

Fees Policy

1. PURPOSE

This policy establishes how fees are managed within Bayside Christian College (the **"College"**) in accordance with the applicable College policies and terms that form the Enrolment Agreement. This policy is designed to complement the Terms of Enrolment and Enrolment Policy and provide further clarity on the management of fees at the College. To the extent of any inconsistencies between this policy and the Terms of Enrolment and Enrolment Policy, the provisions in the Terms of Enrolment and Enrolment Policy would prevail.

2. SCOPE

This policy applies to all parents, carers, guardians, persons and agencies responsible for the payment of fees, levies and charges to the College.

3. FEES, LEVIES & CHARGES

Fees, levies and charges are set by the Board of the College on an annual basis and are detailed in the annual Schedule of Fees & Charges which is published in Term 4 for the following College year and is available on the College's website.

Fees, charges and levies are made up of the following: -

3.1. ELC (Early Learning Centre) Fees

3.1.1. The ELC Program at the College participates in the Victorian Government Free ELC Program. As part of this program, ELC fees will only be charged for ELC hours that are above those covered by the free ELC funding. These hours may vary according to State Government provisions.

3.1.2. ELC is limited to 3-year-old and 4-year-old enrolments. Any applicable ELC fees are charged annually, are all inclusive and do not incur other fees or levies. Additional Government subsidies may apply (see Section 9 'Government Funding' for further details).

A proportion of funds raised, or fees collected by the College, may be applied to the conduct of the College's Early Learning Centre.

3.2. Annual Tuition Fees (Prep to Year 12)

Tuition fees are charged according to the specific year level of each child. Tuition fees are inclusive of the core cost of tuition, excursions and camps for your child, and many materials, texts and other costs.

3.2.1. Tuition Fees do not include interstate and overseas trips, specific subject levies (see section 3.5) and other non-curricular activities, which will be charged separately (see Section 3.8 for further details).

3.2.2. Tuition Fees are charged in full irrespective of whether or not a Student participates in College activities and will not be credited or refunded due to non-attendance at College events.

3.3. Building Levy

This levy is an annual fee charged per family. It is used to assist with the maintenance and future development of grounds and facilities.

3.4. Tech Levy

This levy is a per Student charge which applies to all students to cover device rental fees, insurance and license costs associated with College used software and applications.

3.5. Subject Levies

Applicable for certain high-cost secondary subjects which may be selected by students. If a Student is enrolled in a levied subject, the charge will be added to the Annual Fee Statement in term one and an updated statement sent to the family.

3.6. VET Fees

- 3.6.1.** All VET course fee (including the costs of materials) are set by the RTO provider. These fees are invoiced separately to school fees when enrolments are confirmed at census date at the end of February. The invoices are due to be paid in full by 31 March each year. (No early payment discounts or payment plans are available for VET fees).
- 3.6.2.** All withdrawals need to be communicated in writing to the VET Coordinator before the census date at the end of February. Some VET courses may incur an administration fee for withdrawal before the census date. Any withdrawals after the census date will incur payment of full fees (regardless of progress), even if prior to the payment due date.
- 3.6.3.** VCE students enrolling in an external VET course will receive a subsidy upon successful completion of their course. To receive the subsidy, students must complete their course as an enrolled student at Bayside Christian College.

3.7. Bus Travel & Bus Fees

- 3.7.1.** The College provides bus services to families. As numbers are limited, positions are designated through an application process.
- 3.7.2.** Bus fees are listed on the Schedule of Fees & Charges and are charged per student per year and will be added to accounts during term 1.
- 3.7.3.** Families may be eligible for Conveyance Allowance (see Section 7, 'Government Funding' for further details).

3.8. Elective Trips

- 3.8.1.** Secondary students may be given the opportunity to attend planned elective trips, including optional trips within Victoria, interstate or overseas trips. The cost of such a trip is in addition to annual fees, levies and charges.
- 3.8.2.** The Year 10 Central Australia trip is considered an elective trip even though it is the only camp offered in year 10 and is partly subsidised by tuition fees and charges. It is not a compulsory camp and incurs additional fees because of the additional length of time and costs involved in the trip.
- 3.8.3.** The College reserves the right to refuse a Student from attending elective trips if their fee account is unpaid or in arrears.
- 3.8.4.** Payment of the trip must be made in full by the specified due date, prior to departure.
- 3.8.5.** Failure to make full payment for the trip by the specified due date, may result in the Student being excluded from the trip.
- 3.8.6.** Any costs incurred by the College due to a withdrawal from an elective trip will be payable in full by the family.

3.9. Medical Expenses

Should it be necessary for the College to incur costs in relation to a medical emergency pertaining to a Student, these additional costs will be billed to the family. These costs could include but are not limited to ambulance transport, doctors' accounts or medication expenses.

3.10. Damages, Repairs & Replacements

- 3.10.1.** The cost of repair or replacement of property (including student cards) arising from loss or damage caused by a Student whether wilfully or accidentally will be billed to the family. In cases of wilful damage, other consequences in accordance with student behaviour management policies may apply.
- 3.10.2.** Items of value that are brought to College or College events are the responsibility of the Student; the College will not take responsibility for any loss or damage.

