



CHRYSALIS STEINER SCHOOL

educating the whole child

Student Withdrawal – Appropriate Notice Policy and Procedure

Policy

Chrysalis School charges fees to supplement government funding so that it can provide the educational resources to fulfil its mission.

The School seeks to balance financial accessibility with sustainability and the fees are a critical component of overall income.

To ensure the School is able to offer a place to as many students as possible, the School requires appropriate notice be given by families seeking to withdraw their children. This enables the School to consult with families on waiting lists, as well as adjust resources and programmes where savings/cost reductions may be required.

Where insufficient notice of withdrawal is provided to the School, a fee will be charged consistent with the practice of schools within the independent education sector.

Enrolment Contract

Parents who enrol their children at Chrysalis sign an enrolment contract committing them to the payment of fees published in the Schedule of Fees and Charges.

In addition to standard fees for tuition, camps, materials and miscellaneous costs, there is a fee for families withdrawing their children with insufficient notice (i.e. not appropriate notice).

This policy and procedure will be included in the information provided with the enrolment contract.

Enrolment Fee

To help make Steiner Education accessible within our Community, Chrysalis School charges a comparatively low enrolment fee, which does not recover the administrative costs of enrolment.

Appropriate (Sufficient) Notice

Appropriate notice is the equivalent of one standard school term (10 weeks).

Withdrawal Fee for Insufficient Notice

Where families do not provide appropriate notice, they will be charged the equivalent of a term's fees per child withdrawing, including tuition fees (class and music tuition) and camps and materials charges.

Families on Bursary and Fee Support

Chrysalis provides temporary bursary and fee support to families suffering financial hardship, with the intention of helping families stay engaged with the School during such periods.

Where a family is in receipt of a bursary or fee support, it is expected they will comply with the requirement for appropriate notice.

If a family on a bursary or fee support does not provide appropriate notice, all bursary or fee support will be forfeited and the withdrawal fee will be charged at the full term's cost.

Recoveries

The withdrawal fee remains recoverable, similarly to any other outstanding fees and charges.