

Fees Policy – Ringwood Ballet Group Inc.

Authorisation.....	1
Review Date.....	1
Scope.....	1
Aim	1
Background.....	2
Description of Fees and Levies Charged	2
1. Term Fees.....	2
2. Other Fees/Levies	2
3. Discounts.....	3
Procedures.....	4
1. Setting Fees	4
2. Ways to Make Payments.....	4
2.1 Direct Deposit/Internet Transfer	4
2.2 Cheque	4
2.3 Cash.....	5
2.4 Credit Card.....	5
3. Term Fees (Tuition, Production, Administration, and (optional) Fundraising Levies).....	5
3.5 Invoicing Schedule and Due Dates	5
3.6 Payment Options	5
4. Exam Entrance Fees and RBG Levies	6
5. Internal Assessment Fees	6
6. Refund of Term Fees	7
7. Late/Non Payment	7
7.7 Where a Student is Still Attending Classes.....	7
7.8 Procedure to Suspend Membership	8
7.9 For Students who have Ceased Attending the Ballet School.....	8
Inquiries	9

Authorisation

This policy was adopted by the Ringwood Ballet Group Inc Committee of Management, at the committee meeting of 21st January 2009.

Review Date

This policy will be reviewed annually, or varied earlier if necessary, and the Committee will notify Members of that change.

Scope

This policy applies to staff, Committee and Members of Ringwood Ballet Group Inc.

Aim

This policy aims to detail the fees and levies charged by Ringwood Ballet Group Inc. (RBG) and outline the appropriate ways for RBG to invoice students and for families to make payments in order to encourage prompt payment of tuition and related fees, thus maintaining a sound financial base for the ballet group to function from.

Fees Policy – Ringwood Ballet Group Inc.

Background

RBG is a non-profit organisation constituted to provide expert tuition in the art of dance and to further the enjoyment and understanding of dance and its related arts in the community.

As a community group, Ringwood Ballet is run by a volunteer committee of parents who work in close collaboration with the teaching staff to ensure we meet our objectives.

The teaching staff is paid by the volunteer committee. Most fees are determined by the volunteer committee and set at an appropriate level to cover the expenses of running the ballet school. These expenses include (but are not limited to) staff wages, rental on the premises, cleaning, electricity and telephone.

Description of Fees and Levies Charged

1. Term Fees

Tuition Levy	Tuition fees payable per term.
Production Levy	Levy charged to cover the expenses of the annual production.
Administration Levy	Levy charged once per term to fund the wages of the bookkeeper employed to assist volunteer Treasurer.
Fundraising Levy	This is an optional levy which can be paid in lieu of participation in fundraising activities throughout the year.

2. Other Fees/Levies

RAD/SFD Exam Fee	This is the exam fee set by the relevant examining body (RAD/SFD).
RAD/SFD Exam Levy	This levy is charged by RBG to cover all the added expenses to the school. This includes pianist fees, extra practices in the holidays and mock exams. It also includes skirt and prop hire, and the badges awarded to all successful candidates.

Fees Policy – Ringwood Ballet Group Inc.

Procedures

1. Setting Fees

The Committee will set all term fees for the following year at the last Committee Meeting of the year held in November, taking into consideration:

- a) The operational costs of tuition
- b) Fees charged by similar schools in the area
- c) Any other factors considered as relevant

Assessment fees and exam levies are set once applications for assessments and exams have been processed and operational costs can be accurately estimated.

The Committee may review and change the fees during the year if the financial viability of the Ringwood Ballet Group Inc is at risk.

Members will be advised of the new fees for the following year after the meeting is held, and required to sign a Fees Agreement upon Enrolment/Re-enrolment.

2. Ways to Make Payments

Payments MUST be returned with the tear off slip to ensure correct reconciliation of payment to invoice.

2.1 Direct Deposit/Internet Transfer

Payments can be made by direct deposit or internet transfer to Ringwood Ballet Group's bank account at Commonwealth Bank, Ringwood as follows:

Account Name:	Ringwood Ballet Group Inc
BSB:	063 167
Account No:	0090 0426

In order to correctly identify your payment, please ensure that your INVOICE NUMBER and SURNAME are included in the details section of your internet or direct deposit transaction so that it appears on the RBG bank statement.

Please return the tear off slip with the date the deposit was made so that payments can be reconciled. The slip can be either posted to PO Box 545, Heathmont 3135 or placed in the locked wooden box in the foyer.

2.2 Cheque

Cheques should be made payable to Ringwood Ballet Group and may be posted to PO Box 545, Heathmont 3135, presented to a committee member at the studio and receipt issued or placed in the locked wooden box in the foyer if no committee member is present.

Fees Policy – Ringwood Ballet Group Inc.

2.3 Cash

Cash will only be accepted when paid at the studio to a committee member. A receipt will be issued immediately. Please do not leave cash at the studio unless there is a committee member available to receipt it.

