



# The Academy School Student Fees Policy

## Rationale

As an independent, non-government school, the school collects student fees to help fund its costs. The School Board sets the fees and charges for each school year.

## Aims

To set out a clear policy and procedures of concerning student fees, charges and refunds.

## Definitions

**Agreed Payment Plan** means the payment plan set out in Appendix 2 to this Policy.

**Debt Collector** means any external debt collection agency appointed by the school from time to time.

**Enrolment Form** means the student enrolment form prescribed by the school as amended from time to time.

**New Student Enrolment Fee** means the amount of \$1,000.00.

**Returning Student Enrolment Fee** means the amount of \$250.00.

**Student Fees Account** means the account used to manage the invoicing and payment of a student's fees.

## Statement of policy

### Student fees

Responsibility for the payment of student fees rests with the parents/guardians named on the Enrolment Form and the Student Fees Account. If a third party is paying the student fees, it remains the parents/guardian's responsibility to ensure payment occurs when due. All queries and actions in relation to student fees will be directed to the parents/guardians.

Upon acceptance of enrolment and completion of an enrolment form, parents/guardians will be liable for a full year's student fees in accordance with this Policy.

*See Appendix 1 – 2019 Fee Schedule*

### Enrolment form

New students (and their parents/guardians) must complete, sign and return the Enrolment Form by 31 January of the year of their enrolment.

Returning students (and their parents/guardians) must complete, sign and return the Enrolment Form by 31 January of the year of their enrolment.

### New students

For approved new students:

- the new student will receive a letter of offer confirming their enrolment at the school
- the new student's parents/guardians will receive a tax invoice for the New Student Enrolment Fee

Payment of the New Student Enrolment Fee will be deducted from the total student fees charged for the new school year. The New Student Enrolment Fee is non-refundable and non-transferable.



## Returning students

For approved returning students, the returning student's parents/guardians will receive a tax invoice for the Returning Student Enrolment Fee.

Payment of the Returning Student Enrolment Fee will be deducted from the total student fees charged for the new school year. The New Student Enrolment Fee is non-refundable and non-transferable.

## Payment of student fees

For all students (new and returning), their parents/guardians will be invoiced for the balance of the student fees before the commencement of the school year.

The balance of the student fees will be payable by the student's parents/guardians by one of the following options:

**Option 1:** Pay the balance in full by 31 January of the school year, attracting an early payment discount of 5% of the Non-Accredited and Materials fees payable for that school year; or

**Option 2:** Pay the balance in instalments in accordance with the Agreed Payment Plan by way of direct debit through debit finance company Pay Advantage. In this case, if they have not done so previously, the student's parents/guardians must agree to Pay Advantage's terms and conditions (by signing the relevant direct debit authority form/s) and acknowledges that they are liable for any additional fees charged by Pay Advantage in relation to their direct debit authority. For Pay Advantage's terms and conditions, please visit [www.PayAdvantage.com.au](http://www.PayAdvantage.com.au).

*See Appendix 2 – Payment Plan Options*

## Unpaid fees

If at any time a student's fees (or any part of it) becomes overdue as per the relevant tax invoice or are otherwise not paid in accordance with an Agreed Payment Plan, the school may without notice and in its sole discretion do any of the following:

- discontinue training for that student;
- withhold results and/or certificates from that student;
- determine that that student will not be able to commence a new term;
- accrue interest on the full balance of the unpaid amount from the due date until it is paid at the rate for the time being fixed under section 2 of the *Penalty Interest Rates Act 1983 (Vic)*; or
- refer the full balance of the unpaid amount to the Debt Collector (in that case, the parents/guardians will be liable to reimburse the school for any costs or expenses incurred by it, including legal costs on an indemnity basis).

Notwithstanding the above:

- the school may without notice and in its sole discretion take any such steps (including legal action) deemed necessary to recover any unpaid amounts owing to the school;
- the school may in its sole discretion set up a different payment plan to the Agreed Payment Plan for all or part of a student's unpaid fees, if that student and his/her parents/guardians can demonstrate that financial hardship and/or extenuating circumstances is/are the cause of the non-payment.

Any agreement or failure by the school not to strictly enforce its terms of payment in relation to amounts owing to the school, or any agreement to defer payment of an amount owing to the school, will not operate as a waiver of the school's rights under this Policy in relation to such amount.



