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## POLICY AND PROCEDURES

### Student Fees Policy

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## Introduction and definitions

The School Board determines the fees and charges that will be payable from time to time. These are set out in a Schedule of Fees, which can be found at Appendix 1 to this document (thereafter referred to as “Student Fees”). The Student Fees are revised on a regular basis and may be amended each year.

Student Fees and charges are a necessary source of revenue to supplement government grants received by the College. SEDA College (Victoria) is an independent non-government school and must generate a component of private income to fully fund its costs. The College is unable to be solely reliant on the funding from the Commonwealth and State recurrent grants.

For the purposes of this policy, “parents” is defined as a natural or adoptive parent or parents of a student, the legal guardian or guardians of a student or any other person/persons who have assumed responsibility for a student and for the payment of Student Fees and charges relating to a current student, prospective student or past student.

## Student Fees

The College considers the legal commitment for Student Fees to rest jointly and severally with the parents specifically named on the student’s Admission Form and the Student Fees account, unless the College has been notified in writing of other specific arrangements. If the parents arrange for a third party to pay the Student Fees, it is the parents’ responsibility to ensure payment occurs. All Student Fees queries and, if necessary, legal action will be directed to the parents.

Upon acceptance of enrolment, and completion of an Admission Form, parents will be liable for a full year’s Student Fees for each student.

The Student Fees set out in the Schedule of Fees are designed to cover:

- Tuition expenses
- Annual uniform allocation
- Some incursions/excursions
- Student insurance
- Specialist coaching/playing opportunities if applicable
- Notebook computer, which contains all coursework (no text books are required to be purchased). The notebook may be retained by the student at the completion of Year 12 provided that all Student Fees have been paid in full.

Please note that charges for optional camps, excursions and programs are payable in addition to the Student Fees.

## Returning students

At the beginning of September each year parents of returning students will be invoiced for a Re-Enrolment Fee of \$1,200 as part of the Student Fees. This fee is payable in two instalments; the first instalment of \$300 is payable within 14 days of receipt of invoice to confirm and secure the student’s place for the following year. The amount paid will be deducted from the total Student Fees charged for the new school year. *This instalment is non-refundable and non-transferable.*

The second instalment of \$900 is payable by 31 October prior to commencement of the school year. The amount paid will be deducted from the Student Fees charged for the new school year. The second instalment of the Re-Enrolment Fee is refundable only if notification of the student's withdrawal is received by the Registrar in writing prior to the commencement of the new school year.

### New students

Upon receipt of a completed Admission Form confirming a student's enrolment at SEDA College (Victoria), parents will be invoiced for an Enrolment Fee of \$1,200 as part of the Student Fees. This fee is payable in two instalments; the first instalment of \$300 is payable within 14 days of receipt of invoice to confirm and secure a place for the student at the College. The amount paid will be deducted from the total Student Fees charged for the new school year. *This instalment is non-refundable and non-transferable.*

The second instalment of \$900 is payable by 31 October prior to commencement of the school year. The amount paid will be deducted from the Student Fees charged for the new school year. The second instalment of the Enrolment Fee is refundable only if notification of the student's withdrawal is received by the Registrar in writing prior to the commencement of the new school year.

### Payment of Student Fees

Parents will be invoiced for the Student Fees once, prior to the commencement of the school year.

The balance of the Student Fees, after the (Re-)Enrolment Fee, is payable by one of the following methods:

- In full by 30 November or 31 January, attracting an Early Payment Discount (refer below);
- In 9 monthly payments, commencing in January of the school year;
- In 19 fortnightly payments, commencing in January of the school year; or
- Payment of Year 12 student's School-Based Apprenticeship or Traineeship (SBAT) wages, in addition to a monthly or fortnightly payment plan if insufficient to cover the Student Fees.

Each family's preferred payment option should be nominated on the Payment of Student Fees and Plan Options Form and returned to SEDA College Finance by the due date. Payment Plans from previous years will not carry forward.