Committee members can only accept correct money when accepting payments in cash to the office. No change will be issued. RBG takes no responsibility for cash left if you choose to leave cash in the wooden box in the foyer.

2.4 Credit Card/EFTPOS

Mastercard and Visa credit card payments can be accepted; however a 1% surcharge applies.

Fill in your credit card details on the payment portion of the invoice, making sure the amount payable includes the 1% surcharge. The payment slip may be posted to PO Box 545, Heathmont 3135, presented to a committee member at the studio and receipt issued or placed in the locked wooden box in the foyer if no committee member is present.

EFTPOS transaction can be made at the studio; however a \$0.25 surcharge applies.

3. Term Fees (Tuition, Production, Administration, and (optional) Fundraising Levies)

3.5 Invoicing Schedule and Due Dates

Term 1	Continuing students are invoiced at the end of Term 4 and fees are payable on Re-enrolment Day. New students should pay when enrolling.
Term 2	Invoiced in week 6 of term 1 and payable by end of term 1
Term 3	Invoiced in week 6 of term 2 and payable by end of term 2
Term 4	Invoiced in week 6 of term 3 and payable by end of term 3

3.6 Payment Options

It is RBG's aim to have all fees received in full before commencement of the term. However, we acknowledge that sometimes, particularly as a student progresses and undertakes an increased work load or where there are siblings, payment of these fees can present financial difficulties for families.

Fees Policy – Ringwood Ballet Group Inc.

In these circumstances, a payment plan can be arranged to assist in paying term fees. All applications for payments plans and subsequent discussion are treated in the strictest confidence.

RBG will encourage the following payment plan to be implemented:

Term fees are to be paid in 3 equal instalments:

1st payment due by the due date (i.e. enrolment day or end of the previous term)

2nd payment due by week 2 of the term

3rd and final payment due by week 6 of the term

Alternative, mutually agreed payment plans may be arranged. All payment plans **MUST** be discussed with and agreed to by the Treasurer before being implemented, and signed by both the Treasurer and the Member. All fees and levies should be finalised within the calendar year and any carryover will only be allowed at the discretion of the Executive Committee.

4. Exam Entrance Fees and RBG Levies

Exam entrance fees are set by the relevant examining body and must be paid by the due date in order to enter the student for the examination(s). Late entries are not accepted by the examining bodies, and entries are not accepted without payment.

RBG will issue an advice that details whether the student is ready to be examined and at what grade/level. The advice contains a reply slip to be returned to the Artistic Director, and a notice of the relevant exam entrance fee. Exam fees are to be made payable to Ringwood Ballet Group. RBG collates all the exam entries and makes a single payment to the appropriate examining body.

Exam levies are invoiced separately once student examination numbers are known, and additional costs can be estimated accurately. Exam levies should be paid before a student can attend the exam.

5. Internal Assessment Fees

Internal Assessment Fees are invoiced separately once student assessment numbers are known, and additional costs can be estimated accurately. Internal Assessment Fees should be paid before a student can attend the assessment.

Fees Policy – Ringwood Ballet Group Inc.

6. Refund of Term Fees

- Students are entitled to a full refund of the tuition levy where a student withdraws prior to commencement of term.
- After the start of term, a refund of the tuition levy may ONLY be considered for serious medical reasons (medical certificate is required).
- Production levies for terms one and two are refunded only if the student formally withdraws prior to completion of term two (as production purchases commence during term two holidays).
- There are NO other grounds for refunds of tuition and production levies.
- Administration and fundraising levies are not refundable in any circumstances.
- Tuition and production levies will only be refunded (as per above) upon formal cessation of tuition/withdrawal from classes. Formal cessation of tuition/withdrawal from classes means that a change of enrolment form has been completed and signed by the account holder and returned to the studios for processing.
- When applicable, tuition levies will be refunded on a pro rata basis according to the number of weeks remaining in the term, as follows:

$$\begin{array}{r} \text{Number of weeks} \\ \text{to be refunded} \end{array} \quad \times \quad \frac{\text{invoiced tuition fee}}{\text{Number of weeks per term}}$$

Example

Term length: 10 weeks

Tuition levy: \$100

Student attends classes for two weeks, and then misses two weeks. A formal cessation of tuition is arranged in week 5 by completing a change of enrolment form and returning it to the studios together with a medical certificate.

The student is entitled to a six week pro rata refund for the class (for weeks 5 to 10).

$$6 \text{ weeks} \quad \times \quad \frac{\$100}{10 \text{ weeks}} = \$60$$

7. Late/Non Payment

7.7 Where a Student is Still Attending Classes

For families who have undertaken to pay fees by instalments, on departure from the agreed payment schedule the Treasurer will arrange a meeting to discuss/renege payments or other options such as reducing classes, etc. Any change to enrolment must be discussed with and agreed to by the Artistic Director.

