

Fee Schedule 2018

This document forms the basis of a legal relationship between the Applicant and the school. If there is more than one applicant each is responsible under this agreement including liability for payment of fees.

Application Fee

\$120 is payable with an application of enrolment. This fee is neither refundable nor transferable.

Offer of Place and Acceptance

The school will offer in writing a place up to 18 months prior to commencement at the school.

To accept the offer, the enrolment contract needs to be signed and returned and payment of the *Enrolment Fee* and *Bond* be made:

Enrolment Fee	\$1,400	non-refundable
Bond	\$3,000	refundable

The Bond applies to all children of a family and will be held free of interest in a trust account for the period that a student of a family attends the school and will be refunded once the last student of a family has left the school, subject to all other amounts due to the school having been paid. Upon receipt of such monies, formal confirmation of the place is provided.

Cancellation of Enrolment

In the event of a cancellation of enrolment prior to commencement, the school will refund the Bond.

Tuition Fees 2018

The tuition fees for grades Prep - Year 6 for 2018 are set out below:

	Australian Students	International Students*
Full Year	\$11,940	\$18,600
Term 1	\$ 2,985	\$4,650
Term 2	\$ 2,985	\$4,650
Term 3	\$ 2,985	\$4,650
Term 4	\$ 2,985	\$4,650

*refers to students not holding permanent residency in Australia. Please contact the school office directly to determine on an individual basis whether your child is classified as an Australian or international student. Students admitted to the school during a billing period will be charged the full fees for the term they are entering into.

Please refer to the schedule of payments for due dates of term fees.

Short-term enrolments

The DSM is experiencing increasing enrolments. To be able to offer a short-term enrolment, the following minimum billing periods apply:

1 term	50% of annual tuition fees
2 terms	75% of annual tuition fees
3 terms	100% of annual tuition fees

Early Payment Discount

The DSM offers a 2% discount, where the full year tuition fees are paid by the last Friday in November in the year prior to the school year. The Early Payment Discount does not apply to the Books/Materials/Excursion Surcharge, Other School Fees or School Levies.

Siblings Discount

Where there are two or more children from one family attending the DSM in the same year, the following discounts to tuition fees will apply:

Second Child:	5.0 % of tuition fees
Any subsequent Children:	7.5 % of tuition fees

The Sibling Discount does not apply to the Books/Materials/Excursion Surcharge, Other School Fees or School Levies.

Books and Materials

The DSM provides all textbooks and materials to students. Costs for textbooks and materials will be invoiced at the start of the year.

Excursion Surcharge

The school organises a series of excursions relating to topics covered in the curriculum. To recover these costs, DSM needs to raise a surcharge of \$150 in addition to the above stated tuition fees.

Other School Fees

Additional Fees may be payable for camps, field trips, holiday programs, optional music, art or sports coaching and the like.

School Levies

A digital age levy of \$150 per student is payable once per school year for the supply and maintenance of digital equipment.

Included in the Term 1 invoice will be an annual contribution levy of \$300. Parents/guardians that have taken part in the 2018 Community Contribution Program during the year will be refunded the levy at the end of the school year. Proceeds from the contribution levy will be used for the extension and maintenance of the school library.

Schedule of Payments

Tuition fees are payable one billing period in advance:

Term 1	Payable by	Friday, 1 December 2017
Term 2	Payable by	Thursday, 29 March 2018
Term 3	Payable by	Thursday, 22 June 2018
Term 4	Payable by	Thursday, 20 September 2018

Applicants, who wish to take advantage of the Early Payment Discount, will need to submit the full school fees for 2018 by Friday, 1 December 2017.

Payment Methods

Electronic funds transfers can be made directly to the school's bank account:

Bank:	Bendigo Bank
Account Name:	Deutsche Schule Melbourne Inc
BSB Number:	633 000
Account Number:	1297 19340
SWIFT Code:	BENDAU3B for international transfers

Please quote your invoice number and/or the student's name as the reference, to enable DSM to identify the payment correctly. Thank you.

Credit cards payments incur a processing fee of 1.65% for Mastercard/Visa payments and 1.98% for American Express payment of the total transaction value. This amount will be added to the total invoice amount.

Late Fees

Overdue accounts may result in:

- Late fees, accruing from the due date for payment until payment is made in full. Interest charges will apply to balances of payments that have not been received at the school by the due date.
- A student's tuition being suspended until payment in full, at the discretion of the Principal.
- A student being permanently excluded from the school; and/or
- Recovery action being taken via legal collection against the Applicant for unpaid tuition fees and the costs of recovery.

Absence

The absence of a student from the school for a billing period or any part thereof, whether due to illness, suspension, extended vacation, withdrawal or termination of enrolment, or any other reason, will not entitle the Applicant to a reduction in tuition fees for that billing period.

Notice

If an Applicant wishes to withdraw a student from the school, the applicant must give to the school one term's notice in writing or pay to the school the equivalent of one term's fees.

General Fee Inquiries

For general fee enquiries, please email: barbara.walsh@dsm.org.au

Dated: 15 November 2017