4. ISSUE OF FEE STATEMENTS

- 4.1.** An annual account of all fees, levies and charges will be sent via email to families in November of the previous year. The Annual Schedule of Fees & Charges will be published prior to term 4 of the previous year.
- 4.2.** Subject to clause 4.3, students commencing enrolment later in the College year will be issued fees, levies and charges on a pro-rata basis from the date of commencement.
- 4.3.** The technology levy and building levy amounts will not be subject to pro-rata and will apply in full, regardless of the date of commencement.
- 4.4.** Updated fee statements may be issued periodically by the College or upon request.

5. CONTRACTUAL OBLIGATIONS

- 5.1.** By proceeding with a new enrolment and continuing with an ongoing enrolment, the Applicant has entered into a contract with the College and as such is legally bound to meet all fee obligations.
- 5.2.** When two Applicants sign the Enrolment Agreement, they become jointly and severally liable for all fees, levies and charges, including any late payment fees or debt recovery costs, incurred during the Student's enrolment at the College.
- 5.3.** The contractual obligation remains in place regardless of any change to marital status or living arrangements/circumstances and continues for the full term of enrolment and until all fees, levies and charges issued during the course of the enrolment, have been settled including any late payment fees and debt recovery fees, if applicable.
- 5.4.** In a situation where a Court Order has been issued in relation to the payment of College fees, the Court Order may override the initial joint and several liability of the parents/carers. It is the responsibility of the parents/carers to provide a copy of the final/sealed Court Order to the College prior to the College accepting any change to the existing arrangement.
- 5.5.** In a situation where the parents/carers/legal guardians have agreed between themselves to alter the default equal allocation of the liability for fees, levies and charges, it will be necessary for a Split Account Agreement to be completed and signed by each party. This Agreement will enable the parties to elect an allocation of fees by percentage or by a specific dollar amount to the individual parties. Only upon receipt of this Agreement signed by both parties, will the College accept any changes to the existing arrangement or issue separate invoices. **This is for administrative purposes only and does not alter the joint and several liability of each party.**

6. PAYMENT OF FEES

All of the stated options for payment of annual fees, levies and charges must be in place by no later than the December date specified in the Schedule of Fees & Charges, or within 14 days from commencement of enrolment.

- 6.1.** An enrolment will not be considered as finalised without the return of a completed Direct Debit Service Agreement Form.

- 6.2.** Payment by Direct Debit via bank account or credit card is the College's default payment option. Direct Debit instalments are available on a per-term, monthly or fortnightly basis.
- 6.3.** Annual fees, levies and charges may be paid upfront in one lump sum or in two bi-annual payments in advance. The payment/s must be made in full as per the due dates published in the Schedule of Fees & Charges (or within 14 days of commencement of enrolment). Upfront, lump sum payments may be eligible for a discount (see Section 8 'Discounts' for further details).
 - 6.3.1.** Failure to make a lump sum payment within the prescribed time stated above will result in the activation of the Direct Debit Service Agreement you signed upon enrolment. A Direct Debit instalment plan will be initiated.
- 6.4.** It is an expectation that all annual fees are paid in full by the end of September of the current year. Failure to pay fees in full each year may result in the student's enrolment at the College being terminated.

7. FEES DURING EXTENDED ABSENCES

- 7.1.** Fees and charges remain applicable during absences, whether this be due to illness, extended holidays or other reasons.
- 7.2.** In the instances of a prolonged absence due to illness lasting longer than one term, an application may be made to the Business Manager for a partial refund. Approval of such a request will be at the discretion of the Business Manager.

8. DISCOUNTS

A number of discounts are available to College families as follows:

- 8.1.** Sibling discounts are available to families with multiple children in attendance at the College. This discount is only applicable to the tuition portion of the fees.
- 8.2.** Subject to 8.2.1, should more than one family reside at the same address, the sibling discount can only be applied if the children are considered siblings or step-siblings as defined by the Family Court of Australia.
 - 8.2.1.** A sibling discount can only be applied once step-siblings are merged onto one family account and are under the same debtor account and payment arrangements.
- 8.3.** A lump sum payment discount may be available on the tuition portion of the fees as set out in the Schedule of Fees & Charges. This discount will only be granted on the following conditions:
 - 8.3.1.** The discount must be requested at the time of payment;
 - 8.3.2.** Discount percentages are impacted by the method of payment. To receive the full discount, payment must be made by cash or electronic transfer (as payments made by credit or debit cards incur bank fees, discounts will be reduced where payments are made by card/BPay);
 - 8.3.3.** The total account must be paid in full prior to the relevant due dates (or within 14 days of commencement of enrolment);
 - 8.3.4.** The account is not in arrears; and,
 - 8.3.5.** Fee assistance has not been provided.
- 8.4.** No discounts are available on ELC Fees.

