

Fees Policy

1. FEES, LEVIES & CHARGES

Fees, levies and charges are set by the School Council of Belgrave Heights Christian School (the School) on an annual basis and are detailed in the annual Fee Schedule which is published in Term 4 for the following School year and is available on the School's website.

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

1.1. *Kinder Fees*

Kinder is limited to 3-year-old and 4-year-old enrolments. Kinder fees are charged annually, are all inclusive and do not incur other fees or levies. Government subsidies may apply (see Section 6 'Government Funding' for further details).

1.2. *Tuition Fees (Prep to Year 12)*

Tuition fees are charged according to the specific year level of each child.

1.3. *Capital Levy*

This levy is an annual fee charged per family. It is used to assist in capital works and school maintenance programs.

1.4. *Resource & Activities Levy*

This levy is a per student charge which covers online and digital licenses and other resources provided to students. It also includes camps, excursions, sports events, and other sundry activities as applicable.

NB: This levy does not include interstate and overseas trips which will be charged separately (see Section 1.7 for further details).

1.5. *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.

1.6. *Bus Travel & Bus Fees*

1.6.1. The School provides a bus service to families. As numbers are limited, positions are designated through an application process.

1.6.2. Bus fees are listed on the Annual Fee Schedule and are charged for the first two children in a family. Any third and subsequent children travel for free.

1.6.3. Families may be eligible for State Government Travel Conveyance Allowance (see Section 6, 'Government Funding' for further details).

1.7. *Interstate & Overseas Trips*

- 1.7.1. Secondary students may be given the opportunity to attend planned interstate or overseas trips. The cost of such a trip is in addition to annual fees, levies and charges.
- 1.7.2. The School reserves the right to refuse a student from attending such a trip if their fee account is unpaid or in arrears.
- 1.7.3. Payment of the trip must be made in full by the specified due date, prior to departure.
- 1.7.4. Failure to make full payment for the trip by the specified due date, may result in the student being excluded from the trip.

1.8. *Medical Expenses*

Should it be necessary for the School 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.

1.9. *Damages & Repairs*

The cost of repair or replacement of school property arising from loss or damage caused by the student will be billed to the family.

2. ISSUE OF FEE STATEMENTS

- 2.1. An annual account of all fees, levies and charges will be sent via email to families early in Term 1 of the current school year.
- 2.2. Students commencing enrolment later in the school year will be issued fees, levies and charges on a pro rata basis from the date of commencement.
- 2.3. Updated fee statements will be issued at the end of each term.

3. CONTRACTUAL OBLIGATIONS

- 3.1. By proceeding with a new enrolment and continuing with an ongoing enrolment, parents/carers/legal guardians have entered into a contract with the School and as such are legally bound to meet all fee obligations.
- 3.2. When two parents/carers have signed the Enrolment Agreement, they become jointly and severally liable for all fees, levies and charges, including any late payment fees or debt recovery costs, for the duration of the student's enrolment at the School.
- 3.3. 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 payment 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.

- 3.4. In a situation where a Court Order has been issued in relation to the payment of school 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 School prior to the School accepting any change to the existing arrangement.
- 3.5. In a situation where the parents/carers/legal guardians have agreed between themselves to alter the joint and several liability of the 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 School accept any changes to the existing arrangement or issue separate invoices.

4. PAYMENT OF FEES

All of the stated options for payment of annual fees must be in place by no later than the end of February of the current year, or within 14 days from commencement of enrolment.

- 4.1. An enrolment will not be considered as finalised without the return of a completed Direct Debit Service Agreement Form.
- 4.2. Payment by Direct Debit via bank account or credit card is the School's default payment option. Direct Debit instalments are available on a per term, monthly, fortnightly or weekly basis.
- 4.3. Annual fees may be paid upfront in a lump sum provided the payment must be made in full by the end of February of the year of issue (or within 14 days of commencement of enrolment). Upfront, lump sum payments may be eligible for a discount (see Section 5 'Discounts' for further details).
- 4.4. It is an expectation that all annual fees are paid in full by the end of the current year and prior to the commencement of the following school year. Failure to pay fees in full each year may result in the student's enrolment at the School being terminated.

5. DISCOUNTS

A number of discounts are available to School families as follows: -

- 5.1. Sibling discounts are available to families with multiple children in attendance at the School. This discount is only applicable to the tuition portion of the fees, the percentage of which is set out in the annual Fee Schedule.
- 5.2. 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.
- 5.3. A lump sum payment discount may be available on the tuition portion of the fees as set out in the Annual Fee Schedule. This discount will only be granted on the following conditions: -
 - 5.3.1. The discount must be requested at the time of payment;

- 5.3.2. Payment must be made by cheque or electronic transfer (as payments made by credit or debit cards incur bank fees, discounts will not be applied to payments made by card);
 - 5.3.3. The total account must be paid in full prior to the end of February of the year of issue (or within 14 days of commencement of enrolment);
 - 5.3.4. The account is not in arrears; and,
 - 5.3.5. Fee assistance has not been provided.
- 5.4. No discounts are available on Kinder Fees.

6. GOVERNMENT FUNDING

- 6.1. 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.
- 6.2. 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.
- 6.3. Travel Conveyance Allowance is Victorian Government funding provided to families who live more than 4.8km from the School by the nearest practicable route and are closer to the School than to another similar School. The allowance is available for both private car and bus travel. Application Forms are made available to families each year. A new application must be completed when families change address or if they change from bus travel to car travel or vice versa. Eligibility is determined by the Department of Education.
- 6.4. The '4 year old Kinder 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 Kinder families early in the year.
- 6.5. All government funding is paid directly to the School. Once received, the payment(s) will be applied as a credit to the applicant's fee account.

7. CONFIRMATION PAYMENT

Confirmation Payments are made in the year prior to commencement of school in order to secure a student's enrolment position at the School.

- 7.1. Confirmation Payment amount will be refunded if the student remains enrolled at the School for the full duration of the first year of enrolment.
- 7.2. The Confirmation Payment amounts will be refunded by way of a credit applied to the student's fee account at the end of Term 3 during the first year of enrolment.

8. 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 School to ensure payments are made on time and do not fall into arrears.

- 8.1. Once an account is overdue by 60 days or more from the date of issue, a late payment fee of \$10 per month per \$1000 or part thereof overdue, will be applied to the fee account.
- 8.2. 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.
- 8.3. An administration fee will be applied to the fee account for any dishonoured Direct Debit instalment.
- 8.4. It is the responsibility of families to advise the Finance Department of circumstances hindering timely payment of fees and to seek suitable alternative arrangements.
- 8.5. 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).

9. WITHDRAWAL OF ENROLMENT

- 9.1. A minimum of one term's notice in writing must be provided to withdraw enrolment from the School. If written notice is not provided, one term's fee (i.e. = 25% of the annual fee) will be charged in lieu of providing notice (this is standard practice in independent schools).
- 9.2. If a student is withdrawn at the insistence of the School, the applicant is liable for all fees and charges up to the date of notification of the student's enrolment at the School being terminated.

10. PRIVACY

The School will not disclose any information in relation to the Fee 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 School's Privacy Policy. The School's Privacy Policy is available on the School's website.