

# POLICY AND PROCEDURES

## Student Fees Policy

### RAF 5.2.7

<b>Date Approved:</b>	12/09/2024
<b>Date Effective:</b>	12/09/2024
<b>Scheduled Review Date:</b>	12/09/2025
<b>Policy Category:</b>	Resourcing and Finances
<b>Policy Owner:</b>	Director of Business Services
<b>Approving Body:</b>	College Board

#### 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

A reference or term included in this policy is defined as follows;

**"SEDA College"** or **"the College"** refers to SEDA College (Victoria).

**"Student"** means a person who is enrolled at or attending SEDA College (Victoria).

**"Student Fees"** include the entirety of all compulsory fees at SEDA College (Victoria).

**"Parents"** are 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.

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### 3. Application

This policy applies to Parents of current and prospective students at SEDA College.

### 4. 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.

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

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

Additional charges will apply for certain non-core items which include, but are not limited to:

- interstate and international events
- optional excursions (e.g. Ski trip)
- additional VET extension units
- Year 12 Graduation tickets for family members
- Repair or replacement of laptop computers and accessories

#### Confirmation and Enrolment Deposits

A Non-Refundable Confirmation Deposit will be charged at the time of the interview in the year preceding the enrolment. Further instalments of the Enrolment Deposit will be charged subsequently to guarantee the placement of a uniform order and notebook resources. The confirmation and enrolment deposits will offset against the Tuition Fees. 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 mid-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 mid-January of the school year the discount is 3% of the total Student Fees. Please refer to Statement of Student Fees for detailed due dates.

#### 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, bursary, 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

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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 in full up-front via electronic funds transfer, direct debit or by credit card (Mastercard or Visa).

Parents opting into a Payment Plan will need to register their credit card or bank account details with the College. Payment plans are available on monthly or fortnightly schedules as set out the Statement of Student Fees commencing in October preceding the academic year and concluding by end of August of the academic year.

### **Late and 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@scv.vic.edu.au](mailto:finance@scv.vic.edu.au) or phone 1800 11 7332 to advise if a 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 the 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, optional excursions, student conferences, Year 12 Graduation) until the Student Fees account is brought up to date.

In addition, the school will recover costs associated with declined or late payments by charging a \$20 late payment fee. The fee is chargeable per instance.

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 may result in the discontinuation of the student's enrolment and debt collection or legal action. 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 <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>.

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Parents applying for a Concession Discount must complete the CSEF Application Form (available on EnrolHQ) and send this together 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).

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.

A concession discount is confirmed upon successful receipt of the CSEF funding for the student.

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 exiting families at the College experiencing severe short-term financial hardship. 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. Parents may be asked to attend an interview to discuss their application. All information will be collected in line with the College Privacy Policy. Please contact SEDA College Finance via email at [finance@scv.vic.edu.au](mailto:finance@scv.vic.edu.au) for further information.

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 Admissions Manager before the withdrawal or cancellation date. The Admissions Manager can be contacted via email at [admissions@scv.vic.edu.au](mailto:admissions@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 Statement of Student Fees.

#### **Planned absences**

No discounts or concessions will be granted for any intentional or planned absences during the year. This includes, but is not limited to, holidays that extend beyond the gazetted Victorian school and public holidays and external activities that result in extended absences from the College.

#### **Removal of a student**

The Principal is authorised at any time to refuse to permit a student to continue as a student at the College. If, at the discretion of the Principal, it is desirable and in the interest of the College that a student should be removed from the School, the Principal may notify the parents/guardians to that effect, remove the student's name from the attendance roll and exclude them from further attendance at the College. The parents/guardians will be liable for all tuition fees and other fees and charges up to the day before the student's removal from the College.

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## 5. Referenced Documents

This Policy is to be read in conjunction with other related school policies, procedures, and legislation. These include:

SEDA College (Victoria) Documents:

- Enrolment Agreement
- Statement of Student Fees
- Acknowledgement of Student Fees

SEDA College (Victoria) Policies and Procedures:

- Student Enrolment Policy
- Privacy Policy

## 6. 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.
V6	16/10/2023	16/10/2023	Reviewed, no changes required.
V7 (as above)	12/09/2024	12/09/2024	Updated to new letterhead. Revision of policy re Payment options, payment plans and late fees. Further clarification to bursary assistance eligibility. Updated title from Registrar to Admissions Manager.

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