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Fee Policy & Schedule 2009

Victory Christian College is dedicated to providing quality, caring, affordable, Christian education to the Bendigo and surrounding district community. The College is a non-government school and receives some Federal and State Government funding, but requires payment of fees by parents to ensure the continued day to day operation of the College and provide for capital improvement of facilities. In line with the College policy to provide an affordable Christian education, fees are kept to an amount that is manageable for most family incomes. Substantial discounts on the tuition fee are offered for the second and subsequent children enrolled in the College. School camps, excursions, booklist costs, etc. are not sources of financial revenue for the College, and are charged out on a 'break-even' basis.

Payment of fees

Fees are invoiced at the beginning of the year. Families have the following options for payment:

- Annual Fees paid in full by 31st March – 10% discount applies
- Fees paid fortnightly or monthly by direct debit - fees to be finalised by 30th November.

Fees may be paid by:

Annual Payment

- Cash or cheque at the school office
- EFTPOS/Credit card – Cardholder must present card at school office. Payments cannot be accepted over the phone.
- Direct Debit from savings, cheque account or credit card. Forms are available at office.

Fortnightly or Monthly Payment

- Direct Debit from savings, cheque account or credit card. Forms are available at office.
(Payment deducted Thursday fortnightly on child/family support payment due day or 15th monthly).

Fees paid by cash, cheques or EFTPOS should be paid at the College Administration Office during office hours

Please note that a term's notice is required when a child leaves the College. If a term's notice is not given (including at the end of the year), payment of a term's fees is required.

The College does not discount fees because of family absence or holidays.

To ensure continuation of student placement, payment of fees should be made by the due date.

Discounts and Rebates

Whilst keeping fees to a minimum, circumstances do arise for some families, where payment of the full amount of tuition fees is financially difficult. In response to these situations, the College has set the following policy.

Fee rebates for EMA recipients

The College offers a rebate on tuition fees for families receiving an EMA allowance. The discount only applies for the period of EMA eligibility and the EMA status of families is reviewed each Semester.

The rebate for 2009 is 10% of tuition fees. While it is envisaged that the percentage of discount offered for EMA recipients will not change year by year, it may be reviewed annually.

Discounts for fees paid in advance

A 10% discount for tuition fees is offered to families paying their **total annual** fees by 31st March of the year that the fees are invoiced.

Note: The above rebates (ie. EMA recipient rebate, and fees paid in advance rebate,) are not accumulative. Families receive one rebate only.

Special Needs Fee Rebate

The College recognizes that, in response to exceptional financial circumstances or family situations, some families might experience temporary difficulty paying their tuition fees. Where this situation arises, families can apply for 'Special Needs' rebate assistance. In these circumstances the College requires the completion of a detailed financial questionnaire, along with attendance at a financial interview involving the Business Manager and/or Principal.

Once pertinent financial information and family circumstances are ascertained, the application, with identifying information omitted, is submitted to the Finance Sub-Committee, who will pray about and assess each application. The Sub-Committee's decision is final. Following the Sub-Committee's approval, the tuition fee rebate will be applied to the families account with the College. This rebate is regarded as a temporary measure, and will be adjusted as changes in circumstances permit. This rebate is for the year of application only. Applications for 'Special Needs Fee Rebate' must be lodged by 15th February. Any applications after this date will only be accepted upon proof of special circumstances (eg. family member illness or injury which has a major effect on income or expenses, loss of employment, etc.). Applications lodged because of special circumstances will be considered by the sub-committee as the need arises, but no more than once per term.

When considering rebate applications, the Finance Sub-committee must follow guidelines set by the Committee of Management to ensure a fair and equitable distribution of rebate allocation.

Families receiving fee rebates are expected to meet their payment schedule, which will be set in consultation between the family and the College's Business Manager.

All enquires relating to this rebate should be directed to the Business Manager.

Levies

Volunteer Helper's Policy

It has long been recognised that the assistance of parents has enabled the College to develop its programs, provide supervision for excursions & camps and help to maintain our low-fee policy. The assistance includes listening to children reading (literacy support), Library work, Committee & Sub-Committee membership, Office & Clerical support, supervision on sports days, camps, excursions and attendance at working bees.

The policy of the College is one that has been used successfully in other Christian schools. It defines a number of volunteer hours from each family and then provides a range of approved activities through which families can be involved to provide assistance. The time involvement is set at 15 hours per annum from each family, at a set rate of \$15.00 per hour. The charge of \$225 is added to parent fee accounts at the start of the year. This amount is credited off the account as parents are involved in attending activities such as those listed above. A time sheet is provided in the College Office and this needs to be signed off as each activity is completed. The Business Manager reviews the time sheet at the end of each term and credits off the appropriate amounts for each family.

In this way, the College is able to provide flexibility for families to contribute their time, recognise valuable involvement in a wide range of activities, and provide accuracy in account keeping - parents are responsible to ensure that they sign off each activity on the time sheet. Families who are unable to attend due to work commitments are able to contribute positively to the school through payment of the levy.

Volunteer levy is \$225.00 per family per annum.

Facilities and Equipment Levy

This levy has been introduced to enable the College to continually upgrade its facilities and equipment. Technology is changing rapidly and it is important the College provides up to date equipment and facilities to equip our students for a 21st century world.

Facilities and Equipment Levy is \$200.00 per family per annum

Building Fund donation

The Building Fund was established to develop and maintain the College's buildings and facilities. Generous donations from families and supporters in the past have enabled us to continually upgrade and develop our buildings and facilities. Plans for our new college buildings, which will be built in 2009, have been drawn up and the building process is progressing smoothly. In the meantime we continue to maintain and improve our Marnie Road facilities (with items that can be moved to the new site) so our students can benefit from the excellent facilities and equipment we have here for their education.

The College expects that families will see the importance of this and requests that all families donate a minimum of \$100.00 per year to this fund. All donations paid to the building fund are fully tax deductible. Your donation by 30th June will enable you to claim the tax deduction this financial year.

Suggested building fund donation of \$100.00 per family per annum.

