

SEDA COLLEGE NSW LTD

Fee Policy 2023

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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.

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 an Admissions Form prior to a student's enrolment being finalised. The Admissions Form contains a Parents' formal agreement to pay their child's tuition.

The legal commitment to pay Student Fees rests jointly and severally with the Parents specifically named on the student's Admissions Form, 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 Admissions Form.

3. Enrolment Acceptance Fee

A non-refundable offer acceptance fee of \$200 is payable when accepting an offer to study at SEDA College NSW.

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 Deposits 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>
Due October 15	Due November 15
\$850	\$850

The first \$500 of Instalment 1 is non-refundable and non-transferable. This non-refundable amount contributes towards uniform, laptop and other costs incurred on the student’s behalf when an enrolment is accepted prior to the start of the school year. **No exceptions are able to be made to this policy.**

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);
- By equal monthly payments, generally commencing in January;
- By equal fortnightly payments, generally commencing in January;
- By equal weekly payments, generally commencing in January.

Please see Appendix 1 for sample default payment plans.

All fee 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

The College is unable to accept payment by direct deposit, bank transfer or BPAY.
No exceptions are able to be made to this policy.

Student fees may be paid by one of these three options:

- Direct debit to a credit card (Mastercard or Visa, surcharge applies), or;

- Direct debit from a nominated bank account (no surcharge), or;
- Direct fortnightly payment to the College from Centrelink benefits.

A valid direct debit must be in effect at all times.

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

The College incurs fees when payments are not honoured. In the event of repeated non-payment, the College reserves the right to pass these costs onto a Parent's fee account.

All unpaid fee accounts will be monitored and pursued by the College. Missed payments must be caught up by the Parents in a timely manner.

4.5 Outstanding Accounts

Accounts that remain unpaid once a student has exited the College will be forwarded to the College Debt Collector, unless an extended payment plan has been arranged with the Finance Team and payments are made as agreed.

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 their change in circumstances.

The Finance Team is happy to assist and all conversations regarding fees are confidential and discreet

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**.

This discount 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.

This discount is not able to be extended to families who enrol and pay in full after 15 December.

6. Ad Hoc / Optional Items and Related Costs

Occasionally, other charges may be payable in addition to Student Fees. These are for optional items that are not compulsory and have been requested by either the student or Parent.

Any ad hoc charges are payable within 7 days. Parents will be sent a payment request by email for all ad hoc costs and must arrange prompt payment via the link in the email.

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.

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.
- 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 a not-for-profit, 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 will be issued with invoices (“payment requests”) by email prior to their due date.

Parents have a responsibility to check their fee statements regularly. Statements can be generated in the Sentral Parent Portal on ad hoc basis.

Any questions regarding invoices, payments or fee statements should be directed to 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 fee account which is payable with the student’s final fee settlement. The cost of any missing accessories will be added to the student’s fee 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.

If a student’s laptop sustains non-warranty damage beyond economical repair and a new laptop must be issued, the family is liable for the cost of the replacement. A fee of \$500 will be charged 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.

The date of notification is considered to be the date the form is received by the College.

If one term's notice is not provided, in lieu of notice a penalty of one term's Student Fees (1/4 of 1 year's full fee) will be charged or forfeited. This amount is a genuine pre-estimate by the College of the loss that it would suffer if the required notice is not provided.

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.

BY PAYMENT PLAN		
2023 FEE SCHEDULE	DUE DATE	TUITION FEES
DEPOSIT – 1 ST INSTALMENT	15 October 2022	\$850
DEPOSIT – 2 ND INSTALMENT	15 November 2022	\$850
Balance of Student Fees	2023 Payment Plan	\$4,400
Total Student Fees Payable		\$6,100

UP-FRONT PAYMENT INCL. 5% DISCOUNT		
2023 FEE SCHEDULE	DUE DATE	TUITION FEES
DEPOSIT – 1 ST INSTALMENT	15 October 2022	\$850
DEPOSIT – 2 ND INSTALMENT	15 November 2022	\$850
Balance of Student Fees	15 December 2022	\$4,095
Total Student Fees Payable		\$5,795

Appendix 2 – Typical Payment Plan Schedules

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

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

Monthly Schedule	PAYMENT AMOUNT
15/01/2023	\$488.89
15/02/2023	\$488.89
15/03/2023	\$488.89
15/04/2023	\$488.89
15/05/2023	\$488.89
15/06/2023	\$488.89
15/07/2023	\$488.89
15/08/2023	\$488.89
15/09/2023	\$488.88
Total:	\$4,400.00

Fortnightly Schedule	PAYMENT AMOUNT
13/01/2023	\$231.58
27/01/2023	\$231.58
10/02/2023	\$231.58
24/02/2023	\$231.58
10/03/2023	\$231.58
24/03/2023	\$231.58
7/04/2023	\$231.58
21/04/2023	\$231.58
5/05/2023	\$231.58
19/05/2023	\$231.58
2/06/2023	\$231.58
16/06/2023	\$231.58
30/06/2023	\$231.58
14/07/2023	\$231.58
28/07/2023	\$231.58
11/08/2023	\$231.58
25/08/2023	\$231.58
8/09/2023	\$231.58
22/09/2023	\$231.56
Total:	\$4,400.00

Weekly Schedule	PAYMENT AMOUNT
13/01/2023	\$115.79
20/01/2023	\$115.79
27/01/2023	\$115.79
3/02/2023	\$115.79
10/02/2023	\$115.79
17/02/2023	\$115.79
24/02/2023	\$115.79
3/03/2023	\$115.79
10/03/2023	\$115.79
17/03/2023	\$115.79
24/03/2023	\$115.79
31/03/2023	\$115.79
7/04/2023	\$115.79
14/04/2023	\$115.79
21/04/2023	\$115.79
28/04/2023	\$115.79
5/05/2023	\$115.79
12/05/2023	\$115.79
19/05/2023	\$115.79

Weekly Schedule	PAYMENT AMOUNT
26/05/2023	\$115.79
2/06/2023	\$115.79
9/06/2023	\$115.79
16/06/2023	\$115.79
23/06/2023	\$115.79
30/06/2023	\$115.79
7/07/2023	\$115.79
14/07/2023	\$115.79
21/07/2023	\$115.79
28/07/2023	\$115.79
4/08/2023	\$115.79
11/08/2023	\$115.79
18/08/2023	\$115.79
25/08/2023	\$115.79
1/09/2023	\$115.79
8/09/2023	\$115.79
15/09/2023	\$115.79
22/09/2023	\$115.79
29/09/2023	\$115.77
Total	\$4,400.00

Policy History

Version	Editor	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
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
7.0	COO			Updates to terms