All accounts are to be paid in full by 30 September of each school year to ensure that the College is able to meet its financial obligations to both staff and external suppliers. The College is unable to extend Credit Terms to families.

### Early Payment Discount

A discount is available for early payment of Student Fees. For all Student Fees paid in full by 30 November the discount is 5% of the total Student Fees. For all Student Fees paid in full by 31 January the discount is 3% of the total Student Fees.

### Sibling Discount

A 5% discount applies to the total Student Fees of the second and subsequent members of a family who are at the College at the one time. It does not apply to the first family member or to students in receipt of any other concession or scholarship.

The Sibling Discount will be applied as a credit to the accounts of the second and subsequent members only once all Student Fees owing for the first family member have been paid in full. Payment Plans will be set up for all family members on the basis of the total Student Fees owing and adjusted for the Sibling Discount in the final payment made on the Plan.

### **Payment options**

Student Fees may be paid by:

- Credit Card (MasterCard or Visa); or
- Direct debit from the parents' nominated bank account.

Payment can be made in full or on a Payment Plan. Under a Payment Plan the payments will be scheduled by SEDA College Finance on the dates set out in Appendix 2 of this document for the relevant Payment Plan.

Where Student Fees are paid on a Payment Plan and the direct debit option is selected, a \$20 charge will be incurred in circumstances where the direct debit payment is declined by the parents' bank. If this occurs, the charge will be added to the parents' account.

### **Unpaid Student Fees**

All accounts will be monitored and pursued by the College. Parents have a responsibility to notify the College if their circumstances change and payment of Student Fees becomes an issue. It is requested that parents contact SEDA College Finance by email: [finance@seda.vic.edu.au](mailto:finance@seda.vic.edu.au) or phone 1300 11 7332 and advise that payment may be delayed.

If there are any outstanding Student Fees for any student at any time throughout the year that are not being paid in accordance with an agreed Payment Plan, the College reserves the right to withhold tickets for College activities and/or withdraw the student from extra-curricular activities (e.g. interstate or overseas programs, student conferences, Year 12 Graduation) until the Student Fees account is brought up to date.

Students may not be able to commence a new term at the College if the Student Fees have not been paid in full or in accordance with an agreed Payment Plan.

### **Legal action**

Continuing failure to pay Student Fees without correspondence with the College may result in debt collection or legal action and the review of the student's enrolment. Accounts that remain unpaid once the student has exited the College will be immediately forwarded to the College Debt Collector.

### **Student Fees assistance**

The College understands that circumstances change for some families, making it difficult for them to meet financial obligations in the short term. The College has a genuine desire to help families afford a quality education for their children and therefore offers the following forms of assistance.

### **Concession Discount**

A Concession Discount on Student Fees is offered to students who have a financial need in the form of a low family income. A valid means-tested concession card detailing the student's name is required for the student to be eligible for a Concession Discount. The concession card needs to be valid on the census date of 28 February in the relevant school year and be eligible for the Victorian Government Education Department's Camps, Sports and Excursions Fund (CSEF)

funding to access this discount. Please note that Concession Discounts are not backdated and must be applied for prior to the commencement of the school year.

For more information regarding the eligibility of concession cards for CSEF please refer to the CSEF website at <http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>.

Parents applying for a Concession Discount must send a copy of the completed CSEF Application Form, along with a copy of the eligible concession card, to SEDA College Finance via email at [finance@seda.vic.edu.au](mailto:finance@seda.vic.edu.au). A copy of the CSEF form can be obtained from SEDA College Finance.

An application for a Concession Discount is valid only for the current school year. A new application must be submitted at the commencement of each school year to enable the eligibility of the concession card to be assessed.

If parents have any questions about whether they are eligible for a Concession Discount they should contact SEDA College Finance via email at [finance@seda.vic.edu.au](mailto:finance@seda.vic.edu.au) or phone 1300 11 7332.

### **Bursary Assistance**

The College may offer bursaries to families experiencing severe short term financial difficulties. Due to limited funds being available for bursaries, not all students who apply for Bursary Assistance will be successful.

