



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

POLICY TITLE: BOND DEPOSIT POLICY

BOARD APPROVAL DATE: May 2017

SIGNED BY CHAIR:

BOARD REVIEW DATE: May 2020

OVERVIEW:

The School required the payment of a Bond Deposit on enrolling a student at the School. The bond will not be refunded upon a child leaving the school should that child leave prior to completion of the Children’s House Program. If a child leaves the School beyond the Children’s House Program the deposit will be refunded if a full terms notice is given.

PRINCIPLES:

The School requires payment of a Bond Deposit on enrolment of a student. The purpose of this is to cover costs incurred by early departure of a student from the School, and discourage caregivers from removing their child from the school prior to completion of the Children’s House Program.

The withdrawal of a child from the classroom has wide reaching effects on the School community, the classroom dynamic and learning environment. Furthermore, the withdrawal of children from the School prior to completion of the Children’s House Program can have a detrimental effect upon the Schools finances.

Caregivers should be aware upon enrolling their child at the school that their enrolment is assumed to be for at least the duration of the Children’s House Program.

In support of this principle, caregivers will be informed upon enrolment that the deposit bond will not be refunded if the child is withdrawn from the School prior to their completion of the Children’s House Program.

If a child leaves the School after completion of the Children’s House Program, the deposit bond will be refunded after a full terms notice of withdrawal has been given in writing.

PROCEDURES:

The Bond Deposit is equivalent to a full terms fee and is payable for each child enrolled at the School.

The bond is required to be paid in addition to the first terms fees, and at the same time as those fees are paid.

Caregivers who remove their child from the School will not receive a refund of their bond deposit if their child has not completed the Children's House Program. Caregivers who intend to remove their child from the School will receive a refund of the bond deposit if:

- Written notice of intention to withdraw the child is received by the School no later than the end of week 1 of the previous term and
- The child has completed the Children's house program and
- The School is satisfied that all monies have been paid in full.

If the child is completing the Adolescent Program notice of withdrawal is not necessary and the bond deposit will be refunded on the child completing school.

RELATED AND SOURCE DOCUMENTS:

1. Fees Policy and Schedule