Fees Policy

Mandatory – Quality Area 7

**Bimbadeen Pre-School Inc is committed to Child Safety and has a zero tolerance of any form of abuse or discrimination. We will provide a safe and nurturing environment where all children, families, staff and volunteers feel supported, respected and empowered. This commitment is reflected and embedded in all our Centre policies, procedures and training.**

# Purpose

This policy will provide clear guidelines for:

* the setting, payment and collection of fees
* ensuring the viability of Bimbadeen Pre-School Inc,by setting appropriate fees and charges
* the equitable and non-discriminatory application of fees across the programs provided by Bimbadeen Pre-School Inc.

# Policy statement

## Values

Bimbadeen Pre-School Incis committed to:

* providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
* providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
* ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
* maintaining confidentiality in relation to the financial circumstances of parents/guardians
* advising users of the service about program funding, including government support and fees to be paid by parents/guardians
* providing equitable access for families eligible for the Kindergarten Fee Subsidy.

## Scope

This policy applies to the Approved Provider, Person with Management and Control, Nominated Supervisor, Person in Day-to-Day Charge, educators and parents/guardians with an enrolled child, or who wish to enrol a child at Bimbadeen Pre-School Inc.

## Background and legislation

#### Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year before school.

Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children’s program. In addition, the Kindergarten Fee Subsidy (refer to *Definitions*) enables eligible children to attend a funded kindergarten program free of charge in the year before school.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in *The Kindergarten Funding Guide* (refer to *Sources*).

DET requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment. Services must also advise eligible families of the Kindergarten Fee Subsidy arrangements. The fees charged must comply with the *Kindergarten Fee Subsidy – Fees Policy* (refer to *Definitions),* and be responsive to the local community and the viability of the service. *The Kindergarten Funding Guide* (refer to *Sources*) outlines the criteria to be covered in the policy.

#### Legislation and standards

Relevant legislation and standards include but are not limited to:

* *Charter of Human Rights and Responsibilities 2006* (Vic)
* *Child Wellbeing and Safety Act 2005* (Vic)
* *Disability Discrimination Act 1992* (Cth)
* *Education and Care Services National Law Act 2010*
* *Education and Care Services National Regulations 2011*: Regulation 168(2)(n)
* *Equal Opportunity Act 1995* (Vic)
* *National Quality Standard*, including Quality Area 7: Governance and Leadership

## Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Approved care:** Approved child care services, such as long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services, which have Australian Government approval to pass on Child Care Benefit (refer to Definitions) as a reduction in child care fees: [www.humanservices.gov.au](https://www.humanservices.gov.au/) (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

**Child Care Benefit (CCB):** A Commonwealth Government payment to help families who use either approved services or registered childcare (refer to *Definitions*). All eligible families can receive some Child Care Benefit. Details are available at: [www.humanservices.gov.au](https://www.humanservices.gov.au/). (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

**Early Start Kindergarten:** A funding program that enables three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection to attend a kindergarten program that is planned and delivered by an early childhood teacher for up to 15 hours per week. Details are available at: [www.education.vic.gov.au](http://www.education.vic.gov.au)

**Excursion/service event charge:** An additional charge required to meet the cost of special events or excursions that occur in response to emerging children’s program needs. Events that are planned ahead and are included as an expenditure item in the service’s budget do not incur this additional charge (refer to *Excursions and Service Events Policy*).

**Fees:** A charge for a place within a program at the service.

**Health Care Card:** A Commonwealth Government entitlement providing concessions for low-income earners and other eligible people. Details are available at: [www.humanservices.gov.au](https://www.humanservices.gov.au/)

**Kindergarten fee deposit:** A charge to secure a place that has been offered in a program at the service. This is deducted from term fees and is non-refundable.

**Kindergarten Fee Subsidy (KFS):** A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge (*The Kindergarten Funding Guide (*refer to *Sources*)).

**Late collection charge:** A charge that may be imposed by the Approved Provider when parents/guardians are late to collect their child/children from the program (refer to Attachment 1 – Fee information for families).

