

## STUDENT FEES POLICY

<b>Date Approved:</b>	22/11/2018
<b>Date Effective:</b>	22/11/2018
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<b>Policy Category:</b>	Resourcing and Finances
<b>Policy Owner:</b>	Principal

### 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 SA (‘SCSA’ or ‘the College’) 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 \$600 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 \$600 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 Admissions Coordinator in writing prior to the 30<sup>th</sup> November pre-commencement of the new school year.

## New Students

Upon receipt of a completed 'Admission Form' confirming a student's enrolment at SCSA, 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. 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 Admissions Coordinator in writing prior to the 30<sup>th</sup> November pre-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 7 monthly payments, commencing in February of the school year;
- In 16 twice monthly payments, commencing in February 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 SCSA Finance by the due date. Payment Plans from previous years will carry forward, unless confirmed directly with Finance Officer.

All accounts are to be paid in full by 31 August 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 31 October 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 SCSA Finance on the dates set out on the relevant 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 SCSA Finance by email: [finance@sedacollege.sa.edu.au](mailto:finance@sedacollege.sa.edu.au) or phone the College on (08) 8330 4096 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.

Should the need arise, Debt Collection Services may be instructed to collect arrears and outstanding monies. Further information pertaining to Debt Collection Services can be located in the Debt Collection Policy.

## **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**

SCSA 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 available to students who have a financial need in the form of a low family income.

To be eligible for concession, a valid means-tested concession card detailing the student's name is required for the student to be eligible to apply for a Concession Discount. The concession card needs to be valid on the census date of 28 February in the relevant school year.

*Please note that Concession Discounts are not guaranteed.* Each individual application is subject to meeting all requirements and are subject to approval by the Principal. Further, concession cannot be backdated and must be applied for prior to the commencement of the school year.

Parents applying for a Concession Discount must send a copy of the eligible concession card, to SCSA Finance via email at [finance@sedacollege.sa.edu.au](mailto:finance@sedacollege.sa.edu.au). Upon receipt of valid evidence, an application form is sent to the family for completion.

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 SCSA Finance via email at [finance@sedacollege.sa.edu.au](mailto:finance@sedacollege.sa.edu.au) or phone (08) 8330 4096.

## 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 requested by emailing: [finance@sedacollege.sa.edu.au](mailto:finance@sedacollege.sa.edu.au).

Families 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 Principal before the withdrawal or cancellation date.

The Admissions Coordinator can be contacted via email at:

[monicab@sedacollege.sa.edu.au](mailto:monicab@sedacollege.sa.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.

## Referenced Documents

- Statement of Student Fees
- Students Fees Payment Options
- Bursary Assistance Application
- SBAT Payment of Fees Application Form

## Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
V1.0	Principal	22/11/2018	22/11/2018	Initial Implementation
V1.1	Principal	04/09/2020	04/09/2020	Minor amendments. Formatting
V1.2	Principal	19/01/21	19/01/2021	Minor formatting & SCSA Branding
V1.3	Principal	15/03/2022	16/03/2022	Review and changes regarding payments and process

## Appendix 1 – Schedule of Student Fees

### Year 11 and Year 12 Student Fees

The Student Fees for the Programs are set out in the ‘*Statement of Student Fees*’.

Copies of the Statement of Student Fees can be obtained by contacting [finance@sedacollege.sa.edu.au](mailto:finance@sedacollege.sa.edu.au).

Student Fees will be debited prior to the commencement of the school year, inclusive of the (Re) Enrolment Fee of \$1,200.

### Withdrawal Charges

Notice in writing must be given to the Principal 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 Principal can be contacted via email at [matthewd@sedacollege.sa.edu.au](mailto:matthewd@sedacollege.sa.edu.au).

\* The student’s notebook must be returned, or additional charges will apply. Please contact SCSA Finance on (08) 8330 4096 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.

### SBAT Payment Application Forms

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.

An application form must be completed by the student in order to authorise this payment and returned to SCSA Finance via email at [finance@sedacollege.sa.edu.au](mailto:finance@sedacollege.sa.edu.au)