



TUITION FEES, LEVIES AND CHARGES GUIDELINES

INTRODUCTION

Salesian College Sunbury (the College) is an open community committed to nurturing an educational environment which values each member of the community, their relationships based on Gospel values, their commitment and expertise. The College's Tuition fee are designed to be a singular education cost across all year levels. The College's desire is to provide affordable family friendly Catholic Education.

AIMS

Tuition fees, levies and charges are a necessary source of revenue to supplement Government Grants received by the College. Salesian College is a Catholic Order owned, non-Government school, and must generate a component of Private Income so as to fully fund both recurrent and capital expenditure. Unfortunately, the College cannot be solely reliant on funding from Commonwealth and State Recurrent Grants as this only provides approximately two thirds of the College's annual income.

GUIDING PRINCIPLES

On an annual basis, the *Schedule of Tuition Fees, Levies and Charges* is reviewed by the College's Finance and Audit Committee in determining changes to tuition fees, levies and charges for the following year. A recommendation is made to College Board which takes the following factors into account before ratifying any fee increase:

- The College Vision and Mission Statements
- Educational aims and objectives of the College and the Salesian Society
- The level of Private Income necessary to provide and maintain existing services
- Levels of funding from both Commonwealth and State Governments
- An evolving curriculum and changes in technology
- The College's capital improvement programme
- Student enrolments and long-term financial forecasts
- The financial capacity and economic resources of the families within the College community
- That a legal, moral and responsible position be shared within the College community
- Changes and modifications to Industrial Awards
- Movements in the Consumer Price Index, especially the Education sector, and general fluctuations in costs and prices.

DETAILS

The Annual Review (Process and Timing)

The *Schedule of Tuition Fees, Levies and Charges* is to be reviewed each year by the College Board as part of the annual budgetary process. This review will encompass the structure of the *Schedule of Tuition Fees, Levies and Charges* along with an assessment of the appropriateness and level of each listed fee and charge, and the frequency of instalments to be applied for the ensuing academic year.

Publication of the Guidelines and the Schedule

A complete copy of the *College's Tuition Fees, Levies and Charges Guidelines* will be available, on request, to all members of the College Community.

Following approval by College Board, the amended *Schedule of Tuition Fees, Levies and Charges* will be published as soon as practicable on the College website.

Application for Enrolment

An Application Fee, as quantified in the *Schedule of Tuition Fees, Levies and Charges*, is required to accompany each application for enrolment of a prospective student. This fee is non-refundable and is to cover registration of each application in the school database and the assessment processes including interview.

Confirmation of Offer

Following assessment of all applications, an offer of enrolment will be made in accordance with the enrolment selection policy and subject to the available vacancies at the College. To accept an offer of enrolment requires payment of a Confirmation of Offer Fee, as specified in the *Schedule of Tuition Fees, Levies and Charges*, and completion of the acceptance documentation by the responsible parent/s or guardian of the child.

This payment confirms acceptance by the parents/guardian of the offer of enrolment and is also recognised as accepting responsibility for all the fees specified in the *Schedule of Tuition Fees, Levies and Charges* for the period of enrolment of their child at the College.

It should be noted that enrolment at the College is not confirmed until the Confirmation of Offer fee is paid, and the student enrolment is conditional upon, amongst other factors, acceptance of the fee structure.

Schedule of Tuition Fees, Levies and Charges

The *Schedule of Tuition Fees, Levies and Charges* contains a summary of all the tuition fees and charges applicable at the College and is reviewed on an annual basis.

The College offers a six year educational package equalised over all school years and over all subject areas, and is referred to as the Tuition Fee.

The Tuition Fee includes *internal* Vocational Educational Training (VET) courses and compulsory Year; Program or Subject excursions. The *Schedule of Tuition Fees, Levies and Charges* lists those items included in the Tuition Fee.

External (VET), and optional or non-compulsory camps, trips or programs do not form part of the Tuition Fee. These items will be invoiced separately to family fee accounts and the *Schedule of Tuition Fees, Levies and Charges* lists examples of such items which are categorised as other levies and charges.

The Confirmation of Offer Fee is held in trust until the student finishes their schooling at the College. The parents and/or guardians can then apply to have this fee refunded to them at the conclusion of the students schooling at the College.

All resource materials, which includes books, uniforms and other items, are not supplied by the College and it is incumbent on parents and guardians of students to fund such materials.

Accounts for School Fees and Other Levies

Confirmation of Offer Fee is payable once the student has been formally offered a place.

The remaining component is levied at the beginning of the school year.

Other Levies and Charges may be invoiced at the start of the school year or about the time the good or service is provided, on a term basis or may be invoiced in advance. In some cases, it may be required that payment is received in advance prior to the student partaking of any optional camp, trip or program.

Confirmation of Offer fee is held in trust until the student finishes their time at the College.

All accounts will be emailed to the billing email address provided for each family, posted to the billing address or handed to the students to be passed on to their parent or guardian. The College Newsletter and Website will also be used to inform families about the timing of fee charges and the due dates for payment.

Payment of School Accounts

All invoices issued for tuition fees, levies and levies are due for payment on or before end of February in the same school year, unless an agreed payment plan is in place. The College offers alternate payment plans and requires families to make a commitment as to their payment method at the time of the annual enrolment or re-enrolment. This normally occurs in January.