**Registered carer:** Registered child care is provided by individuals who are registered as carers with the Department of Human Services. A registered carer may include grandparents, relatives, friends, neighbours or nannies. In some cases, it can also include care provided by individuals in private preschools, kindergartens and some outside school hour services, including before and after school care, vacation care and holiday programs: [www.humanservices.gov.au](https://www.humanservices.gov.au/) (Note: There will be changes to child care assistance from 2 July 2018. More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au))

**Voluntary parent/guardian contribution:** A voluntary payment for items not directly related to the provision of the children’s program. Attendance at the service is not conditional on this payment.

## Sources and related policies

#### Sources

* *The Kindergarten Funding Guide (Department of Education and Training):* [www.education.vic.gov.au](http://www.education.vic.gov.au)
* The constitution of Bimbadeen Pre-School Inc

#### Service policies

* *Complaints and Grievances Policy*
* *Delivery and Collection of Children Policy*
* *Enrolment and Orientation Policy*
* *Excursions and Service Events Policy*
* *Inclusion and Equity Policy*
* *Privacy and Confidentiality Policy*

# Procedures

#### The Approved Provider and Person with Management and Control are responsible for:

* reviewing the current budget to determine fee income requirements
* developing a fee policy that balances the parent’s/guardian’s capacity to pay, with providing a high-quality program and maintaining service viability
* implementing and reviewing this policy in consultation with parents/guardians, the Nominated Supervisor and staff, and in line with the requirements of DET’s *The Kindergarten Funding Guide* (refer to *Sources*)
* considering any issues regarding fees that may be a barrier to families enrolling at Bimbadeen Pre-School Inc and removing those barriers wherever possible
* reviewing the effectiveness of the procedures for late payment and support offered
* considering options for payment when affordability is an issue for families
* clearly communicating this policy and payment options to families in a culturally-sensitive way, and in the family’s first language where possible
* ensuring that the *Fees Policy* is readily accessible at the service (Regulation 171)
* providing all parents/guardians with fee information (refer to Attachment 1)
* providing all parents/guardians with a statement of fees and charges(refer to samples in Attachments 2 and 3) upon enrolment of their child
* providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
* ensuring fees are collected and receipted
* collecting all relevant information and maintaining relevant documentation regarding those with entitlement to concessions, where applicable
* complying with the service’s *Privacy and Confidentiality Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
* notifying parents/guardians a minimum of 14 days of any proposed changes to the fees charged or the way in which the fees are collected (Regulation 172(2)), and ideally providing one term’s notice.

#### The Nominated Supervisor and Person in Day-to-Day Charge is responsible for:

* assisting the Approved Provider in developing this policy, and ensuring that this policy is based on the *Kindergarten Funding Guide* (refer to *Definitions)*
* implementing and reviewing this policy, in consultation with parents/guardians, the Approved Provider and staff, and in line with the requirements of DET’s *The Kindergarten Funding Guide* (refer to *Sources*)
* considering any issues regarding fees that may be a barrier to families enrolling at Bimbadeen Pre-School Inc and removing those barriers wherever possible
* considering options for payment when affordability is an issue for families
* communicating this policy, the availability of the Kindergarten Fee Subsidy and payment options to families in a culturally-sensitive way and in the family’s first language where possible
* providing all parents/guardians with fee information (refer to Attachment 1)
* providing all parents/guardians with a statement of fees and charges (refer to samples in Attachments 2 and 3) upon enrolment of their child, and ensuring that the *Fees Policy* is readily accessible at the service
* providing all parents/guardians with a fee payment agreement (refer to samples in Attachments 4 and 5)
* collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable
* complying with the service’s *Privacy and Confidentiality* *Policy* regarding financial and other information received, including in relation to the payment/non-payment of fees
* notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

#### All other staff are responsible for:

* informing the Approved Provider of any complaints or concerns that have been raised regarding fees at the service
* referring parents’/guardians’ questions in relation to this policy to the Approved Provider.

#### Parents/guardians are responsible for:

* reading the Bimbadeen Pre-School Inc Fee information for families (refer to Attachment 1), the Fee Payment Agreement (refer to Attachments 4 and 5) and the Statement of Fees and Charges (refer to Attachments 2 and 3)
* signing and complying with the Fee Payment Agreement (refer to Attachments 4 and 5)
* notifying the Approved Provider if experiencing difficulties with the payment of fees
* providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families (refer to Attachment 1 – Fee information for families).

# Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

* regularly seek feedback from everyone affected by the policy regarding its effectiveness, particularly in relation to affordability, flexibility of payment options and procedures for the collection of fees
* monitor the implementation, compliance, complaints and incidents in relation to this policy
* monitor the number of families/children excluded from the service because of their inability to pay fees
* keep the policy up to date with current legislation, research, policy and best practice
* revise the policy and procedures as part of the service’s policy review cycle, or as required
* notify parents/guardians at least 14 days before making any changes to this policy or its procedures (Regulation 172(2)) unless a lesser period is necessary because of a risk.

# Attachments

* Attachment 1: Fee information for families
* Attachment 2: Statement of Fees and Charges – Fee schedule – Four-year-old (funded) kindergarten program
* Attachment 3: Statement of Fees and Charges – Fee schedule – Three-year-old kindergarten program
* Attachment 4: Fee Payment Agreement – Four-year-old (funded) kindergarten program
* Attachment 5: Fee Payment Agreement – Three-year-old kindergarten program

# Authorisation

This policy was adopted by the Approved Provider of Bimbadeen Pre-School Inc on 17th of September, 2018.

# Review date: MAY 2019

Attachment 1

Fee information for families

**Bimbadeen Pre-School Inc 2018**

1. General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the year before school.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Bimbadeen Pre-School Inc provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

1. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

* the financial viability of the service
* the level of government funding provided for the program, including the Kindergarten Fee Subsidy
* the availability of other income sources, such as grants
* the fees charged by similar services in the area
* the capacity of parents/guardians to pay fees
* reasonable expenditure in meeting agreed program quality and standards
* requirements of *The Kindergarten Funding Guide* (Department of Education and Training) available from the DET website: [www.education.vic.gov.au](http://www.education.vic.gov.au)

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

1. Other charges

Other charges levied by Bimbadeen Pre-School Inc are included on the Statement of Fees and Charges. These include:

* **Kindergarten fee deposit:** This payment secures a child’s place at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the deposit. Families experiencing hardship should discuss any difficulties with the service. *In the three-year old program a fee deposit is not required if eligible for ESK funding*
* **Excursion/service event charge:** Each term a portion of the fees is used to cover the costs associated with incursions/excursions and special events. At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service’s program and the children’s interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to *Excursions and Service Events Policy*).
* **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.
1. Statement of fees and charges

A statement of fees and charges for four-year-old or three-year-old kindergarten will be provided to families on enrolment and will be included in Bimbadeen Pre-Schools “Welcome Letter.”

1. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

1. Subsidies
	1. Kindergarten Fee Subsidy (four-year-old programs only)

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

Families may be eligible for the Kindergarten Fee Subsidy in the year before school if their child:

• is Aboriginal and/or Torres Strait Islander; or

• holds, or has a parent/guardian who holds a Humanitarian or refugee Visa; or

• is a multiple birth child (triplets or more); or

• holds, or has a parent who holds a Commonwealth Health Care Card, Pensioner Concession Card or Veteran’s Affairs Card.

Exclusions and exceptions: Not available for long day care services in receipt of Commonwealth Child Care Benefit.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

* 1. Early Start Kindergarten fee subsidy

Three-year-old Aboriginaland Torres StraitIslander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

1. Payment of fees

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families’ cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term’s fees must be received in full prior to the child commencing at the service. (The first terms fees consist of a deposit ($60) non-refundable paid upon acceptance). For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child’s commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Fees Officer to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family’s financial/personal circumstances.

1. Unpaid fees

If fees are not paid by the due date, the following steps will be taken.

* An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
* Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
* Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child’s place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
* The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.
* If a decision is made to withdraw the child’s place at the service, the parents/guardians will be provided with 14 days’ notice in writing.
* No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.
1. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week. If a child moves away from the kindergarten, fees already paid will be refunded pro rata with 2 weeks notice base on written request.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). There will be no refund of fees in the following circumstances:

* a child’s short-term illness
* public holidays
* family holiday during operational times
* closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
* closure of the service for staff training days
* closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

1. Children turning three during the year of enrolment

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three provided this does not exceed the 31st of January

1. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

1. Notification of fee changes during the year

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget ‘break even’ point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

Attachment 2: INVOICE Term 1

**INVOICE**

**3 or 4 Year Old Pre-school - YEAR**

**Term 1 Fees**

**\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_(address)\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR: name**

|  |  |
| --- | --- |
| Term 1 Fees | $$$ |
| Deposit Received |  |
| **Balance Due and Payable at AGM 21/11/18** | **$$$** |

 **Payment Methods**

* **Internet Banking**: BSB: 633000 A/C Number: 142808922

(Include your child’s name as a reference and send remittance advice to PO Box 140,

Mooroolbark Vic 3138 at least **5 days prior to AGM)** or drop it off at the kinder.

