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## 2026 FEE SCHEDULE AND POLICY

### BOARD APPROVAL

|                             |                 |
|-----------------------------|-----------------|
| <b>Date:</b>                | 17 October 2025 |
| <b>Name of Board Chair:</b> | Melanie Brooks  |
| <b>Next Revision Date:</b>  | 10 October 2026 |

## FEE SCHEDULE 2026

### APPLICATIONS AND ENROLMENTS

| Application Fee |          |                                                                                         |
|-----------------|----------|-----------------------------------------------------------------------------------------|
| School          | \$180.00 | Non-refundable. Does not guarantee an offer of a place.                                 |
|                 | \$90.00  | Non-refundable. Siblings of enrolled students; and with 12 months playgroup attendance. |
| Playgroup       | \$40.00  | Non-refundable. Waived for additional children.                                         |

| Enrolment Confirmation Fee                                                                                                              |            |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------|
| An Enrolment Confirmation Fee is charged to each new student. This fee is non-refundable and is not applied as a credit to School Fees. |            |
| Pre-K to Year 6                                                                                                                         | \$1,331.00 |
| Junior Adolescent Program (Years 7 to 9)                                                                                                | \$1,569.00 |
| Senior Adolescent Program (Years 10 to 12)                                                                                              | \$785.00   |

### TUITION FEES AND CHARGES

| Playgroup Fees      |          |             |                     |
|---------------------|----------|-------------|---------------------|
| 0- to 3-year-olds   | Term     | 10 Sessions | Casual              |
| 1st Child           | \$350.00 | \$200.00    | \$25.00 per session |
| Additional Children | \$200.00 | \$160.00    | \$20.00 per session |

| School Tuition Fees                        |          |
|--------------------------------------------|----------|
| Pre-K to Year 6                            | \$10,750 |
| Junior Adolescent Program (Years 7 to 9)   | \$12,675 |
| Senior Adolescent Program (Years 10 to 12) | \$13,350 |

| Annual Levies |                    |                              |                   |
|---------------|--------------------|------------------------------|-------------------|
| Student       | Building Fund Levy | Curriculum and Resource Levy | Going Out Program |
| Pre-K to PP   | \$968              | \$416                        | N/A               |
| Years 1 to 3  | \$968              | \$416                        | \$300             |
| Years 4 to 6  | \$968              | \$416                        | \$650             |
| Years 7 to 12 | \$968              | \$416                        | \$800             |

- **Sibling discounts** (2nd child-15% and 3rd child-25%) are applied to tuition fees only.
- **Levies and charges** are per student and payable in line with tuition fees. There are no discounts applied to levies.
- **Building Fund Levy:** directed to annual maintenance and capital expenditure.
- **Curriculum and Resource Levy:** covers all consumable resources, classroom materials, online subscriptions, and activities.
- **Going Out Program:** covers all excursions, outings, swimming lessons and camps. Included as an upfront charge with participation mandatory.

**SEE FEE POLICY FOR FULL TERMS AND CONDITIONS**

## FEE SCHEDULE 2026

| Total Cost of Tuition Fees and Levies |          |                    |                              |                   |            |
|---------------------------------------|----------|--------------------|------------------------------|-------------------|------------|
| Student                               | Tuition  | Building Fund Levy | Curriculum and Resource Levy | Going Out Program | Total Cost |
| Pre-K to PP                           | \$10,750 | \$968              | \$416                        | N/A               | \$12,134   |
| Years 1 to 3                          | \$10,750 | \$968              | \$416                        | \$300             | \$12,434   |
| Years 4 to 6                          | \$10,750 | \$968              | \$416                        | \$650             | \$12,784   |
| Years 7 to 9                          | \$12,675 | \$968              | \$416                        | \$800             | \$14,859   |
| Years 10 to 12                        | \$13,350 | \$968              | \$416                        | \$800             | \$15,534   |

