

## FEE POLICY

### Introduction and definitions

Student Fees and charges are a necessary source of revenue to supplement government grants received by the College. SEDA College is an independent non-government school and must generate a component of private income to fully fund its costs.

The College Council determines the fees and charges. 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. In 2020 the school fee will remain the same as in 2019.

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 completion of an Admission Form and from the date of issue of a statement, parents will be liable for a full year's Student Fees for each student.

The Student Fees set out in the Schedule of Fees cover:

- Tuition expenses
- Annual uniform allocation
- All compulsory incursions/excursions
- Coaching qualification costs
- First aid qualification costs
- Vocational qualification costs
- Compulsory Sport and Recreation camp costs
- Student insurance including while on work placement and at school
- New notebook computer
- One writing workbook in year 11
- Textbooks as needed for English and Maths courses
- Graduation dinner attendance for the student and two guests

Please note that charges for optional year 12 jerseys, additional guests at graduation, the Year 12 formal, optional excursions and programs are payable in addition to the Student Fees.

## Returning students

At the beginning of October each year parents of returning students will be invoiced for a Re-enrolment Fee of \$1,500 as part of the Student Fees. This fee is payable in two instalments; the first instalment of \$500 is payable by October 15 to confirm and secure the student's place for the following year. **The first \$500 of the fee contributes to uniform costs is non-refundable and non-transferable.**

The second instalment of \$1000 is payable by 15 November prior to commencement of 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 Principal in writing prior to the commencement of the new school year.

## New students

At the beginning of October each year parents of new students will be invoiced for an Enrolment Fee and laptop deposit of \$1,700 as part of the Student Fees. This fee is payable in two instalments; the first instalment of \$500 is payable by October 15 to confirm and secure the student's place for the following year. **The first \$500 of the fee contributes to uniform costs and is non-refundable and non-transferable.**

The second instalment of \$1,200 is payable by 15 November prior to commencement of 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 Principal in writing prior to the commencement of the new school year.

If enrolment is made later than October 1, then on receipt of a completed Admission Form confirming a student's enrolment at SEDA College, parents will be invoiced for an Initial Fee of \$1,700 as part of the Student Fees. This fee is payable **in full by 15 November** prior to commencement of the school year, **or within two weeks of the date of invoice** if invoiced later than November 1. **The first \$500 of the fee contributes to uniform costs and is non-refundable and non-transferable**

**All fees will be debited automatically on their due dates using the payment method nominated on the Payment of Student Fees and Plan Options Form.**

## Payment of Student Fees

The balance of the Student Fees, after the initial Fee, is payable by one of the following methods:

- In full by 15 December;
- In 9 monthly payments, commencing in January of the school year;
- In 19 fortnightly payments, commencing in January of the school year.

Each family's preferred payment option must be nominated on the Payment of Student Fees and Plan Options Form and returned to SEDA College Finance by the due date.

All accounts must 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.

### Payment options

Student Fees may be paid by:

- Credit Card (MasterCard or Visa, no processing fee applies); or
- Direct debit from the parents' nominated bank account
- Direct recurrent payment to the College from Centrelink or benefit payments.

**Payments are not be able to be made by direct deposit to the College from personal bank accounts.** Arrangements must be in place to make payment by one of the methods shown above.

Where Student Fees are paid on a Payment Plan, **a \$20 charge may be incurred in each circumstance where the direct debit payment is declined by the parents' bank, where direct payments are late, or where the credit card is declined.** If this occurs, the charge will be added to the parents' account.

In the event of a payment being declined, the College will re-attempt to process the payment for up to two weeks after the original due date. If the payment is not able to be processed successfully within this timeframe, the length of the nominated payment plan will be automatically extended to cover the missed payment. The College reserves the right to adjust the amount of payment plan amounts in the event of repeated non-payment.

## Unpaid Student Fees and Outstanding Accounts

Parents have a responsibility to notify the College if their circumstances change and payment of Student Fees becomes an issue.

If you need to advise that payment may be delayed or discuss alternative payment plans please contact SEDA College Finance by email on [finance@sedacollege.nsw.edu.au](mailto:finance@sedacollege.nsw.edu.au) or phone 02 9319 4287.

All fee accounts will be monitored and pursued by the College.

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 the uniform allocation from the student, or withdraw the student from extra-curricular activities and graduation until the 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.

## Invoices and Statements

Parents have a responsibility to check their statements regularly.

Fee Statements are made available on a monthly basis and are posted to the Finance section of the Parent Portal. In addition, these statements will be emailed to the responsible debtor to review. Any questions regarding fee statements should be directed to [finance@sedacollege.nsw.edu.au](mailto:finance@sedacollege.nsw.edu.au).

## Ad Hoc Charges

Occasionally, other optional charges are payable in addition to Student Fees. This can include, but is not limited to: jerseys, additional uniform items, excursion costs, graduation and formal tickets.

These items will be added to the student's fees account and charged at the time they are incurred via the same method nominated for Student Fees.