Students with a genuine need who would like to be considered for Bursary Assistance should complete a Bursary Assistance Application Form, which can be found on our website at [www.seda.vic.edu.au](http://www.seda.vic.edu.au). Parents may be asked to attend an interview to discuss their application.

### **Refund Policy – Notice of Withdrawal**

When a student is to be withdrawn from the College, or if an enrolment is cancelled by the parents, they are required to give notice in writing to the Registrar before the withdrawal or cancellation date. The Registrar can be contacted via email at [registrar@seda.vic.edu.au](mailto:registrar@seda.vic.edu.au).

Where a student is withdrawn from the College a Withdrawal Charge will be payable, depending upon the date at which the student is withdrawn. These charges are set out in the Schedule of Student Fees at Appendix 1.

### **Document Control**

The current official version of this document is maintained on the SEDA College (Victoria) document register. Downloading and printing of this document will produce an uncontrolled copy which may not be current.

## Appendix 1 – Schedule of Student Fees for 2018

### Year 11 and Year 12 Student Fees

The Student Fees for the 2018 Programs are set out in the table below. Student Fees will be invoiced prior to the commencement of the school year, inclusive of the (Re-)Enrolment Fee of \$1,200.

SPORTS DEVELOPMENT PROGRAM			
	DUE DATE	FULL STUDENT FEES	STUDENT FEES WITH CONCESSION & CSEF DISCOUNT
(Re-)Enrolment Fee - First Instalment	14 days from invoice	\$300	\$300
(Re-)Enrolment Fee - Second Instalment	31 October 2017	\$900	\$900
Balance of Student Fees	30 September 2018	\$3,050	\$1,300
<b>Total Student Fees Payable</b>		<b>\$4,250</b>	<b>\$2,500</b>

TALENTED PLAYER PROGRAM - CRICKET & FOOTBALL (SOCCER)			
	DUE DATE	FULL STUDENT FEES	STUDENT FEES WITH CONCESSION & CSEF DISCOUNT
(Re-)Enrolment Fee - First Instalment	14 days from invoice	\$300	\$300
(Re-)Enrolment Fee - Second Instalment	31 October 2017	\$900	\$900
Balance of Student Fees	30 September 2018	\$4,050	\$2,300
<b>Total Student Fees Payable</b>		<b>\$5,250</b>	<b>\$3,500</b>

TALENTED PLAYER PROGRAM - AFL			
	DUE DATE	FULL STUDENT FEES	STUDENT FEES WITH CONCESSION & CSEF DISCOUNT
(Re-)Enrolment Fee - First Instalment	14 days from invoice	\$300	\$300
(Re-)Enrolment Fee - Second Instalment	31 October 2017	\$900	\$900
Balance of Student Fees	30 September 2018	\$5,050	\$3,300
<b>Total Student Fees Payable</b>		<b>\$6,250</b>	<b>\$4,500</b>

BUILDING & TRADE			
	DUE DATE	FULL STUDENT FEES	STUDENT FEES WITH CONCESSION & CSEF DISCOUNT
(Re-)Enrolment Fee - First Instalment	14 days from invoice	\$300	\$300
(Re-)Enrolment Fee - Second Instalment	31 October 2017	\$900	\$900
Balance of Student Fees	30 September 2018	\$2,250	\$650
<b>Total Student Fees Payable</b>		<b>\$3,450</b>	<b>\$1,850</b>

## Withdrawal Charges

Notice in writing must be given to the Registrar for any student's withdrawal throughout the year or Student Fees may be charged or forfeited (as the case may be) in lieu of notice. The Registrar can be contacted via email at [registrar@seda.vic.edu.au](mailto:registrar@seda.vic.edu.au).