 \* Other payment options are available on request.

**REMITTANCE ADVICE**

**3 Year Old Pre-school – 2019**

**Term 1 Fees**

 **FOR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Group**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** **Amount Paid:**

 NB Please return this remittance slip to the kinder.

Attachment 3: INVOICE term 2-4

**INVOICE:**

**3 or 4 YEAR OLD PRE-SCHOOL TERM \_\_\_**

**ATTENTION:**

**FOR:**

**FEES OWING:**

**BALANCE DUE BY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PAYMENT METHODS**

\***Internet banking:** **\*\*\*PLEASE NOTE - NEW ACCOUNT AND BSB DETAILS\*\*\***

BSB: 633 000 A/C: 142 808 922 (Please include your child’s initial and surname as a reference.)

\*Other payment options are available on request.

**Please include the remittance advice slip** (below) back to the kinder with all payment details, **regardless of payment method**, thank you.

If there are any problems in paying please contact us ASAP for alternative arrangements.

Health care card holders must provide the kinder with an up-to-date copy of their card to be eligible for discounted fees. Thank you.

[Name]

Fees Officer 3 Year Old

BIMBADEEN PRE-SCHOOL

………………………………………………………………………………………………………………………

REMITTANCE ADVICE – Please detach and return with payment.

Term Fees for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Enclosed $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transfer Date\_\_\_\_\_\_\_\_\_\_\_\_ (Internet banking only)

NB Please return this remittance slip to the kinder regardless of the payment method.

Attachment 4: INVOICE REMINDER 1

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As you are aware Term \_\_\_ fees are due, the fees for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have not been received.

As per our fees policy, the term fees are required to be paid one term in advance, unless prior arrangements with the Fees Officer have been made.

Please ensure that your child’s fees of \_\_\_\_\_\_\_\_\_\_ are paid ASAP.

**PAYMENT METHODS**

\***Internet banking:** **\*\*\*PLEASE NOTE - NEW ACCOUNT AND BSB DETAILS\*\*\***

BSB: 633 000 A/C: 142 808 922 (Please include your child’s initial and surname as a reference.)

 \*Other payment options are available on request.

**Please include the remittance advice slip** (below) back to the kinder with all payment details, **regardless of payment method**, thank you.

If there are any problems in paying please contact us ASAP for alternative arrangements.

If these fees have been paid already please kindly disregard this notice.

Thank you for your assistance.

3 or 4 YO Fees Officer

Bimbadeen Pre-School

…………………………………………………………………………………………………

REMITTANCE ADVICE – Please detach and return with payment.

Term Fees for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Enclosed $\_\_\_\_\_\_\_\_\_ Transfer Date\_\_\_\_\_\_\_\_\_\_\_\_ (Internet banking only)

NB Please return this remittance slip to the kinder regardless of the payment method.

Attachment 5: INVOICE REMINDER 2

Date \_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

**Re: Fees Term \_\_\_\_**

It has been brought to the attention of the committee that fees for term \_\_\_ for your child, \_\_\_\_\_\_\_\_\_\_\_\_, have not yet been received.

It is the policy of Bimbadeen Pre-school that term fees will be collected one term in advance and must be paid on or before the due date.

**These fees are now overdue and must be paid within SEVEN days from the date of this letter**.

Non payment of these fees or failure to present a valid Health Care Card may result in your child being excluded from the Pre-school.

If there are any problems relating to the payment of fees, please contact the 3YO Fees Officer within seven days of this letter to discuss alternate methods of payment.

All discussions will be kept strictly confidential. All agreed negotiations regarding payment of fees need to be put in writing and signed. Failure to comply with the agreement will result in further action being taken by the committee.

Yours sincerely,

{ Name }

3 or 4 YO Fees Officer

Bimbadeen Pre-School

N.B. If these fees have been paid, please kindly disregard this notice.