

# SEDA COLLEGE NSW LTD

Fee Policy 2022

## Table of Contents

1. Definitions.....	1
2. Tuition Fees .....	1
2.1 Inclusions and Exclusions.....	1
2.2 Fee Agreement.....	2
3. Enrolment Acceptance Fee.....	2
4. Fee Payments .....	2
4.1 Deposits .....	2
4.2 Payment Plans.....	3
4.3 Payment Methods.....	3
4.4 Declined Payments .....	4
4.5 Outstanding Accounts.....	4
4.6 Payment Difficulties .....	4
5. Discounts .....	5
5.1 Sibling Discount.....	5
5.2 Up-Front Payment Discount .....	5
6. Ad Hoc / Optional Items and Related Costs .....	5
7. Student Fees Assistance .....	6
8. Invoices and Statements .....	6
9. Laptops .....	7
10. Withdrawal Policy .....	7
Appendix 1 – Schedule of Student Fees .....	9
Appendix 2 – Typical Payment Plan Schedules.....	10

## FEE POLICY

### 1. 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 has assumed responsibility for a student.

Parents assume responsibility for Student Fees and charges relating to a current, prospective or past student as indicated on the annual Fee Payment Authority.

### 2. Tuition Fees

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

A schedule of student fees can be found at Appendix 1 to this document.

Student fees are revised on an annual basis by the College Council and may be amended each year. Fees have been increased for new students in 2022. This is the first fee increase since 2017.

#### 2.1 Inclusions and Exclusions

The Student Fees set out in Appendix 1 include:

- Tuition expenses
- Full uniform allocation in Year 11
- Laptop computer to keep on graduation
- All compulsory incursions/excursions
- Coaching qualifications
- First aid qualifications
- Vocational qualifications
- Compulsory sport and recreation activities (may include camp)
- Insurance, including coverage for work placement and school sporting activities

- Textbooks as required for English and Maths
- Writing workbook in Year 11
- Graduation ceremony tickets for the student and two guests

## 2.2 Fee Agreement

Parents are required to complete a Fee Payment Authority prior to a student's enrolment being finalised. This document is Parents' formal agreement to pay a student's tuition.

The legal commitment to pay Student Fees rests jointly and severally with the Parents specifically named on the student's Fee Payment Authority, 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 that payment occurs.

All fee queries and, if necessary, legal action will be directed to the Parents listed on the Fee Payment Authority.

## 3. Enrolment Acceptance Fee

A non-refundable offer acceptance fee of \$200 is payable when accepting your child's offer to study at SEDA College.

Families experiencing financial hardship are invited to contact the Finance Team if payment of this fee will present difficulties.

## 4. Fee Payments

### 4.1 Deposits

Enrolment Deposit are payable prior the start of the school year to confirm and secure the student's place for the following year. These deposits form part of the total Student Fees and are payable in two instalments:

	<i>Instalment 1</i>	<i>Instalment 2</i>
<b>Due Date</b>	October 15	November 15
<b>New Students</b>	\$850	\$850
<b>Returning Students</b>	\$750	\$750

The first \$500 of Instalment 1 is non-refundable and non-transferable. It contributes towards uniform, laptop and other costs incurred for the student prior to the start of the school year.

Deposits for enrolments confirmed after 15 October will be payable in full within 14 days of the offer being accepted, or as otherwise agreed with the Finance Team.

## 4.2 Payment Plans

The balance of student fees is payable by one of the following methods:

- In full by 15 December (discount applies);
- In 9 monthly payments, commencing in January of the school year;
- In 19 fortnightly payments, commencing in January of the school year;
- In 38 weekly payments, commencing in January of the school year.

Please see Appendix 1 for sample default payment plan options and amounts.

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.

Any accounts not finalised by this date without prior agreement with the Finance Team may be sent to the College Debt Collector.

## 4.3 Payment Methods

Student Fees may be paid by:

- Credit card (Mastercard or Visa, no processing fee applies), or;
- Direct debit from a nominated bank account, or;
- Direct fortnightly payment to the College from Centrelink benefits.

All payments are direct debited automatically on their due dates using the payment method nominated by the family. A valid direct debit must be in effect at all times.

Please note that payments initiated by parents (ie. payment by bank transfer or BPAY) are **not** accepted.

Parents who elect to pay their school fees up front must also provide a valid payment method for the College to keep on file in the case of ad hoc charges.

#### 4.4 Declined Payments

All unpaid fee accounts will be monitored and pursued by the College. Declined payments will be re-attempted daily up to the date of the next scheduled payment. If the payment is not able to be processed successfully within this timeframe, the recurring amount or payment plan length may be adjusted by the Finance Team.

#### 4.5 Outstanding Accounts

In the event of repeated non-payment, the College reserves the right to adjust the length of a previously agreed payment plan without prior notice.

Accounts that remain unpaid once the student has exited the College without a previously agreed Payment Plan will be immediately forwarded to the College Debt Collector.

Please note that if Student Fees are not paid in accordance with an agreed payment plan and other arrangements have not been made, the College reserves the right to:

- Withdraw the student from extra-curricular activities, and/or;
- Withdraw the student from graduation activities, and/or;
- Forward the debt to the College Debt Collector, and/or;
- Suspend and/or terminate the student's enrolment.

