

Child Care Fees Rule

Section 1 - Overview

(1) The University of New England (UNE) is committed to ensuring the provision of affordable quality early education and vacation care to UNE staff, students and the local community in accordance with [Children \(Education and Care Services\) National Law NSW \(NSW\)](#) and [Education and Care Services National Regulations \(NSW\)](#). The purpose of this Rule is to provide a framework under which UNE can ensure the financial viability and the efficient functioning of its child care services.

Section 2 - Scope

(2) This Rule applies to all UNE Representatives and users of the University's child care services.

Section 3 - Rule

General

(3) In accordance with the [Education and Care Services National Regulations \(NSW\)](#) the University of New England as the Approved Provider will ensure that parents of children enrolled at the service are notified at least 14 days prior to any change that will affect the fees charged or the way in which fees are collected.

(4) Fees for child care services will be reviewed annually by the Nominated Supervisor/Director of the child care services. The fees will be detailed in Schedule 1 and approved annually by the nominated childcare licensee.

(5) A security bond/deposit as per [Schedule 1](#) is required for each child upon enrolment to the University's child care services. The security bond/deposit will be refunded to the account holder:

- a. on cessation of the child's enrolment at the service, and
- b. once any outstanding fees have been deducted.

(6) The University Financial Services Directorate will generate and distribute invoices to parents on a weekly basis, attaching the statement required to comply with [A New Tax System \(Family Assistance\) \(Administration\) Act 1999 \(Cth\)](#).

(7) Fees are to be paid in accordance with the terms (7 days from invoice date) and payment options on the invoice.

- a. Employees of UNE can arrange payment of child care fees by post tax salary deductions.

(8) Parents who are eligible for Federal Government child care benefits must ensure that:

- a. They meet the criteria for Child Care Benefit (CCB) and Child Care Rebate (CCR), and/or JET (jobs education and training). Parents must contact the [Federal Government Department of Human Services](#) for more information.
- b. Their CRN (Customer Reference Number) and enrolment details are kept up to date.

Early Childhood Service

(9) Parents are required to give 14 calendar days' written notice to the Director of the service to cancel a child's enrolment. Parents are liable for the fees up to and including the cancellation date.

(10) Full fees will be charged when:

- a. Parents remove a child/ren from the service for a specified period of time due to illness, family illness, holidays or special leave. The payment of fees in this circumstance secures the child's place within the centre.
- b. A child is enrolled on a day that falls on a public holiday or a designated pupil free day.

(11) Fees will not be charged:

- a. For the days that fall within the Christmas/New Year two week closure period of the service.
- b. If the service formally requests and approves the temporary reallocation of a child's position to another child.

(12) Where a child does not attend the service for a continuous period of two (2) weeks (and the parent has not contacted the service regarding the absence) the child's place at the service will automatically be cancelled. The parent will be contacted by the Financial Services Directorate and all outstanding fees and charges will be payable immediately.

(13) Overtime charges will be applied where a child is not collected by the service's closure time. Overtime charges are detailed in [Schedule 1](#).

(14) Where a child is enrolled in a morning session only, a full day charge will be applied where the child is not collected by the end of that session (unless prior arrangements have been made with the Director of the service).

Vacation Care Service

(15) For vacation care enrolments, 48 hrs notice of cancellation is required in writing to yarm@une.edu.au If the notice is not received, fees will be payable for the days enrolled.

Overdue/outstanding accounts

(16) An account is overdue when the amount owing remains unpaid one day after the due date.

(17) UNE recognises that families may experience financial difficulties during the period of the child's enrolment and are encouraged to discuss any difficulty that may impact on maintaining their payment of fees with the Financial Services Directorate or the Director of the child care service.

(18) Where fees are overdue by 21 days or more, the service reserves the right to cancel a child's enrolment. The final decision concerning a cancellation of a child's enrolment at the service will be made by the Nominated Supervisor in consultation with the Director Financial Services.

(19) Where a child's enrolment has been cancelled and the outstanding fees have been paid, the enrolling parent may apply for care in the service again. They will be placed on the waiting list until a vacancy becomes available.

Authorisation and Compliance

(20) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the University of New England Act, makes this University Rule.

(21) University Representatives must observe it in relation to University matters.

(22) The Rule Administrator is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(23) This Rule operates as and from the Effective Date.

(24) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where it is determined that the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

(25) All UNE Representatives must comply with this Rule. A failure to comply with this Rule may amount to misconduct/serious misconduct and/or unsatisfactory performance.

Section 4 - Definitions

(26) Effective Date is the date on which this Rule will take effect being 1 January 2016.

(27) Parent , as defined in the National Law (NSW), in relation to a child, includes

- a. a guardian of the child; and
- b. a person who has parental responsibility for the child under a decision or order of a court.

(28) University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

Status and Details

Status	Historic
Effective Date	18th December 2015
Review Date	18th September 2018
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	17th December 2015
Expiry Date	2nd July 2018
Unit Head	Leah Cook Director UNE Residential System
Enquiries Contact	Galia Urquhart OIC and Nominated Supervisor (Yarm Gwanga) 02 6773 3173