| 2026 Fee Schedule - Payment Options |         |                                                                                              |                                                                                                                                    |
|-------------------------------------|---------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Option One                          | Annual  | Direct deposit or electronic transfer<br>Westpac PayWay – online by card or via direct debit | Single payment due 14 February 2026 – 6% discount on tuition.                                                                      |
| Option Two                          | Term    | Direct deposit or electronic transfer<br>Westpac PayWay – online by card or via direct debit | FOUR equal payments due by:<br>Term 1: 15 January 2026<br>Term 2: 15 April 2026<br>Term 3: 15 July 2026<br>Term 4: 15 October 2026 |
| Option Three                        | Monthly | Available only via Westpac PayWay direct debit (card or bank account).                       | Ten equal payments due on the 15th of each month, January to October 2026.                                                         |

**Effective 1 January 2026.**

The Perth Montessori School Board of Directors reserves the right to amend its business conditions as necessary, with any changes applying to all students currently enrolled at the School.

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## FEE POLICY 2026

### Terms and Conditions

#### 1. Application and Enrolment

A fee is applied to each new application to cover administrative costs. Payment of this fee does not guarantee an offer of a place and is non-refundable.

An enrolment confirmation fee is charged to each new student. This fee is non-refundable and is not applied as a credit to school fees.

#### 2. Annual Levies

Levies and charges are payable with the tuition fees. There are no discounts applied to levies.

#### 3. Tuition Fees

Tuition fees are set annually by the Board considering enrolments, staffing costs, government funding and CPI increases.

All children attending from age 3 are considered full-time and charged at the full rate as their place is reserved five days per week in accordance with Montessori practice.

#### 4. Discounts

##### 4.1. Payment Upfront

A 6% discount is applied to tuition fees when paid in full by 14 February 2026.

##### 4.2. Sibling Discounts

Where more than one (1) child from the family is enrolled tuition fees are discounted by:

- Second child: 15%
- Third child: 25%
- Fourth child and subsequent: 100%

Where any of the children graduate at Year 12 or otherwise discontinue their enrolment at the School, the sibling discounts continue until the end of the term during which that occurred and are then recalculated based on the number of students in the family that remain enrolled in subsequent terms. The eldest child is taken to be Child One regardless of date of enrolment with the School.

## 5. Payment of Accounts

The School will issue a Statement of Account to you before the start of each term. The preferred payment method is Westpac PayWay, a secure online portal that offers stand-alone payments using debit and credit cards, as well as direct debit from cards and bank accounts.

Monthly payment by installment is only available with a direct debit through PayWay.

Alternatively, for annual and quarterly payments, you may deposit directly into the school account.

Account Name: Perth Montessori

BSB: 036-037

Account Number: 118381

Reference: Invoice number and student/family name

## 6. Commencement other than at the Start of Term 1

When a student commences before the end of the third week of term, full tuition fees are charged. Where a student commences after the end of the third week of a term, a pro-rata Tuition Fee for that term will be charged. Levies are charged per term in such cases.

## 7. Overdue Accounts and Late Payments

Families having trouble paying fees by the due date must apply to the School to discuss alternative financial arrangements via a payment plan.

If the payment of fees is late or fails, the following apply:

- **Reminder** sent within 7 days of due date.
- **Second reminder** sent following a further 7-day period and **\$50 late fee** applied.
- **Third and Final Notice** sent at end of the third week following the payment default and **\$75 late fee** applied. If no financial arrangement has been made the student is suspended from School. Student will remain suspended until fees are paid in full, or a suitable arrangement is reached.

The debt may be handed to the debt collection agency any time following a breach of payment contract.

Unless prior arrangements have been made with the School and are being adhered to, no student may commence a new term until the family account is up-to-date.

**Failed direct debit:** following two failed attempts a **\$35 fee** is charged to cover additional administrative duties and bank fees.

