

FEE PROCEDURE

Policy Hierarchy link	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011: 168 (2)(n) National Quality Standard: 7.3		
Responsible Officer	Vice-President, Campus Life and Community Engagement		
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Superseded Documents			
File Number	Contact the Records & Archives Office .		
Associated Documents	Enrolment, Orientation and Cancellation Procedure		
Version	Authorised by	Approval Date	Effective Date
2.2	Early Years Management	December 2016	December 2015

1. Purpose and Scope

UNSW Early Years Campuses must remain financially viable in order to continue to provide a high-quality environment and an appropriate program for children and their families. The timely payment of childcare fees is a requirement of enrolment.

Fees for Early Years are set by UNSW Finance.

This procedure must be read in connection with the ***Enrolment, Orientation and Cancellation Procedure***.

2. Definitions

3. Procedure

a) On acceptance of enrolment

Payment of two weeks' fees in advance is required within a week of accepting a permanent place for a child. The full fee will be charged.

If the accepted position is cancelled by the family before commencement of enrolment with at least four operational weeks' notice, an administration fee of \$200 will be retained from the two-week fee advance amount, then the balance will be refunded to the family. This charge is to offset financial loss to Early Years and to cover some of the administration costs associated with the enrolment process. Where this notice is not provided, families will forfeit their full two-week deposit.

b) Payment of Fees

Families are responsible for paying their fees regardless of any fee subsidies. Should a parent enter into a salary sacrifice arrangement with the University for the purposes of payment of Early Years fees, they are signing their responsibility for payment of these fees over to the University.

Fees are to be paid two weeks in advance.

Fees are payable whenever the campus is open irrespective of whether the child attends. This includes public holidays, illness, and holiday leave.

Families are responsible for ensuring they understand their fee arrangement choice. UNSW recommends that families seek independent financial advice.

- Salary Sacrifice – Fees can be deducted via the UNSW payroll system and be deducted pre-tax (salary sacrifice). If you salary sacrifice your Early Years fees, you are signing your responsibility for payment of these fees over the University so therefore are not eligible to claim Child Care Benefit (CCB) or Child Care Rebate (CCR for the duration that the salary sacrifice agreement is active.
- After-tax Deductions – Fees can be deducted via the UNSW payroll system and the gross amount deducted from your pay as an after-tax deduction. Under this method you may still claim CCB and/or CCR.
- Child Care Benefit and Child Care Rebate – Families who are eligible are able to access the CCB and CCR through Centrelink (contact the Department of Human Services to register for this benefit). Customer reference numbers (CRN) for both child and nominated parent must be provided to the Campus for this to be accessed. Families are responsible for paying the gap in fees not covered by Centrelink.
- Electronic Funds Transfer (EFT), cheque or cash - The preferred method of payment is by EFT. Cash or cheque payments must be handed to administration staff in the office and a receipt will be issued at the time.

If a CRN is not provided, then formal attendance will not be submitted. A request to have attendance submitted in retrospect on a CRN being provided will incur an administration fee of \$100. Submissions may only be made for the current financial year pending each family's individual circumstance.

c) Late Payment of Fees

Fees must be maintained two weeks in advance. The Nominated Supervisor and administrative staff are responsible for monitoring that fees are maintained two weeks in advance. Where fees are in arrears of two weeks, the family will be contacted and an arrangement to bring fees up to date will be made. Should fees continue to be outstanding, Early Years Management will ask the family to show cause as to why the enrolment should be continued (see *Enrolment, Orientation and Cancellation procedure*).

d) Review of Fee Charges

UNSW Finance will review Early Years fees twice per year making any changes that are deemed necessary. Families will receive four weeks written notice of any UNSW Finance fee change.

e) Public Holidays and Campus Closure

The Campuses close for all public holidays. As per Centrelink requirements, fees remain payable for all public holidays except those which fall during the Campus close down period - December and January. Fees are not payable during the Campus close down period.

f) Holidays

If a child is on holidays during the year, usual fees must be paid to maintain their enrolment.

g) Holiday Care Payment

Families using holiday care will be required to pay the total cost of their fee by the end of November. No refund is payable once applications are submitted.

h) Withdrawal from the Campus

Four weeks' notice of intention to withdraw children from the campus must be given in writing. Withdrawal from the Campus within the last four weeks of the year will not be accepted. Fees must be paid up until the end of the year when the Campus closes.

4. Review & History

This policy will be reviewed within 12 months of last review.

5. Acknowledgements

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Service	11 November 2013	11 November 2013	
2.0	Early Years Management	26 September 2014	27 October 2014	
2.1	Early Years Management	September 2015	October 2015	
2.2	Early Years Management	December 2016	December 2016	Added section