



## **Woodland Star International School** **Fee Schedule & Finance and Refund Policy (2017 – 2018)**

### **Early Years Program:**

#### **Enrollment fees:**

Registration: \$1,000 (new students only, deductible from tuition fees)

#### **Payable by parents per annum:**

Annual Capital Levy: \$300 per year

#### **Tuition fees:**

#### **EY1 (2 yrs - 3 yrs) and EY2 (4 yrs - 5 yrs)**

1/2 days, 3 days per week: \$3,040 per year (or \$1,015 per term)

1/2 days, 5 days per week: \$3,430 per year (or \$1,450 per term)

Full day, 5 days per week: \$6,200 per year (or \$2,065 per term)

#### **Optional fees:**

Lunch: \$615 per year (or \$205 per term)

Transport (Tigoni area only): \$1,125 per year or \$375 per term (first child)  
\$789 per year or \$263 per term (second child)  
\$552 per year or \$184 per term (third child)

Specific Learning Needs Tuition: Treated on a case-by-case basis

#### **Additional discounts (applicable to tuition fees only):**

Sibling discount: A 5% discount applies for each additional child from the same family

## Primary and Middle Years Program:

### Enrollment fees:

Registration: \$1,000 (new students only, deductible from tuition fees)

### Payable by parents per annum:

Annual Capital Levy: \$500 per year

### Tuition fees:

Primary Years 1 (5 yrs - 6 yrs): \$11,625 per year (or \$3,875 per term)

Primary Years 2 - 4 (7 yrs - 10 yrs): \$14,100 per year (or \$4,700 per term)

Middle Years (11 yrs - 14 yrs): \$14,550 per year (or \$4,850 per term)

### Optional fees:

Lunch: \$615 per year (or \$205 per term)

Transport (Tigoni area only): \$1,125 per year or \$375 per term (first child)  
\$789 per year or \$263 per term (second child)

\$552 per year or \$184 per term (third child)

Specific Learning Needs Tuition: Treated on a case-by-case basis

### Additional discounts (applicable to tuition fees only):

Sibling discount: A 5% discount applies for each additional child from the same family

Self-paying families: A 20% discount applies for self-paying families (tuition only)

Pre-payment: *Termly:* A discount of 3% will be applied to tuition fees paid at least 1 calendar month prior to the start of the following term (*Please note:* the applicable date for Term 1 is on or before 4<sup>th</sup> August 2017).

*Annually:* A discount of 5% will be applied to tuition fees paid upfront for the full year. Payment must be received on or before 28<sup>th</sup> August 2017.

**Fees for Term 1 are due no later than 28<sup>th</sup> August 2017. Amounts outstanding after this date attract a 2% penalty per month.**

## **FINANCIAL POLICY**

Woodland Star School desires to be faithful in providing excellent teachers, facilities, and curriculum for learning. Additionally, it is the school's responsibility to not compromise the integrity and respectability of the *Village* in relation to its financial obligations. As a part of our school community, it is the duty of each member to pay the school tuition and other fees in a timely and respectful manner so that our school functions optimally. Before committing to Woodland Star International School, please review the school fee structure and determine if you are able to meet this obligation for the full academic year. Kindly note that fees and applicable discounts are reviewed annually and are subject to change in subsequent academic calendars.

### ***Woodland Star expects parents to:***

- Pay school fees on or before the due date on their invoice.
- Contact the school prior to the due date if the payment date requires an extension. Permission must be granted by the Principal/School Producer for an extension.
- Understand that if school fees (including capital levy fees, transport fees, and lunch fees) are not paid by the due date, they will be issued an additional invoice with a 2% penalty fee for each month that the fees are late.
- Understand that if school fees (including capital levy fees) are not paid within 30 days of the due date, their child(ren) may not attend class until fees have been paid (unless the school board has approved otherwise).
- Accept that no transcripts, reports, or teacher evaluations will be shared until school fees have been resolved.
- Be liable for the entire term's school fees once the term has commenced, as the budget for the school year has been established, even if a parent withdraws the student(s) from the school.

