

2021 FEES AND CHARGES

MLC EARLY LEARNING CENTRE (ELC)



MLC
EARLY LEARNING
CENTRE

FEES AND CHARGES

Methodist Ladies' College keeps fees as low as possible while maintaining the highest quality educational experience for all children.

Our fees reflect the costs associated with providing an exemplary service.

Please refer to the Early Learning Centre handbook which can be found under the Early Learning Centre section of the College website, mlc.wa.edu.au.

HOLDING FEE

A holding fee is payable on acceptance of a place to attend the College's Early Learning Centre (ELC), which includes Kindergarten. In 2021 the holding fee is \$650

ELC FEES 2021 (EXCLUDING KINDERGARTEN)

The fee for 2021 is \$138 per day. The schedule below outlines the fees per fortnight, based on the number of enrolled days per week. A minimum enrolment of two days per week is required. Please note this schedule does not take into account administration fees or any other charges that may apply. In addition, the fee does not take into account any Government rebates that may apply.

TWO DAYS	THREE DAYS	FOUR DAYS	FIVE DAYS
\$552	\$828	\$1,104	\$1,380

In addition to the daily fee, an administration fee of \$2.50 per family per week will be charged. The MLC Collegian and Sibling discounts do not apply to ELC fees.

KINDERGARTEN FEES 2021

FOUR DAYS	FIVE DAYS
\$102 per day	\$89 per day

In addition to the daily fee, an administration fee of \$2.50 per family per week will be charged. The MLC Collegian and Sibling discounts do not apply to Kindergarten fees.

RESOURCE LEVY (KINDERGARTEN ONLY)

An annual Resource Levy will be charged to all fee accounts in the first week of the child's commencement date in kindergarten. In 2021 the Resource Levy is \$180.

LATE COLLECTION FEE

A late collection fee will apply if children remain in the ELC (including Kindergarten) after closing time. The fee is \$30 per 15 minutes or part thereof. This fee will be added to the account.

ABSENCE FROM THE ELC (OTHER THAN KINDERGARTEN)

Fees for days which fall on a public holiday will not be charged if that day is a usual day of attendance. All ELC rooms close at 6.30pm except Kindergarten which closes at 2.30pm.

Fees are charged for all other enrolled days, including days of absence due to, for example, a family holiday, illness or exclusion periods for infectious conditions.

For planned absences of less than two weeks, a Holiday Application Form must be submitted to the ELC two weeks prior to the first date of absence. If the ELC is able to fill your child's place with a casual enrolment, a 50 per cent discount will be applied for the days that are filled. For extended absences of two weeks or more, this form must be submitted to the ELC four weeks prior to the first date of absence. A 50 per cent discount will be applied for all days absent. The discount will only apply if your fees continue to be paid two weeks in advance, as detailed in this ELC Fees and Charges brochure.

ABSENCE FROM KINDERGARTEN/SCHOOL HOLIDAYS

Fees are charged for all enrolled days, including days of absence due to a family holiday, illness or exclusion periods for infectious conditions, for example.

Families are not charged for school holiday periods in line with the MLC school terms, including public holidays and pupil free days.

PAYMENTS

Fees are payable fortnightly in advance.

All fees and charges must be paid every fortnight by direct debit from a nominated bank account, Visa or Mastercard. Direct debit is not available from American Express. Bank account and credit card details are to be kept up to date and valid through your Xplor portal so that fortnightly direct debits commitments are met.

OTHER CHARGES (KINDERGARTEN ONLY)

Other relevant charges will be added to the fee account and are payable via the regular direct debit.

Other charges specific to the Kindergarten include -

- **UNIFORMS**

Payments for uniform items are payable at the Uniform Shop in person by cash or card. Uniform shop purchases cannot be charged to your ELC fee account.

- **CANTEEN ORDERS**

Orders from the canteen can be made through our designated parent portal and payment will be received through the canteen ordering process. Canteen orders cannot be charged to your ELC fee account.

LATE PAYMENTS

A late-payment fee of \$20 will be charged to fee accounts on each occasion that the fee account is not paid by the due date. Direct debits returned as unpaid are considered as late payments. The College reserves the right to suspend or terminate an enrolment if the fees remain unpaid for two weeks. Debt-collection fees, where applicable, may also be added to the account.

Parents experiencing difficulty in paying fees should contact the Finance Department well before the due date. A meeting with the College Finance Manager to discuss alternative arrangements for payment may be arranged.

WITHDRAWAL OF STUDENTS

To cancel a child's enrolment, parents are required to give notice in writing at least four weeks prior to the date of withdrawal. Notice of withdrawal is to be provided by completing and returning the Withdrawal Form, which can be obtained from the ELC Reception.

If four weeks' notice is not provided, four weeks' fees will be charged to the fee account from the date of notification.

TERMS OF ENROLMENT

Please refer to the Early Learning Centre's Terms of Enrolment, which can be found at www.mlc.wa.edu.au/the-essentials/policies