounts may have an administrative fee of \$25 per month added to the account each month.

Temporary Absence of a Student

For temporary student absences of up to one term, the full term's tuition contributions will be charged. Absences of longer than one term's duration need to be negotiated by special agreement and may incur additional charges.

Notice of Withdrawal of a Student

One term's notice in writing is required advising the withdrawal of a student from the school, otherwise one term's tuition contribution may be charged in lieu of such notice. The account must be paid in full by the last day of enrolment.

Tax Deductible Building Fund (Optional)

Families are encouraged to donate to the Building Fund to enable the school to improve facilities. Donations are fully tax deductible.

Enquiries Our Accounts Officer at svssaccounts@samfordsteiner.qld.edu.au is the first point of contact for queries relating to contributions and charges.