

RUDOLF STEINER SCHOOL TRUST (CHCH)

POLICY ON ATTENDANCE DUES/ KINDERGARTEN FEES

Attendance dues are a compulsory fee as agreed between the Rudolf Steiner School Trust and the Crown in their Integration Deed of Agreement 21st September 1989. All parents, by signing the enrolment form, state that they are responsible for these dues. This is also the case for Kindergarten fees. The signed enrolment form amounts to a legal contract. ***Once a parent has made the commitment to pay such dues, this matter becomes the responsibility of the parent to address.***

This policy must be fair to those parents who place a high priority on their children receiving a Rudolf Steiner education, and who make every effort to meet the full costs of attending.

(Rudolf Steiner School Trust referred to as "Proprietor" for this purpose)

ENROLMENT

The Proprietor requires that:

- All enrolling and re-enrolling custodial parents have an interview with the Financial Manager before their child(ren) is (are) officially enrolled at the school, to formally establish responsibility for and manner of payment of the above dues.
- The custodial parent(s) enrolling the pupil will be responsible to the Proprietor for payment of the above dues.

Any fees arrangement between custodial and non-custodial parents will be a private matter between the two parents. The Proprietor will not be party to this arrangement.

PAYMENT OF ATTENDANCE DUES/ KINDERGARTEN FEES

The custodial parent taking responsibility for attendance dues/kindergarten fees will make a regular commitment for payment, by way of regular automatic payment, or if termly, by payment in advance in the first week of term. Parents who default on this commitment will be required, at the Financial Manager's discretion, to commence an automatic payment for a regular ongoing amount.

A. Attendance Dues / Kindergarten Fees paid termly in advance:

Where these fees are more than one month in arrears, the Proprietor will write to the parent requiring them to pay the arrears owing and commence a regular automatic payment for future fees. The Proprietor will also warn the parents that they will place the arrears in the hands of their solicitor, without further warning, if a satisfactory arrangement for payment of these fees has not been made within two weeks of the Proprietor's letter. Once the Proprietor has placed the matter in the hands of their solicitor, the parent will receive written notification from the Proprietor to this effect.

B. Automatic Payment for Attendance Dues and Kindergarten Fees:

Where a parent has allowed their automatic payment to lapse for more than one month, the Proprietor will inform the parent and require them to re-commence their automatic payment. Where a serious lapse in automatic payment of more than two months occurs, the Proprietor will take the same action as (A) above.

As a last resort, the Proprietor may see fit to advise the Principal who may initiate suspension procedures under Section 36 (7) of the Private Schools' Conditional Integration Act 1975.

- Where a parent's circumstances and/or custody arrangements change and payments have been changed or stopped, the parent is required to contact the Financial Manager either by

telephone or in writing explaining any changes or ceasing of payment, and what the parent intends to do to address this situation in the near future. The Financial Manager will keep full notes of any arrangements agreed to.

A copy of legal documentation may be required in case of change of custody arrangements.

Parents owing kindergarten fees or attendance dues must agree to meet with a Proprietor's representative and/or the school Financial Manager when asked. If a parent is unwilling to do this, or doesn't turn up to an arranged meeting, the Proprietor may consider advising the Principal who may initiate suspension procedures under Section 36 (7) of the Private Schools' Conditional Integration Act 1975 in the case of a pupil over 5 years old. In addition the Proprietor may be forced to withdraw enrolment privileges in the kindergarten for a child under 5 years.