## Enrolment cancellation

All parents/guardians of a student must provide written notice to the school to cancel the student's enrolment. The school will respond to confirm the cancellation and advise the student's exit date which (unless the school advises otherwise) will be the date that written notice is received by the school. The parents/guardians shall be liable for all the student's unpaid fees and charges up to and including the student's exit date, and (if the student has already commenced a term during a school year at the time of the parents/guardians' written notice) shall be liable for all fees and charges payable for that whole term.

The full list of cancellation fees is in Appendix 3. As stated in Appendix 3, The Academy board can be contacted at [enrolment@theacademy.com.au](mailto:enrolment@theacademy.com.au)

*See Appendix 3 – Cancellation Fees*

## Concession discount

A Concession Discount on Student Fees is 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. The concession card needs to be valid on the census date in February of the relevant school year and be eligible for the Victorian Government Education Department's Camps, Sports and Excursions Fund (CSEF) funding to access this discount. Please note that Concession Discounts are not backdated and must be applied for prior to the commencement of the school year.

For more information regarding the eligibility of concession cards for CSEF please contact the office or visit the CSEF website at <http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>.

Parents applying for a Concession Discount must send a copy of the completed CSEF Application Form, along with a copy of the eligible concession card, to the school via email at [enrolment@theacademy.com.au](mailto:enrolment@theacademy.com.au). A copy of the CSEF form is available at the office.

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

## Scholarships and bursaries

The school may offer scholarships or bursaries to families experiencing financial difficulties. Scholarship and bursary opportunities are published on the website.

## Related documents

Admissions Policy

Complaints and Grievance Policy

Enrolment Form

Privacy Policy

### Document Control

Title	The Academy School Student Fees Policy
Version	1
Date approved	27 May 2019
Approved by	School Board
Review date	1 December 2020



# The Academy School - Student Fees Policy

## Appendix 1 – 2020 Fee Schedule

The Academy Student Fees are outlined below for 2020. Student fees will be invoiced before the commencement of the school year. Please note that charges for optional camps, excursions and programs are payable in addition to the Student Fees.

<b>THE ACADEMY YEAR 1</b>			
<b>Category</b>	<b>Description</b>	<b>Concession Fee Student</b>	<b>Full Fee Student</b>
<b>Tuition Fee</b>	Victorian Certificate of Applied Learning (Intermediate) Certificate II in Community Services	\$595.00	\$2,450.00
<b>Materials, Equipment and Administration Fees</b>	Including learning materials and resources, GPS License, Windy Hill Fitness membership, some excursions and incursions.		
<b>Non-Accredited training</b>	The Academy High Performance Program (Compulsory)	\$4,400.00 (inclusive of GST)	\$4,400.00 (inclusive of GST)
<b>Total</b>		<b>\$4,995.00</b> (inclusive of GST)	<b>\$6,850.00</b> (inclusive of GST)



## THE ACADEMY YEAR 2

<b>Category</b>	<b>Description</b>	<b>Concession Fee Student</b>	<b>Full Fee Student</b>
<b>Tuition Fee</b>	Victorian Certificate of Applied Learning (Senior) Certificate IV in Tertiary Preparation	\$595.00	\$2,450.00
<b>Materials, Equipment and Administration Fees</b>	Including learning resources and materials, GPS License, Windy Hill Fitness membership, some excursions and incursions.		
<b>Non-Accredited training</b>	The Academy High Performance Program (Compulsory)	\$4,400.00 (inclusive of GST)	\$4,400.00 (inclusive of GST)
<b>Total</b>		<b>\$4,995.00</b> (inclusive of GST)	<b>\$6,850.00</b> (inclusive of GST)



# The Academy School - Student Fees Policy

## Appendix 2 – Payment Plan Options

See payment schedules below processed by our finance company Pay Advantage. For their terms and conditions, please visit [www.PayAdvantage.com.au](http://www.PayAdvantage.com.au)

### Concession Rate

These figures are indicative and may vary according to the individual enrolment type.

