EARLY YEARS FEE PROCEDURE

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
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<th>Next full review</th>
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<tbody>
<tr>
<td>3.0</td>
<td>Early Years Management</td>
<td>20 July 2018</td>
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Procedure Statement

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The purpose of this procedure is to explain Early Years’ approach to fees.</th>
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<tbody>
<tr>
<td>Scope</td>
<td>All families enrolled at UNSW Early Years.</td>
</tr>
<tr>
<td>Are Local Documents on this subject permitted?</td>
<td>☒ Yes ☐ No</td>
</tr>
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Procedure Processes and Actions

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1. Introduction

1.1. Fee setting

In order to continue to provide high-quality learning environments and appropriate learning programs for children and their families, UNSW Early Years campuses must remain financially sustainable.

Fees for Early Years are set by UNSW Finance.

2. Procedure

2.1. On acceptance of enrolment

Along with the submission of a completed enrolment form, payment of two weeks’ full fees in advance is required in order to accept an offer of enrolment at Early Years.

   2.1.1. If the accepted position is subsequently cancelled by the family at least four operational weeks prior to the commencement date of the position as stated in the offer of enrolment email, then the two-week fee advance amount will be refunded, less an administration fee of $200.

   2.1.2. If the accepted position is subsequently cancelled by the family without providing at least four operational weeks’ notice, then the family will forfeit the entire two-week deposit.

2.2. Payment of Fees

   2.2.1. The timely payment of Early Years fees is a requirement of enrolment and fees are to be paid at least two weeks in advance of the sessions child(ren) attend.

   2.2.2. Families are responsible for paying their fees regardless of any subsidies or other Government benefits they may be eligible to receive.
2.2.3. Fees are payable for your child(ren)’s scheduled days whenever the centre is open, irrespective of whether or not your child(ren) actually attend. This includes on public holidays, days when your child(ren) are absent due to illness or away for holidays.

2.2.4. Pending successful application through the Department of Human Services and provision of relevant Customer Reference Numbers (CRNs) to Early Years, eligible families are able to access the CCS, which can reduce a family’s out-of-pocket expenses in relation to their Early Years enrolment(s).

2.2.5. Should a parent enter into a pre-tax 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. Families entering into such an arrangement are therefore not eligible to claim the Child Care Subsidy (CCS) for the duration that the salary sacrifice arrangement is active.

2.2.6. Families are responsible for ensuring that they understand their fee payment arrangement. And in the instance of entering into a Salary Sacrifice agreement with The University, UNSW recommends that families seek independent financial advice.

2.2.7. An alternative payment method available to current UNSW staff members is a post-tax salary deduction arrangement. This involves a family’s Early Years fees being deducted from a parent’s UNSW salary, post-tax. Under this method the CCS may still be accessed.

2.2.8. Submission of formal attendance data (i.e. to enable a family to claim CCS) can only be done when the enrolment form(s) are complete with correct information and include all relevant CRNs.

Families are responsible for paying the gap in fees not covered by Centrelink.

2.2.9. The preferred methods of payment of Early Years fees are salary sacrifice/deduction or electronic funds transfer (EFT). Cash or cheque payments will not be accepted.

2.2.10. Early Years accounts must be maintained two weeks in advance. The Nominated Supervisor and administrative staff are responsible for monitoring family accounts. If a family’s account reaches two weeks in arrears, the family will be contacted and an a payment plan will be made to bring the account up to date and back to two weeks in advance.

2.2.11. Should fees continue to be outstanding, Early Years Management will request the family to show cause as to why their enrolment(s) should be allowed to continue (see Early Years enrolment, orientation and cancellation procedure).

2.2.12. Early Years campuses close for all NSW public holidays. Fees remain payable for all public holidays on which your child would otherwise attend, except those which fall during the campus shut down period in December/January. Fees are not payable during the campus shut down period or on the annual Early Years professional development day.

2.2.13. If a child is away on a day on which they would usually attend Early Years (due to being on holidays or sick etc.) then fees are still payable for that day.

2.2.14. Families utilising the Early Years Vacation program are required to pay the total cost of their Vacation Care booking before 1 December prior to the Vacation Care program.

2.3. Review of Early Years fee schedule

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

2.4. Withdrawal from Early Years

A minimum of four weeks’ notice of intention to withdraw children from the campus must be given in writing, or through submission of a change to enrolment request form. Withdrawal from the campus within the last four operational weeks of the year will not be accepted. Fees will remain payable up to the end of the year when the campus closes.
## Accountabilities

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<thead>
<tr>
<th>Responsible Officer</th>
<th>Vice-President, Human Resources</th>
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<tbody>
<tr>
<td>Contact Officer</td>
<td>HR and Early Years Operations Director</td>
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## Supporting Information

**Legislative Compliance**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations

**Parent Document (Policy)**

Early Years policy

**Supporting Documents**

**Related Documents**

Enrolment, orientation and cancellation procedure

**Superseded Documents**

Nil

**File Number**

Nil

## Definitions and Acronyms

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<th>Definition</th>
<th>Acronym</th>
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<tr>
<td>Child Care Subsidy</td>
<td>CCS</td>
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<tr>
<td>Customer Reference Number</td>
<td>CRN</td>
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<td>Electronic funds transfer</td>
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**Nominated Supervisor**

Nominated Supervisors are the persons responsible for the day-to-day management of an approved service, have a range of responsibilities under the National Law and National Regulations and are more commonly referred to as the Centre Director or Centre Manager.

**Salary sacrifice**

Salary sacrifice is an arrangement between an employee and employer where the employee agrees to pay for some goods or services (such as childcare) straight from their pre-tax salary. This can reduce the employee’s taxable income.

## Revision History

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<tr>
<td>1.0</td>
<td>Vice President, University Services</td>
<td>11 November 2013</td>
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<td></td>
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<tr>
<td>2.0</td>
<td>Early Years Management</td>
<td>26 September 2014</td>
<td>27 October 2014</td>
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<td>Early Years Management</td>
<td>December 2016</td>
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<td>Early Years Management</td>
<td>20 July 2018</td>
<td>20 July 2018</td>
<td>Application of new UNSW template Update for new Child Care Package</td>
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