## 8. Debt Recovery

In accordance with the enrolment contract, the School uses the services of a debt recovery agent in the management of unpaid and overdue accounts. It also reserves the right to give notice to Parents/Guardians for the withdrawal of a student from the School if the Parent/Guardian fails to make adequate arrangements for payment of any amounts outstanding as determined by the School.

Please note that if the school seeks debt recovery any fees incurred by the school will be passed onto the family.

## 9. Bursaries

Families of enrolled students experiencing temporary financial hardship may apply to the principal for financial assistance in the form of a bursary. Bursaries are assessed by a committee comprised of the principal, finance manager and a representative of the School Board.

Bursaries are valid for a period of up to one year. Please see [Bursary Policy](#) and Procedure for full terms and conditions.

## 10. Notice of Withdrawal of a Student

Notice of withdrawal of a student must be given in writing to the Principal as follows:

| <b>Inform School</b><br>(unless date specified, due by<br>final day of term, 12 pm) | <b>Student Leaving</b> |
|-------------------------------------------------------------------------------------|------------------------|
| 15 January 2026                                                                     | End of Term 1 2026     |
| End of Term 1 2026                                                                  | End of Term 2 2026     |
| End of Term 2 2026                                                                  | End of Term 3 2026     |
| End of Term 3 2026                                                                  | End of Term 4 2026     |

A fee in-lieu-of-notice equal to one term's tuition will be charged if one full term's notice is not received by the deadline.

No family who has given notice of withdrawal is eligible for financial arrangements including bursaries.

Parents/carers are urged to contact the principal before making a final decision to leave the School, particularly where assistance may be available.

## 11. Probationary Period

On admission there is a probationary period of six (6) weeks that allows for the child to settle into the school. If, following this process, the School determines that it is not in the child's best interest to continue enrolment at Perth Montessori, the School will refund tuition fees, levies and the enrolment confirmation fee on a pro-rata basis.

The School will not provide refunds where the parent/caregiver chooses to withdraw the student without mutual agreement.

## 12. Overseas Travel and Temporary Withdrawal

A holding fee of 75% of the tuition fee for the period of absence is charged when a child is removed from the school for temporary reasons such as travel or job placements. One full term's notice must be provided in writing.

The School may choose to decline to hold a place for a student applying for a temporary leave of absence in which case the place is forfeited.

No refund will be made to any families for periods of absence from school for any reason, including illness, injury, family holiday or travel for work purposes.

## 13. Queries Concerning this Policy

Questions or queries concerning school fees should be directed to the Finance Officer ([accounts@perthmontessori.wa.edu.au](mailto:accounts@perthmontessori.wa.edu.au)) or the Principal ([principal@perthmontessori.wa.edu.au](mailto:principal@perthmontessori.wa.edu.au)).

## 14. Special Consideration, Appeals, and Discretionary Application of Terms

Requests for special consideration regarding the terms and conditions of this policy must be submitted in writing to the principal at [principal@perthmontessori.wa.edu.au](mailto:principal@perthmontessori.wa.edu.au) and may be reviewed by the Board of Directors ([board@perthmontessori.wa.edu.au](mailto:board@perthmontessori.wa.edu.au)).

While the Board holds discretionary authority to consider extenuating circumstances, any decision to apply discretion does not constitute a waiver of the contractual obligations outlined in this policy, nor does it imply a modification of these terms for future cases.

The Board reserves the right to uphold the terms and conditions of the policy as stated.

All decisions made under this clause are confidential and may not be used by any party to advance personal claims or expectations in future matters.

## REVISION HISTORY

| #    | Date       | Owner          | Change                                                                                                                                                                  |
|------|------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| V3.0 | 14/11/2024 | Sally Alderton | Restructured for cohesion and clarity of information. Added TOC. Reformatted content by type. Reflected Board and Operational decisions regarding terms and conditions. |
| V3.1 | 30/10/2025 | Sally Alderton | Updated for 2026 fees and charges. Changes to late fees to reflect current practice. Consolidation of reference tables to improve readability.                          |