

# **TERMS & CONDITIONS**

Tuition fees are reviewed annually by 1st July and are to be paid according to the schedule set by the Board.

#### **Tuition Payment Options**

- One annual payment due by the first day of Term 1
- Four equal term/quarterly payments due by the first day of each term
- Ten equal monthly payments due on the last day of each month starting January

## Late Payment

In an effort to ensure we receive school fees on time and limit human resources towards collecting debts, please note that those who do not set up a payment plan or coordinate with the finance department will be subject to the following...

- At the end of week 1 of the term: A 3% late fee will be added.
- At the end of week 2 of the term: An additional 5% late fee will be added.
- At the end of week 3 of the term: Enrollment will be suspended.

#### Placement Fee

A compulsory part of tuition billed and due by the end of November of the previous year. Payment of the placement fee secures your spot for the following year and covers initial material costs including workbooks, exercise books, etc. This is not refundable. Students who are enrolled after the due date pay the placement fee before commencement.

# **Building Levy**

The building levy is a one-off fee for all international students (foreign passport holders/non-citizens) enrolled for the first time. It is paid upfront or divided over the first year's payments.

#### **PTFA Levy**

PTFA levy is per family and added to annual tuition fees and administered by the PTFA on behalf of the parents and teachers.

### **Discounts**

We offer a discount to non-citizen private fee paying families who have been enrolled at Woodford for five consecutive years. After five consecutive years of enrollment, the tuition of all students in the family will drop to the citizen rate.

#### **Pro rata Arrangements**

Students who enroll after the fourth week of term are entitled to pay a pro rata figure for weeks attended.

#### Term Leave

Students who are absent for an entire term pay 50% of the fees to hold their place, otherwise students will be considered to have withdrawn.

#### **Withdrawal**

A term's notice is required to withdraw a student from school. If a student is absent from school for longer than five weeks due to non-payment of fees, or an un-notified absence (in writing), they shall be considered as having been withdrawn. Should re-enrollment follow, all fees shall apply as are due for a new enrollment.

#### Reimbursements

Leave Date	Building & Seat Fee	Tuition Fee Payable	Tuition Fee Refundable
During Term 1	100%	25%	75%
During Term 2	100%	50%	50%
During Term 3	100%	75%	25%
During Term 4	100%	100%	0%

- No student will be allowed to register for school until all arrears from the previous
  year are fully paid (or a written agreement regarding a payment schedule has been
  made with the finance team and HOS).
- Any students in Term 1 who have not fully paid up Term 1 fees by week 5 will be
  withdrawn from classes until debts are paid or arrangements made in writing with
  the finance team and HOS.
- In Terms 2, 3 and 4, students with unpaid fees for that term will be refused entry to classes from Day 1.
- Reminders will be sent by the School on due payment dates. A follow up phone call may be made by the finance team and/or Head of School.

# WIS

	Citizen	Non-Citizen (private fee payer)	Non-Citizen (tax exempt entity)
Application Fee	\$1,500 SBD/one-time	\$1,500 SBD/one-time	\$1,500 SBD/one-time
Kindy Tuition	<b>\$35,085 SBD annually</b> \$8,771 SBD quarterly	<b>\$50,588 SBD annually</b> \$12,647 SBD quarterly	<b>\$78,838 SBD annually</b> \$19,710 SBD quarterly
Pre-Year 5	<b>\$43,866 SBD annually</b> \$10,967 SBD quarterly	<b>\$63,225 SBD annually</b> \$15,806 SBD quarterly	<b>\$98,532 SBD annually</b> \$24,633 quarterly
Year 6 - Year 8	<b>\$54,832 SBD annually</b> \$13,708 SBD quarterly	<b>\$79,048 SBD annually</b> \$19,762 SBD quarterly	<b>\$123,192 SBD annually</b> \$30,798 SBD quarterly
Year 9 and above	<b>\$57,017 SBD annually</b> \$14,254 SBD quarterly	<b>\$82,213 SBD annually</b> \$20,553 SBD quarterly	<b>\$128,124 SBD annually</b> \$32,031 SBD quarterly
Placement Fee	\$5,000 SBD/annually	\$5,000 SBD/annually	\$5,000 SBD/annually
PTFA Registration	\$610 SBD/annually per family	\$610 SBD/annually per family	\$610 SBD/annually per family
Building Levy		\$4,000 <u>AUD</u> /one-time	\$4,000 <u>AUD</u> /one-time