Program	Fees Due if Withdrawal Notice Given By				
	30/11/2017	Term 1* (29/01/2018)	Term 2* (29/03/2018)	Term 3* (22/06/2018)	Term 4 (21/09/2018)
Sports Development Program	\$300	\$1,200	\$2,506	\$3,088	\$3,669
Sports Development Program - Concession	\$300	\$1,200	\$1,900	\$2,100	\$2,300
Talented Player Program - Cricket & Football	\$300	\$1,200	\$2,800	\$3,617	\$4,433
Talented Player Program - Cricket & Football - Concession	\$300	\$1,200	\$2,194	\$2,629	\$3,065
Talented Player Program - AFL	\$300	\$1,200	\$3,097	\$4,148	\$5,199
Talented Player Program - AFL - Concession	\$300	\$1,200	\$2,491	\$3,161	\$3,830
Building & Trade	\$300	\$1,200	\$2,306	\$2,688	\$3,069
Building & Trade - Concession	\$300	\$1,200	\$1,738	\$1,775	\$1,813

\* The student's notebook must be returned or additional charges will apply. Please contact SEDA College Finance on 1300 11 7332 to obtain a buy-out price for withdrawing students wishing to retain their notebook.

A refund of Student Fees paid will be considered based upon the student's reason for departure and the date of their exit, depending upon the notice period given by the parents.

## Appendix 2 – Payment Plan Options Schedules

The tables below set out the dates on which payments will be debited for each payment plan after the (Re-)Enrolment Fee of \$1,200 has been paid.

Monthly Payment Plan Dates
18/01/2018
18/02/2018
18/03/2018
18/04/2018
18/05/2018
18/06/2018
18/07/2018
18/08/2018
18/09/2018

Fortnightly Payment Plan Dates
12/01/2017
26/01/2017
09/02/2018
23/02/2018
09/03/2018
23/03/2018
06/04/2018
20/04/2018
04/05/2018
18/05/2018
01/06/2018
15/06/2018
29/06/2018
13/07/2018
27/07/2018
10/08/2018
24/08/2018
07/09/2018
21/09/2018

### Appendix 3 – Application Form for Payment of 2018 Student Fees via SBAT

Year 12 students may elect to pay their School-Based Apprenticeship or Traineeship (SBAT) wages towards their Student Fees. This payment would be required in addition to a monthly or fortnightly payment plan if the wages were insufficient to cover the Student Fees outstanding.

The attached application form must be completed by the student in order to authorise this payment and returned to SEDA College Finance via email at [finance@seda.vic.edu.au](mailto:finance@seda.vic.edu.au).



**APPLICATION - Payment of 2018 Student Fees via School Based Traineeship Wages**

Date: .....

Student Number: .....

Student Name: .....

Student Mobile: .....

Student Email: .....

Nominated Biller/Carer Name: .....

Nominated Biller/Carer Mobile: .....

Nominated Biller/Carer Email: .....

**Student Employment and Payments Criteria:**

If a student is undertaking a program that includes being employed and paid as a school based trainee and wishes to nominate all or part of their traineeship payment, the following criteria applies:

- Students are required to have a Tax File Number to apply for this payment method.
- No fees are to be outstanding from the previous year.
- SEDA is able to review this application at any time throughout the school year if the required numbers of traineeship days are not being met.
- Should this option be selected and the student then withdraws from the program, any outstanding program fees will become payable and must be paid within 14 days of withdrawing from the program.
- If other costs are invoiced to your account throughout the school year payment of these invoices will be required within 14 days or a separate plan arranged. Traineeship payments will only cover these invoices in some circumstances; the Finance Department will be able to assist you with this matter.
- Payments are made on the 20<sup>th</sup> of the month and commence in March 2018.

Student Tax File Number: ..... Payment

Start Date: .....

Payment Amount: ..... Total Traineeship or \$..... (Please indicate)

Student Signature: .....Date:.....

(If student is under 18 years of age a signature of parent/guardian is required?)

Parent/Guardian Signature:.....Date..... Parent/Guardian

Name:.....

Office Use Only:

Authorised by: .....(Print Name)

Signature: .....Date:.....