#### 4.6 Payment Difficulties

The College understands that a family's financial circumstances can change during the course of a student's enrolment.

If your payment will be delayed or if you need to discuss alternative arrangements please contact the Finance Team as early as possible. There are a range of options to assist families experiencing hardship, but the Finance Team is unable to help unless Parents communicate the change in circumstances.

All conversations regarding finances are confidential and discreet and the Finance Team will be happy to assist.

## 5. Discounts

### 5.1 Sibling Discount

A 5% discount applies to the total Student Fees of the second and subsequent siblings who are enrolled at the College **at the same time**. It does not apply to the first family member or to students in receipt of any other fee reduction, concession, discount or SEDA College scholarship. Extended family members are not eligible for this discount (ie. cousins).

### 5.2 Up-Front Payment Discount

A discount is available for early payment of Student Fees. Accounts paid in full by the 15 December prior to the commencement of the school year will receive a discount of 5% of the total tuition fees payable.

## 6. Ad Hoc / Optional Items and Related Costs

Occasionally, other charges may be payable in addition to Student Fees. Any ad hoc charges passed on to Parents are for optional items that are not compulsory.

Any ad hoc charges are payable at the time they are incurred as the College will need to reimburse the supplier for the cost.

Parents will be notified by email prior to payment being processed for any charges that have not already been explicitly authorised.

Examples of ad hoc charges include, but are not limited to:

- Year 12 jerseys

- Additional EVET and other course enrolments not included in the curriculum
- Additional uniform items
- Optional local excursions
- Optional interstate excursions
- Extra Year 12 graduation tickets and Year 12 formal tickets

## 7. Student Fees Assistance

The College has a genuine desire to help families afford a quality education for their children and offers assistance to students who have a demonstrated financial need.

Fee Reductions are assessed and awarded on a needs-basis with the most disadvantaged students in a given year being given first preference.

To apply for a Fee Reduction, a family must submit the appropriate forms to the Finance Team. The application requires details of the family's structure and circumstances, as well as a declaration and substantiation of household income.

Parents applying for a Fee Reduction should email a copy of the completed Fee Reduction Application Form, and all other supporting documents requested to the Chief Operating Officer for confidential review at [finance@sedacollege.nsw.edu.au](mailto:finance@sedacollege.nsw.edu.au).

It is important to note that:

- **Not all students will be able to access financial assistance.**
- Fee Reductions are valid only for the current school year and a new application must be submitted at the commencement of each school year.
- The award of a concession rate in one year does not guarantee the award of a concession in the second year at SEDA College.
- Fee Reductions are not backdated and must be applied for prior to the commencement of the school year.

Please ensure you submit your application early as the College's fee reduction budget in a given year is limited and once the allocation is exhausted further discounts may not be available.

## 8. Invoices and Statements



Parents have a responsibility to check their statements regularly.

Fee Statements are made available on a monthly basis and are posted onto the Finance section of the Parent Portal. In addition, these statements will be emailed to the primary debtor to review.

Any questions regarding fee statements should be directed to [finance@sedacollege.nsw.edu.au](mailto:finance@sedacollege.nsw.edu.au).

## 9. Laptops

Each student is issued with a SEDA College laptop at the commencement of their studies, which is theirs to keep upon graduation.

If a student withdraws from the College prior to the successful completion of Year 12, the laptop and charger must be returned to the College in good working order prior to the student's withdrawal being finalised.

Should a student withdraw from the College and not return College's laptop, a charge of \$500 will be added to the student's fees account which is payable with the student's final fee settlement. The cost of any missing accessories will be added to the student's fees account.

The cost of any non-warranty repairs or replacement accessories, such as chargers, incurred by the College during the course of a student's studies will be added to the student's fee account.

## 10. Withdrawal Policy

This section covers when students are to be withdrawn from the College or if an enrolment is cancelled by the Parents.

After the commencement of the school year, Parents are required to provide **one term's notice in writing**. The written notice must be in the form of a signed Student Withdrawal Form provided to the Principal. Verbal or email correspondence is not accepted as a formal notification of withdrawal.

If one term's notice is not provided, a penalty of 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 laptop must also be returned on withdrawal or additional charges will apply.

## Appendix 1 – Schedule of Student Fees

Student fees are revised on an annual basis by the College Council and may be amended each year.

Fees have been increased for new students in 2022. This is the first fee increase since 2017.

