1. Purpose and Scope

UNSW Early Years Centres 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.

This policy must be read in connection with the Enrolment Procedure.

1. Definitions

2. Procedure

On acceptance of enrolment

2 weeks fees in advance is requested within a week of accepting a permanent place for a child. The full fee will be charged.

If the position is not taken before commencement of enrolment, an administration fee of $100 will be charged in order to offset financial loss to Early Years (see Enrolment Policy).

Payment of Fees

Fees are to be kept two weeks in advance.

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

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

- **Salary Sacrifice** – Parents can have fees deducted via the UNSW payroll system and can nominate for payments to be deducted pre-tax (salary sacrifice). If you salary sacrifice your childcare fees, the centre will not accept Centrelink payments.

- **After Tax Deductions** - Parents can have fees deducted via the UNSW payroll system and can nominate for the gross amount deducted from their pay as an after tax deduction.

- **Child Care benefit and Child Care Tax Rebate** - Families who are eligible are able to access the Child Care Benefit (CCB) and Child Care Rebate (CCR) through the Family Centrelink (contact the Department of Human Services to register for this benefit).
• **Direct Deposit, cheque or cash** - The preferred method of payment is by Direct Deposit. Cash or cheque payments must be handed to administration staff in the office and a receipt will be issued at the time.

**Late Payment of Fees**
Fees must be paid 2 weeks in advance. The Nominated Supervisor and administrative staff are responsible for monitoring that fees are paid in advance and for following up any arrears. Where fees are in arrears of 2 weeks, the family will be contacted and an arrangement to bring fees up to date will be made. Should fees continue to be outstanding, the Centre will ask the family to show cause as to why the enrolment should be continued.

**Review of Fee Charges**
UNSW Finance will review the Centre’s fees twice per year making any changes that are deemed necessary. Families will receive 4 weeks written notice of any fee change that may be required.

**Public Holidays and Centre Closure**
The centres close for all public holidays. Fees remain payable for all public holidays except those which fall during the Centre close down period - December and January. Fees are not payable during the Centre close down period.

**Holidays**
If a child is on holidays during the year, usual fees must be paid to keep their placement.

**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.

**Withdrawal from the Centre**
Four weeks’ notice of intention to withdraw children from the centre must be given in writing. Withdrawal from the centre within the last 4 weeks of the year will not be accepted as the position cannot be filled. Fees must be paid up until the end of the year when the centre closes.

3. **Review & History**

4. **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.

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