9. GOVERNMENT FUNDING

- 9.1.** Camp, Sports & Excursion Funding (CSEF) is funding that is available from the Victorian Government for Primary and Secondary students for most families who hold a Centrelink Health Care Card, Pensioner Concession Card, or Veterans Affairs Gold Card, or who are Foster Parents. Further information regarding CSEF payments is provided to families each year.
 - 9.1.1.** CSEF must be used to offset the cost of camps, sports and excursions and therefore must be applied against the fee account for the Student.

- 9.1.2.** CSEF cannot be used for any other purpose, including being applied to an overseas trip, unless all annual fees have been paid in full.
- 9.2.** Travel Conveyance Allowance is Victorian Government funding provided to families who live more than 4.8km from the College by the nearest practicable route and are closer to Bayside Christian College than to another similar or 'like' College. The allowance is available for both private car and bus travel. Application Forms are made available to families each year.
- 9.2.1.** A new application must be completed when families change address or if they change from bus travel to car travel or vice versa.
- 9.2.2.** Eligibility is determined by the Department of Education.
- 9.3.** The '4-year-old ELC Health Care Card Subsidy' is available for students from the Victorian Government for most families who hold a Centrelink Health Care Card, Pensioner Concession Card, or Veterans Affairs Gold Card. Further information and a Subsidy Application Form will be sent to all 4-year-old ELC families early in the year. Families eligible for ELC Fees subsidy will not be charged for any unfunded ELC hours.
- 9.4.** All government funding is paid directly to the College. Once received, the payment(s) will be applied as a credit to the Applicant's Fees account. By accepting the enrolment, the Applicant authorises the credit of these payments to the Fees account.

10. ADMINISTRATION FEES

These fees are payable during the enrolment process and are non-refundable.

11. ENROLMENT BOND

Enrolment Bond payments are made prior to commencement in order to secure a Student's enrolment position at the College.

- 11.1** This bond will be refunded when the last child leaves the College, provided there are no outstanding fees, and a term's notice has been given in writing of the student's impending departure.

12. ARREARS, DISHONOUR FEES & LATE PAYMENTS

Due to the contractual obligations that have been entered into upon signing of the Enrolment Agreement, it is the responsibility of all families within the College to ensure payments are made on time and do not fall into arrears.

- 12.1.** Once an account is overdue by 60 days or more from the date of issue, a late payment fee of \$10 per month per \$1,000 or part thereof overdue, will be applied to the Fees account.
- 12.2.** Should it be necessary to alter or postpone a Direct Debit instalment, it is advisable to contact the Finance Department by 12pm on the day prior to payment processing. Once the Direct Debit information has been submitted to the bank on the afternoon prior to processing, it is not possible to make any changes.
- 12.3.** An administration fee will be applied to the Fees account for any dishonoured Direct Debit instalment. This administration fee covers the bank fee charged to the College as a result of the dishonoured payment.
- 12.4.** It is the responsibility of families to advise the Finance Department of circumstances hindering timely payment of Fees and to seek suitable alternative arrangements.
- 12.5.** The Business Manager is authorised to take such action deemed necessary to recover unpaid Fees or charges. All debt recovery fees and charges, including legal fees incurred, will become the responsibility of the account holder(s).

13. WITHDRAWAL OF ENROLMENT

- 13.1.** A minimum of one term's notice in writing must be provided to withdraw enrolment from the College. The notice must be given no later than one week prior to the end of the preceding term.

- 13.2.** A full term's fees are charged when less than one full term's notice is provided. If this notice is not given, a term's fees in lieu and any associated costs will be charged.
- 13.3.** If a Student is withdrawn at the insistence of the College, the Applicant is liable for all Fees and charges only up to the date of notification of the Student's enrolment at the College being terminated. A term's fees in lieu of notice will not apply.

14. PRIVACY

The College will not disclose any information in relation to the Fees Account or about the Account Holder to any other party other than for the purpose it was intended (managing the fees and payment of Fees), to comply with legislative obligations and subject to the College's Privacy Policy. The College's Privacy Policy is available on the College's website.

15. DEFINITIONS

- 15.1.** "Administration Fee" means the fee required to lodge an Expression of Interest form, as specified on the College's website and updated from time to time.
- 15.2.** "Applicant" means the person/s set out in the Enrolment Agreement being the Parents and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally as specified in the College's 'Enrolment Terms and Conditions'.
- 15.3.** "College" means Bayside Christian College.
- 15.4.** "Enrolment Agreement" means the Agreement comprised of the Enrolment Terms and Conditions, Enrolment Policy, Parent Code of Conduct, Student Code of Conduct, this Fees Policy, and other College policies by which the Applicant agrees to be bound.
- 15.5.** "Enrolment Bond" means the fixed amount payable prior to the Student's commencement, in order to secure the Student's enrolment, when a formal offer of enrolment is made.
- 15.6.** "Fees" means tuition fees, levies and any other applicable charges.
- 15.7.** "Business Manager" means the Business Manager of the College or the Business Manager's authorised representative.
- 15.8.** "Student" means the student named in the Enrolment Agreement as specified in the College's 'Enrolment Terms and Conditions'.