

# POLICY AND PROCEDURES

## Student Fees Policy

### RAF 5.2.6

Date Approved:	16/10/2023
Date Effective:	16/10/2023
Scheduled Review Date:	16/10/2025
Policy Category:	Resourcing and Finances
Policy Owner:	Director of Business Services

#### 1. Context

This policy outlines SEDA College (Victoria)'s expectations in relation to the establishment and collection of Student Fees.

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.

The School Board determines the fees and charges that will be payable from time to time. These are set out in a Schedule of Student Fees, which can be found on the College website or obtained by contacting [finance@scv.vic.edu.au](mailto:finance@scv.vic.edu.au). The Student Fees are revised on a regular basis and may be amended each year.

#### 2. Definitions

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.

#### 3. Statement of Policy

##### 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 Enrolment Agreement 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 Enrolment Agreement, parents will be liable for a full year's Student Fees for each student.

##### SEDA College Victoria

Level 2, 415 Riversdale Road  
HAWTHORN EAST | VIC | 3123  
PO BOX 1237 | CAMBERWELL | VIC |  
3124  
ABN: 39 612 321 865

 [seda.vic.edu.au](http://seda.vic.edu.au)  
 [info@scv.vic.edu.au](mailto:info@scv.vic.edu.au)  
 1800 11 7332

The Student Fees set out in the Schedule of Student 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.

### Enrolment Deposits

In instances of new enrolments, a Non-Refundable Confirmation deposit will be charged for the initial year of enrolment. This represents a holding deposit charged in the year preceding the initial enrolment and will be offset against the Tuition Fees for this initial year. Further instalments of the Enrolment Deposit will be charged subsequently to guarantee the placement of a uniform order and notebook resources. The details of the timing and amount of these instalments is set out in the Schedule of Student Fees.

### Early Payment Discount

A discount is available for early payment of Student Fees. For all Student Fees paid in full by 30 November of the year prior to the school year the discount is 5% of the total Student Fees. For all Student Fees paid in full by 31 January of the school year 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, scholarship or Student Fees assistance.

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.

Any Early Payment Discount, if applicable, will be applied to the net Student Fees after the Sibling Discount has been deducted.

### 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 the Schedule of Student Fees for the relevant Payment Plan unless otherwise agreed in writing.

### 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

### SEDA College Victoria

Level 2, 415 Riversdale Road  
HAWTHORN EAST | VIC | 3123  
PO BOX 1237 | CAMBERWELL | VIC |  
3124  
ABN: 39 612 321 865

w [seda.vic.edu.au](http://seda.vic.edu.au)  
e [info@scv.vic.edu.au](mailto:info@scv.vic.edu.au)  
p 1800 11 7332

requested that parents contact SEDA College Finance by email: [finance@scv.vic.edu.au](mailto:finance@scv.vic.edu.au) or phone 1800 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@scv.vic.edu.au](mailto:finance@scv.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@scv.vic.edu.au](mailto:finance@scv.vic.edu.au) or phone 1800 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.

#### SEDA College Victoria

Level 2, 415 Riversdale Road  
HAWTHORN EAST | VIC | 3123  
PO BOX 1237 | CAMBERWELL | VIC |  
3124  
ABN: 39 612 321 865

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.

If a Bursary is granted, then no other discounts are applicable to the Student Fees.

### 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@scv.vic.edu.au](mailto:registrar@scv.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.

### Policy History

Version	Approval Date	Effective Date	Summary of Changes
V1	29/08/2017	29/08/2017	
V2	04/04/2019	04/04/2019	General formatting and wording amendments
V3	14/07/2020	14/07/2020	General formatting and wording amendments
V4	27/05/2021	27/05/2021	Updated to include revised policy re multiple discounts claimed. General formatting and wording amendments. Updated to new Corporate font.
V5	01/03/2022	01/03/2022	Updated to new letterhead. Change phone number to 1800.
V5 (as above)	16/10/2023	16/10/2023	Reviewed, no changes required.

#### SEDA College Victoria

Level 2, 415 Riversdale Road  
 HAWTHORN EAST | VIC | 3123  
 PO BOX 1237 | CAMBERWELL | VIC |  
 3124  
 ABN: 39 612 321 865

**w** [seda.vic.edu.au](http://seda.vic.edu.au)  
**e** [info@scv.vic.edu.au](mailto:info@scv.vic.edu.au)  
**p** 1800 11 7332