

# 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 Principal

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**Approved by:**

KVS Board

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**Reviewed:**

Every three years or as legislative changes arise or improvements are identified

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**Communicated  
via:**

School website, Parent Handbook, Enrolment Agreement,  
Policies and Procedures Manual

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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 Fees

Koonwarra Village School fees are included in the fee schedule which is attached to this policy. They are also listed on the school's website. The Board sets the school fees each year and increases will be guided by Education CPI.

Fees include all educational materials, meals and snacks, camps and most excursions, however the fees will not be reduced if a family does not choose to participate in any of these set programs.

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 Principal.

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 Principal 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.

## Fees During Family Holidays & School Closures

School fees are still payable during family holidays or other periods of absence which are taken outside cycle breaks. The school is not obligated to reduce or refund fees for any periods of unexpected school closure, periods of online learning or cancelled events.

## Related Policies & Resources

- School Fees Payment Flowchart
- Enrolment Policy
- Concerns and Complaints Policy
- Privacy Policy
- Enrolment Agreement
- Hardship Policy
- School Fee Policy – Schedule A