Note: New Year 12 students will incur a \$1,000 enrolment fee

Payment Plan 1 – Year 11	
Concession	
	The Academy
<b>Enrolment Fee</b>	
<b>Pre 20/01/2020</b>	<b>\$1,000.00</b>
20/01/2020	\$ 365.00
17/02/2020	\$ 363.00
23/03/2020	\$ 363.00
22/04/2020	\$ 363.00
20/05/2020	\$ 363.00
17/06/2020	\$ 363.00
22/07/2020	\$ 363.00
19/08/2020	\$ 363.00
23/09/2020	\$ 363.00
21/10/2020	\$ 363.00
18/11/2020	\$ 363.00
<b>Total</b>	<b>\$ 4,995.00</b>

Payment Plan 2 – Year 12	
Concession	
	The Academy
<b>Re-Enrolment Fee</b>	
<b>Pre 21/01/2019</b>	<b>\$250.00</b>
20/01/2020	\$ 432.00
17/02/2020	\$ 431.30
23/03/2020	\$ 431.30
22/04/2020	\$ 431.30
20/05/2020	\$ 431.30
17/06/2020	\$ 431.30
22/07/2020	\$ 431.30
19/08/2020	\$ 431.30
23/09/2020	\$ 431.30
21/10/2020	\$ 431.30
18/11/2020	\$ 431.30
<b>Total</b>	<b>\$ 4,995.00</b>



### Full Fee Rate

These figures are indicative and may vary according to the individual enrolment type.

Note: New Year 12 students will incur a \$1,000 enrolment fee

<b>Payment Plan 3 – Year 11</b>	
<b>Full Fee</b>	
	<b>The Academy</b>
<b>Enrolment Fee</b>	
<b>Pre 20/01/2020</b>	<b>\$1,000.00</b>
20/01/2020	\$ 532.00
17/02/2020	\$ 531.80
23/03/2020	\$ 531.80
22/04/2020	\$ 531.80
20/05/2020	\$ 531.80
17/06/2020	\$ 531.80
22/07/2020	\$ 531.80
19/08/2020	\$ 531.80
23/09/2020	\$ 531.80
21/10/2020	\$ 531.80
18/11/2020	\$ 531.80
<b>Total</b>	<b>\$ 6,850.00</b>

<b>Payment Plan 2 – Year 12</b>	
<b>Full Fee</b>	
	<b>The Academy</b>
<b>Re-Enrolment Fee</b>	
<b>Pre 21/01/2019</b>	<b>\$250.00</b>
20/01/2020	\$ 600.00
17/02/2020	\$ 600.00
23/03/2020	\$ 600.00
22/04/2020	\$ 600.00
20/05/2020	\$ 600.00
17/06/2020	\$ 600.00
22/07/2020	\$ 600.00
19/08/2020	\$ 600.00
23/09/2020	\$ 600.00
21/10/2020	\$ 600.00
18/11/2020	\$ 600.00
<b>Total</b>	<b>\$ 6,850.00</b>



# The Academy School Student Fees Policy

## Appendix 3 – Eligibility for Refunds

To cancel your enrolment, you must give written notice to the school. The date the written notice is received will be the date the school uses as your exit date for units you are enrolled in. The school can be contacted at [enrolment@theacademy.com.au](mailto:enrolment@theacademy.com.au)

Pre-Commencement	
Notice of cancelation received	Refund entitlement
Before enrolment day	Your \$1,000.00 deposit is forfeited; however, no further fees are payable.
After enrolment day, but before the commencement of training.	Providing the materials and equipment issued have been returned unused, a \$400 administration fee is payable to cover the administration of the enrolment and exit paperwork. If materials and equipment are not returned or returned in a used state, the full cost of these items will be invoiced. (See replacement charges for item costs)

For students that commence training the following schedule of fees will be applied when giving withdrawal notice by:

Post-Commencement				
Program	Term 1 04/02/2019	Term 2 29/04/2019	Term 3 15/07/2019	Term 4 07/10/2019
Year 11 – Concession	\$ 1,248.75	\$ 2,497.50	\$ 3,746.25	\$ 4,995.00
Year 12 – Concession	\$ 1,248.75	\$ 2,497.50	\$ 3,746.25	\$ 4,995.00
Year 11 – Full Fee	\$ 1,712.50	\$ 3,425.00	\$ 5,137.50	\$ 6,850.00
Year 12 – Full Fee	\$ 1,712.50	\$ 3,425.00	\$ 5,137.50	\$ 6,850.00