<b>2022 FEE SCHEDULE</b> BY PAYMENT PLAN	<i>DUE DATE</i>	<i>NEW</i> <i>STUDENTS IN</i> <i>2022</i>	<i>RETURNING</i> <i>STUDENTS IN</i> <i>2022</i>
DEPOSIT – 1 <sup>ST</sup> INSTALMENT	15 October 2021	\$850	\$750
DEPOSIT – 2 <sup>ND</sup> INSTALMENT	15 November 2021	\$850	\$750
Balance of Student Fees	2022 Payment Plan	\$4,400	\$4,200
<b>Total Student Fees Payable</b>		<b>\$6,100</b>	<b>\$5,700</b>

<b>2022 FEE SCHEDULE</b> ADVANCE PAYMENT INCL. 5% DISCOUNT	<i>DUE DATE</i>	<i>NEW</i> <i>STUDENTS IN</i> <i>2022</i>	<i>RETURNING</i> <i>STUDENTS IN</i> <i>2022</i>
DEPOSIT – 1 <sup>ST</sup> INSTALMENT	15 October 2021	\$850	\$750
DEPOSIT – 2 <sup>ND</sup> INSTALMENT	15 November 2021	\$850	\$750
Balance of Student Fees	15 December 2021	\$4,095	\$3,915
<b>Total Student Fees Payable</b>		<b>\$5,795</b>	<b>\$5,415</b>

## Appendix 2 – Typical Payment Plan Schedules

Payment plans are available on a monthly, fortnightly or weekly basis and commence on January 15<sup>th</sup> each year.

The tables below set out the default dates and default payment amounts.

Monthly Schedule	NEW STUDENTS IN 2022	RETURNING STUDENTS IN 2022
15/01/2022	\$488.89	\$466.67
15/02/2022	\$488.89	\$466.67
15/03/2022	\$488.89	\$466.67
15/04/2022	\$488.89	\$466.67
15/05/2022	\$488.89	\$466.67
15/06/2022	\$488.89	\$466.67
15/07/2022	\$488.89	\$466.67
15/08/2022	\$488.89	\$466.67
15/09/2022	\$488.88	\$466.64
<b>Total</b>	<b>\$4,400.00</b>	<b>\$4,200.00</b>

Fortnightly Schedule	NEW STUDENTS IN 2022	RETURNING STUDENTS IN 2022
15/01/2022	\$231.58	\$221.05
29/01/2022	\$231.58	\$221.05
12/02/2022	\$231.58	\$221.05
26/02/2022	\$231.58	\$221.05
11/03/2022	\$231.58	\$221.05
25/03/2022	\$231.58	\$221.05
08/04/2022	\$231.58	\$221.05
22/04/2022	\$231.58	\$221.05
06/05/2022	\$231.58	\$221.05
20/05/2022	\$231.58	\$221.05
03/06/2022	\$231.58	\$221.05
17/06/2022	\$231.58	\$221.05
01/07/2022	\$231.58	\$221.05
15/07/2022	\$231.58	\$221.05
29/07/2022	\$231.58	\$221.05
12/08/2022	\$231.58	\$221.05
26/08/2022	\$231.58	\$221.05
09/09/2022	\$231.58	\$221.05
23/09/2022	\$231.56	\$221.05
<b>Total:</b>	<b>\$4,400.00</b>	<b>\$4,200.00</b>

<b>Weekly Schedule</b>	<b>NEW STUDENTS IN 2022</b>	<b>RETURNING STUDENTS IN 2022</b>
15/01/2022	\$115.79	\$110.53
22/01/2022	\$115.79	\$110.53
29/01/2022	\$115.79	\$110.53
05/02/2022	\$115.79	\$110.53
12/02/2022	\$115.79	\$110.53
19/02/2022	\$115.79	\$110.53
26/02/2022	\$115.79	\$110.53
05/03/2022	\$115.79	\$110.53
12/03/2022	\$115.79	\$110.53
19/03/2021	\$115.79	\$110.53
26/03/2021	\$115.79	\$110.53
02/04/2021	\$115.79	\$110.53
09/04/2021	\$115.79	\$110.53
16/04/2021	\$115.79	\$110.53
23/04/2021	\$115.79	\$110.53
30/04/2021	\$115.79	\$110.53
07/05/2021	\$115.79	\$110.53
14/05/2021	\$115.79	\$110.53
21/05/2021	\$115.79	\$110.53
28/05/2021	\$115.79	\$110.53
04/06/2021	\$115.79	\$110.53
11/06/2021	\$115.79	\$110.53
18/06/2021	\$115.79	\$110.53
25/06/2021	\$115.79	\$110.53
02/07/2021	\$115.79	\$110.53
09/07/2021	\$115.79	\$110.53
16/07/2021	\$115.79	\$110.53
23/07/2021	\$115.79	\$110.53
30/07/2021	\$115.79	\$110.53
06/08/2021	\$115.79	\$110.53
13/08/2021	\$115.79	\$110.53
20/08/2021	\$115.79	\$110.53
27/08/2021	\$115.79	\$110.53
03/09/2021	\$115.79	\$110.53
10/09/2021	\$115.79	\$110.53
17/09/2021	\$115.79	\$110.53
24/09/2021	\$115.79	\$110.53
01/10/2021	\$115.77	\$110.53
<b>Total</b>	<b>\$4,400.00</b>	<b>\$4,200.00</b>

### ***Policy History***

<b>Version</b>	<b>Editor</b>	<b>Approval Date</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
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
4.0	Finance Mgr	20 May 2020	Sept 2020	Updates to terms
5.0	COO	19 Feb 2021	1 Jan 2022	Updates to terms and fees
6.0	COO	26 Apr 2021	1 Jan 2022	Correction to returning student deposits