Cash payments are able to be made to the Finance Manager at the Redfern admin office; however, the intention to pay cash must be advised when the charge is accepted by the parent or student and payment must be received within 48 hours.

## Student Fees assistance

The College understands that circumstances change for some families, making it difficult for them to meet financial obligations. 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 of up to \$2,000 per year on Student Fees may be offered to students who have a financial need. A valid means-tested concession card detailing the student's name is required for the student to be eligible for a Concession Discount and the appropriate forms must be completed in advance. **Not all students will be able to access concession discounts.** These are assessed on a needs basis with the most disadvantaged students in a given year being given first preference. The award of a concession rate in one year does not guarantee the award of a concession in the second year at SEDA College.

**Please note that Concession Discounts are not 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 completed Fee Reduction Application Form, along with a copy of the eligible concession card and any other documents requested to SEDA College Finance in person at our office or via email at [office@sedacollege.nsw.edu.au](mailto:office@sedacollege.nsw.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.

### 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 **one term's notice in writing** before the withdrawal or cancellation date to avoid a withdrawal fee.

### Withdrawal Charges

When a student is to be withdrawn from the College, or if an enrolment is cancelled by the parents, they are required to give **one term's notice in writing** before the withdrawal or cancellation date to avoid a withdrawal fee.

Notice in writing must be given to the Principal for any student's withdrawal throughout the year or one term's Student Fees (one quarter of one year's full fee) will be charged or forfeited (as the case may be) in lieu of notice.

The student's notebook must be returned or additional charges will apply. Please contact SEDA College Finance on 02 9319 4287 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.

### Policy history

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
1.0	Principal	October 1, 2017	October 2017	
2.0	Principal	June 2018	June 2018	Updates to terms
3.0	Principal	March 2019	March 2019	Updates to terms

## Appendix 1 – Schedule of Student Fees for 2020

### Year 11 and Year 12 Student Fees

The Student Fees for the 2020 Programs are set out in the table below. Student Fees will be invoiced prior to the commencement of the school year, inclusive of the Initial Fee of \$1,500.

NEW STUDENTS IN 2019	DUE DATE	FULL FEE	FEE WITH CONCESSION
INITIAL DEPOSIT	15 October 2019	\$500	\$500
FINAL DEPOSIT including IT deposit*	15 November 2019	\$1,200	\$1,200
Balance of Student Fees	15 September 2020	\$4,200	\$2,200
<b>Total Student Fees Payable</b>		<b>\$5,900</b>	<b>\$3,900</b>

RETURNING STUDENTS IN 2020	DUE DATE	FULL FEE	FEE WITH CONCESSION
INITIAL DEPOSIT	15 October 2019	\$500	\$500
FINAL DEPOSIT	15 November 2019	\$1,000	\$1,000
Balance of Student Fees	15 September 2020	\$4,200	\$2,200
<b>Total Student Fees Payable</b>		<b>\$5,700</b>	<b>\$3,700</b>

FULL PAYMENT DISCOUNTS 2020	DUE DATE	FEE – Returning students	FEE – new students
INITIAL DEPOSIT	15 October 2019	\$500	\$500
FINAL DEPOSIT	15 November 2019	\$1000	\$1000
Balance of Student Fees including Refundable IT deposit* (only applies to new students)	15 December 2019	\$3,915	\$4,115
<b>Total Student Fees Payable</b>		<b>\$5,415</b>	<b>\$5,615</b>

\*The laptop (IT) deposit is returned to the family on successful completion of year 12, and only if, the College has not incurred extra costs in repairs which are not covered under insurance to the computer (such as damage caused by impact, carelessness, deliberate action or neglect) during the student's time at the College.

## 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 Initial Fee has been paid.

Monthly Payment Plan Dates	Amount	Concession amount
15/01/2020	\$466.67	\$244.45
15/02/2020	\$466.67	\$244.45
15/03/2020	\$466.67	\$244.45
15/04/2020	\$466.67	\$244.45
15/05/2020	\$466.67	\$244.45
15/06/2020	\$466.67	\$244.45
15/07/2020	\$466.67	\$244.45
15/08/2020	\$466.67	\$244.45
15/09/2020	\$466.64	\$244.45

Fortnightly Payment Dates	Amount	Concession amount
15/01/2020	\$221.05	\$142.11
29/01/2020	\$221.05	\$142.11
12/02/2020	\$221.05	\$142.11
26/02/2020	\$221.05	\$142.11
11/03/2020	\$221.05	\$142.11
25/03/2020	\$221.05	\$142.11
08/04/2020	\$221.05	\$142.11
22/04/2020	\$221.05	\$142.11
06/05/2020	\$221.05	\$142.11
20/05/2020	\$221.05	\$142.11
03/06/2020	\$221.05	\$142.11
17/06/2020	\$221.05	\$142.11
01/07/2020	\$221.05	\$142.11
15/07/2020	\$221.05	\$142.11
29/07/2020	\$221.05	\$142.11
12/08/2020	\$221.05	\$142.11
26/08/2020	\$221.05	\$142.11
09/09/2020	\$221.05	\$142.11
23/09/2020	\$221.10	\$142.02