For families who have not committed to a payment plan, statements will be sent once fees are outstanding after week 3 of that term. This statement will specify a payment

Fees Policy – Ringwood Ballet Group Inc.

date and provide families with the opportunity to enter into an instalment plan to assist with payment of outstanding fees.

When a term's fees are still outstanding at the end of the 6th week of that term, or instalment plan payments have not been made, a second statement will be sent as above.

When a term's fees are still outstanding at the end of the term, or instalment plan payments have not been made, the Treasurer will write a letter and phone to clarify that unless payment of fees is made or an instalment plan entered into, the student may be subject to suspension as per the Rules of Association, Clause 7(1), and a debt collection service may be employed to recover outstanding monies.

7.8 Procedure to Suspend Membership

Suspension of membership is not an ideal option and will only be enforced after all other forms of mediation have been explored. However, if no effort is being made to either pay fees or give a valid reason to delay payment the following procedure will apply.

At an Executive Committee of Management meeting, a resolution may be passed to suspend the member from the association (according to the Rules of Association, Clause 7(1)) and therefore suspend tuition until the monies owing are paid in full. In this occurrence, the following will take place –

- (i) A letter of demand of payment within 7 days.
- (ii) Arrange a final meeting with the parent to discuss and resolve the matter.
- (iii) Upon non-payment of monies after suspension, a debt collection service will be employed to recover outstanding monies.
- (iv) Re-enrolment after payment of fees will be accepted at the discretion of the Executive Committee of Management.

7.9 For Students who have Ceased Attending the Ballet School

1. Reminder notes will be sent during the term break for outstanding fees from the previous term. This reminder invoice will specify a payment date within 7 days.
2. Upon non-payment of monies after 14 days, a letter of demand will be sent stating a debt collection service will be employed to recover outstanding monies if not paid within a further 14 days.
3. A debt collection service will be employed if payment has not been received after that second 14 day period.

Re-enrolment after payment of fees will be accepted at the discretion of the Executive Committee of Management.

Fees Policy – Ringwood Ballet Group Inc.

Inquiries

If you have any inquiries in regards to this fees policy, please feel free to contact the Treasurer or a committee member in person or by phone. Please do not approach the teachers regarding any of these issues as they are not responsible for the fees and fee policy.

treasurer@ringwoodballet.org.au

president@ringwoodballet.org.au

Ringwood Ballet Group Inc
PO Box 545
Heathmont VIC 3135
(03) 9870 6549

Fees Policy – Ringwood Ballet Group Inc.

Schedule of Fees and Charges for 2009

Term fees are per term and payable in advance.

	Tuition fee	Sibling Discount (B)		Production Levy	
		30%	50%		
kinder 1	\$60.00	\$42.00	\$30.00	<i>Junior School (Pre-primary to Grade 2)</i>	
kinder 2	\$88.00	\$61.60	\$44.00	1 style	\$18.50
1/2 hour class	\$60.00	\$42.00	\$30.00	2 styles	\$24.00
3/4 hour class	\$88.00	\$61.60	\$44.00	3 or more styles	\$31.00
1 class	\$105.00	\$73.50	\$52.50	<i>Middle School (Grade 3 to Grade 5)</i>	
2 classes	\$195.00	\$136.50	\$97.50	1 style	\$24.00
3 classes	\$270.00	\$189.00	\$135.00	2 styles	\$31.00
4 classes	\$340.00	\$238.00	\$170.00	3 or more styles	\$36.00
5 classes	\$400.00	\$280.00	\$200.00	<i>Senior School (Grade 6/Inter Found +)</i>	
6 classes	\$445.00			1 style	\$31.00
				2 styles	\$36.00
				3 or more styles	\$43.00
PACKAGES (A)				<i>Jazz and/or tap only</i>	
junior package ¹	\$320.00			levels 1-6	\$18.50
senior package ²	\$390.00			levels 7-10	\$24.00
family package	\$640.00				

Fundraising Levy

This is an optional levy which can be paid in lieu of participation in fundraising activities throughout the year. This levy is invoiced as a flat fee but may be paid as a single levy of \$50 in term 1, or as three separate payments of \$20 in each of terms 1, 2 and 3.

Administration Levy

\$10 per term per invoice.

Discounts

(A) Fee Packages

We offer a capped fee to encourage the students to study all the offered dance styles. There is also a capped Family package where two or more children study multiple styles.

¹Up to Grade 5

²Grade 6 / Inter Foundation upwards

(B) Sibling Discounts

Fees for the second child are reduced by 30% per term, and for the third and subsequent siblings by 50% per term.

(C) Early Payment Discount

Payment of all 4 term fees at the start of the year attracts a 5% discount subject to:
 a) if a child drops class(es) during year, a refund will be issued at the discounted price or a credit given at full price for future payments.

Fees Policy – Ringwood Ballet Group Inc.

b) if a student starts an extra class(es) during the year, a 5% discount will be given if fees are paid through to the end of year.