The method of payment can be by BPAY, EFTPOS, credit card, via a direct debit from a personal bank account, cash or cheque. Receipts will be issued for all cash payments at the time they are received at the College. A fee account statement will be issued at the end of each month.

Fee Assistance

Families who are in financial difficulties, either short or long term, or where their circumstances warrant special consideration are advised to contact the College to discuss their situation.

All applications for financial relief should be directed to the Collections officer and forwarded onto the Business Manager. Where appropriate, a confidential interview will be arranged with the parent/s or guardian/s to assess their financial means. Appropriate documentation may be required to allow each case to be fully assessed.

A number of alternate payment options exist including:

- An alternate frequency of payment (termly, monthly, fortnightly or weekly)
- Deferred payment plan
- Reduction or remission of fees and charges

Responsibility for Payment

Parents and guardians who enrol children are responsible for the payment of school fee accounts. Where parents have separated the College is not responsible for negotiating the onus for payment of fees. The College cannot legally issue an account to a person other than the individual who enrolls the student and further signs the respective Education Enrolment Contract form, without the written consent of the third party.

Optional and Non-Compulsory Activities

The students of families who receive fee assistance or who have arrears with their current school fees are not permitted to participate in optional or non-compulsory camps, trips or programs. In some cases, it may be a requirement that payment is received in advance.

Where the non-compulsory activity is an External VET Course, whilst it is expected that fee accounts are up to date, the Principal may allow participation where there are unique circumstances on a *one off case by case* basis. Some courses within the external VET program are very expensive and the College needs to balance the needs of curriculum diversity, open student participation and access for those less privileged, against sound fiscal management so as not to place the College under any unnecessary financial strain.

Sibling Discounts

Families with more than one student enrolled concurrently at the College will receive the following discount on the tuition fee:

- Second child 10%
- Third child and subsequent children 20%

CSEF Camps, sports and Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If parents or guardians hold a valid means-tested concession card or are a temporary foster parent, they may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the College to use towards expenses relating to camps, excursions or sporting activities for the benefit of their child.

Refund (or Pro Rata Adjustment) of School Fees

In some cases a student will commence studies at the College part way through the year, or will cease at the College before the end of the school year.

Early withdrawal from a course will only become effective upon receipt of written notification from the responsible parent or guardian. This notice should provide at least one Term's notice of the pending withdrawal and may give rise to a partial refund or fee remission on the Tuition Fee only

The full amount of Other Levies and Charges is payable where enrolment is withdrawn after commencing the year's course and the College is not able to fill the place that was reserved for the departing student or recoup costs in some other way.

A student who is enrolled and commences at the College after the normal starting date will be charged *tuition fees, levies and charges on a pro-rata basis as determined by the College.*

The College offers a broad range of courses at all levels (Years 7 to 12) on a full-time basis. There is no provision for part time studies, except in special or unique individual circumstances. Students who elect to study less than a full load will not be eligible for reduced fees or levies. Students undertaking Vocational Major Year 11 and 12 courses will be eligible for a 20% reduction on the tuition fee if they are undertaking an offsite VET course, typically delivered at TAFE. The amounts listed in the Schedule of Tuition Fees, Levies and Charges will be applied as a normal matter of course. In all cases, unique circumstances may require the Principal to vary the fees for a particular student on a 'one off' situation.

Exchange Students

On the occasions when an exchange student is attending the College, tuition fees, levies and charges will not be charged for the exchange student provided that a College student is involved in similar exchange programs. It is assumed that a College student would, in return, be hosted by the exchange school, and therefore the normal school fees and charges for the College student would continue to be paid. For other occasions when an exchange student is sponsored by an organisation, such as a Rotary Club, and there is not a reciprocal arrangement in place, it would be expected that relevant school fees will be paid by the sponsoring organisation or club.

Collection of Overdue Fees

Tuition fees not paid by the end of February in the school year are classified as overdue unless a signed and acceptable payment plan form is returned to the College. An Overdue Account and a Rejected Direct Debit/ Credit Card Charge, as specified in the Schedule of Tuition Fees, Levies and Charges, may be applied where payment is not received by the due date or is rejected by the College's Bank.

Collection of unpaid tuition fees, levies and charges will be carried out according to established policies and procedures.

Use of a Collection Service

When the collection of fees through the internal process of letters and personal contact has failed to produce a positive response, a collection agency or legal firm may be used. Families who have an account placed with a collection service or legal firm are to negotiate directly with this agency, and not with the College, in making appropriate payment arrangements to settle the account.

Legal Action and/or Court Proceedings

Court proceedings may be deemed necessary to pursue outstanding tuition fees, levies and charges from the families of students with unpaid school fees. The Business Manager would assess each case and make a recommendation to the Principal for approval of any such action.

Document History	Date(s)	Modification Details
Written by: Financial Management Team	16/06/2015	
Approved by: College Board	16/06/2015	
Post Implementation Review: Financial Management Team	16/06/2016 20/08/2020 23/03/2023 21/05/2025 12/03/2026	Reviewed, update of terminology and treatment of the Confirmation of Offer Fee Reviewed, no changes Reviewed, minor changes to reflect changed re-enrolment fee 'Refund (or Pro Rata Adjustment) of School Fees' section edits for clarity
Next Approval: College Executive	12/03/2028	