

2019 FEES AND CHARGES

MLC EARLY LEARNING CENTRE (ELC)



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EARLY LEARNING
CENTRE

FEES AND CHARGES

Methodist Ladies' College aims to keep 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 and are fully inclusive, including meals. Please refer to the Early Learning Centre Handbook.

HOLDING FEE

A holding fee is paid on acceptance of a place to attend the College's Early Learning Centre (ELC).

In 2019 the holding fee is \$650.

FEES 2019

The fee for 2019 is \$134 per day. The schedule below sets out 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 charges that may apply. In addition, the fee does not take into account any government rebates that may apply. Fees and charges are subject to change without notice. Parents will be notified in writing of the changes to the year's fees at least four weeks before the new fee is to come into operation.

FORTNIGHTLY FEES

TWO DAYS	THREE DAYS	FOUR DAYS	FIVE DAYS
\$536	\$804	\$1,072	\$1,340

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 enrolments.

COLLECTION OF CHILD AFTER CLOSING TIME

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

ABSENCE FROM THE ELC

Fees for days which fall on a public holiday or school holiday will be charged if that day is a usual day of attendance, and if the ELC is open. If the ELC is not open on any of those days, the relevant fee will not be charged.

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

For anticipated periods of absence, a Holiday Application Form must be completed and submitted to the ELC Director at least two weeks prior to the start of the period of absence. If the ELC fills your child's place with a casual enrolment, a 50 per cent discount will be applied to the fee account for all days that are filled. This discount will only apply to a full enrolled week of absence.

PAYMENTS

Fees are required to be paid 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 cards. Any existing direct debits will continue until such time as you advise of cancellation.

OTHER CHARGES

Other relevant charges will be added to the fee account, and will be added to the regular direct debit.

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 payment. The College reserves the right to suspend or terminate an enrolment if the fees remain unpaid for two weeks. Debt-collection fees, where applicable, will be added to the account.

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

WITHDRAWAL OF STUDENTS

In order 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 From Enrolment Form**, which can be obtained from the ELC Reception, to the Director.

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 under the **Policies section** of the College website, mlc.wa.edu.au.