### **Registration and enrollment of new students:**

In order to confirm registration at Woodland Star International School a once-off, non-refundable registration fee of \$1,000 is required. Where there are multiple students from the same family, the \$1,000 is applicable per family, and not per student.

In order to secure enrollment this registration fee must be paid annually and is deducted from the last term's tuition fees. Alternatively the registration fee may be rolled over annually and is deducted from remaining tuition fees upon leaving the School.

If a student's place is canceled after payment of the registration fee, but before the start of the upcoming term, the registration fee is non-refundable, but all pre-paid tuition fees will be refunded.

### **Discounts:**

The school provides specific discounts (*to tuition only*) to siblings and self-paying families, as well as for early payments (see below):

- 20% self-pay discount (Primary & Middle Years only). Self-pay discounts are *only* applicable where families are personally responsible for paying 50% or more of tuition fees. Families requesting a self-pay discount are required to submit a dated, signed and stamped letter to the School from their employer stating the degree to which the family is responsible for the payment of their child(ren)'s tuition fees.
- 5% sibling discount (not including the first child, and only applicable to children legally under the same parents or guardians)
- 5% pre-payment discount is applied to the tuition when paid in full at the beginning of the academic year (Primary & Middle Years only)
- 3% pre-payment discount is applied to an upcoming term's tuition fees when paid at least one calendar month prior to the start of the upcoming term. (Primary & Middle Years only)
- No discounts are given on the annual capital levy.
- For any temporary additional discounts, a "Special Discount Request Form" must be submitted to the School Advisory Board for approval. This form must be accompanied by a cover letter stating the reason(s) for the additional requested discount. Any approved additional discounts are valid for (at most) one academic year only, and must be completed/reviewed annually if the family desires continued assistance.

### **Late payments:**

Payments that are not received within the allotted time frame are subject to a 2% penalty per month on their tuition and other fees, unless an approved payment plan is in place. If fees have not been paid by the end of the term, students will not receive their reports. Furthermore, if fees have not been paid within 30 days of the due date, the student will not be admitted to class. If there are unique financial circumstances that impede payment, a letter must be written to the School Advisory Board requesting an extension. The letter should include the reason for the request, as well as a proposed payment plan.

### **Payment plans:**

Payment plans may be applied for at a cost of \$100 per year. These payment plans are required to conform to the following conditions:

- The first installment must be paid on or before the first day of school.
- The second installment must be paid one month after the first day of school.
- The final installment must be paid two months after the first day of school (when all fees are expected to be fully paid).

Payment plans that are not adhered to will be revoked and are subject to the 2% penalty per month on their tuition.

**Refunds and withdrawal of enrolled students:**

It is recognized that there are extraordinary circumstances that impact a student's ability to complete a term or academic year. Refunds are made under certain conditions (please see below):

- Families wishing to remove their children from the School are required to give a full term's notice, and will subsequently not be required to pay tuition fees for the following term.
- Should the notice of removal of a child be given less than a term in advance, but before the commencement of the following term, parents are required to pay 75% of the tuition fees for the following term. Similarly, where tuition fees for the following term have already been paid, the School will reimburse 25% of the term's tuition fees.
- If a student leaves part-way through a term, families are responsible to pay the full tuition fees for that term, no matter the duration of attendance.
- Where a student receiving specific learning difficulties support leaves part way through a year it may not be possible to refund any amounts, as learning support teachers may be engaged by the School on a part-time basis or be seconded to an external institution offering learning support. The School will use its best endeavors to reallocate this time and should this be possible, 25% of the fee will be refunded for each unused term.
- Parents will be refunded for pre-paid lunches if they leave part way through a year.
- Pre-paid transport will not be refunded.

**Prorating the capital levy:**

If a student enrolls during term two or three of the academic year, the capital levy may be prorated accordingly.

**Learning support costs:**

The school offers limited support for learning and behavioral needs. If a child is assessed and additional support is recommended that is beyond the current resources and capacity of the school, a supplementary fee will be applied in order to source the necessary assistance (i.e. if a one-on-one assistant (shadow teacher) is needed for your child).