

## FEE POLICY AND SCHEDULE 2020

### INTRODUCTION

Victory Christian College is dedicated to providing quality, caring, affordable, Christian education to the Bendigo and surrounding district community. The College is an independent school which receives Federal and State Government funding but requires payment of fees by parents to ensure the continued day to day operation of the College, and to contribute to 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 tuition fees are offered for the second and subsequent children enrolled in the College.

### PAYMENT OF FEES

Tuition fees and levies are invoiced in November for the following year. Upon commencement of the school year, families are required to be on a fortnightly direct debit payment plan. The payment plan consists of 21 fortnightly instalments and commences on the first Thursday in February and ends mid-November. An additional payment, if required, will be made at the end of November to clear any outstanding balance.

Victory Christian College requires that fees are:

- Paid in fortnightly instalments via direct debit, with the amount advised in writing by the Finance Department.
- Payments made on a weekly or monthly basis are permitted by prior arrangement with the Business Manager.
- Failure to pay annual fees may result in cancellation of enrolment and/or accounts being forwarded to a debt recovery agency. In this instance, families will be responsible for all associated costs.
- Statements are emailed monthly.
- The College does not discount fees because of student absence or family holidays.
- School camps and overseas experiences are charged out on a 'break-even' basis. As such, accounts should be up to date, to guarantee participation.
- Fees are expected to be paid in full by the 30<sup>th</sup> of November of each school year.
- Families experiencing temporary difficulty in paying College fees, are asked to please contact the Finance Office immediately.

### ADEQUATE NOTICE PERIOD

- **One term's notice is required when a child leaves the College:**
- **Two terms' notice** is required for students exiting at the end of **Year Ten** (end of Term Two) This amount of notice is required to enable the College to plan for its VCE Program.

### ENROLMENT APPLICATION FEE

A fee of \$100.00 is charged only once per family to cover administrative costs of enrolment. This fee is payable on submission of the Enrolment Application Form and is not refundable. Families enrolling second and subsequent children at the College, do not need to pay this again.

### TUITION FEES

The annual tuition fees for 2019 have been set by the College Board. They are as follows:

- **Prep to Year Six:** \$3,220 per student, per annum
- **Years Seven to Ten:** \$3,430 per student, per annum
- **Years Eleven and Twelve:** \$3,540 per student, per annum

Please note: Sibling discounts apply – See Fee Schedule for details.

### COLLEGE LEVIES

Levies are calculated per student and invoiced in November for the following year. They will appear on invoices as a single line entry 'College Levies'.

### Facilities & Equipment Levy

This levy enables 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 21<sup>st</sup> Century world.  
**Prep to Year Twelve:** \$170 per student per annum

### Resource Levy

This levy contributes to the cost of a broad range of student consumables such as class requisites, photocopying, stationery, education materials and special publications. It also covers digital textbooks, and online subscriptions for specific year levels.

**Prep to Year Four:** \$220 per student, per annum

**Year Five to Year Eight:** \$240 per student, per annum

**Year Nine to Year Twelve:** \$280 per student, per annum

### Excursion and Sport Levy

This levy is charged annually to enable students to participate in co-curricular activities without the inconvenience of minor expenses being charged throughout the year.

**Prep to Year Twelve:** \$170 per student, per annum

### Secondary Subject Levies

**Years Seven and Eight:** \$425 per student per annum

**Years Nine and Ten:** \$675 per student per annum

Additional Charges apply for VCE Subjects undertaken at Year Nine or Ten Level (\$60 per subject)

**Years Eleven and Twelve:** \$170 per subject

Please note: VET and Distance Ed subjects are delivered in association with external providers and will incur higher charges. Outdoor and Environmental Studies also incurs a higher charge to meet the cost of camps.

– See Fee Schedule for details.

### Camp Fees 2020 (indicative costs)

<i>Year Level</i>	<i>Fee</i>	<i>Description</i>
Prep	\$ 20.00	Tea & activities
Year One	\$ 40.00	Overnight – at school
Year Two	\$130.00	Blue Light Camp, Maldon
Years Three and Four	\$220.00	Billabong Ranch, Echuca
Years Five and Six	\$275.00	Camp Adanac, Yarra Valley
Year Seven	\$350.00	Halls Gap
Year Eight	\$400.00	Beach Camp, Anglesea
Year Nine and Ten	\$550.00	Canberra Trip

**Please note:** Participation in camps is compulsory, however an exemption from attendance will be accepted on medical grounds. A medical certificate is required before a refund can be issued, bearing in mind that some components of camp are pre-paid, and a full refund may not be possible.

### 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. Ongoing development to accommodate anticipated growth is underway to provide our students with excellent facilities and equipment for their education.

The College invites families to 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 30<sup>th</sup> June will enable you to claim the tax deduction for the current financial year.

## DISCOUNTS AND REBATES

Note: Discounts and Rebates are not accumulative. Families receive one rebate only.

### Early Payment Discount

A 10% tuition fee discount is offered to families paying their **total annual** fees by 31<sup>st</sup> March.

### Fee rebate for Health Care Card Holders

The College offers a rebate on tuition fees for families with Health Care Cards. The discount only applies while families are valid recipients of this card. **The rebate for 2020 is 10% of tuition fees.**

### CSEF - The Camps, Sports & Excursion Fund

The CSEF provides payments for eligible students to attend activities like school camps, swimming and school organised sports programs, excursions and incursions. Health Care Card Holders are eligible. Application Forms are available from the Administration Office and applications close end of June each year. **Primary student rebate: \$125, Secondary student rebate: \$225.**

### Conveyance Allowance

Families who live more than 4.8 kilometres from the school, may be eligible to receive a government travel subsidy. Application forms are available from the Administration Office.

### Special Needs Fee Rebate

The College recognises that, in response to exceptional financial circumstances or family situations, some families may experience temporary difficulty in 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 is submitted to the College Board who assess each application. The Board's decision is final. Following the Board's approval, the Special Needs Fee Rebate will be applied to the family's 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' will be considered by the Board as the need arises, but no more than once per term.

When considering rebate applications, the Board must follow guidelines set to ensure a fair and equitable distribution of rebate allocation. The Board can give up to a maximum rebate of 30% on Tuition Fees.

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

## VOLUNTEER HELPERS' POLICY

It has long been recognised that the assistance of parents helps to enhance our College Programs. Assistance includes listening to children reading, Library work, canteen roster, committee & sub-committee membership, supervision on sports days, camps, excursions, and participation in Parent and Friends activities.

The Policy, which is reviewed annually, defines the number of volunteer hours from each family, and provides a range of approved activities through which families can be involved to provide assistance. The time involvement for 2020 is set at 10 hours per annum from each family, at a set rate of \$20.00 per hour; a maximum of \$200. This amount is credited off accounts, as parents participate in activities such as those listed above.

Volunteer hours are collected by the Administration Office and tallied each term. The Finance Office then credits off the appropriate amounts for each family.

In this way, the College can provide flexibility for families to contribute their time, acknowledge valuable involvement in a wide range of activities, and provide an avenue for parents to reduce their fees.

## FEE SCHEDULE

ENROLMENT APPLICATION FEE
Enrolment Fee: \$100

TUITION FEES AND SIBLING DISCOUNTS				
Year Level	1st Child	2nd Child	3rd Child	4th Child
Prep	\$3,220	\$2,250	\$960	No tuition fees charged for fourth and subsequent children. (Levy charges still apply)
Year One and Two	\$3,220	\$2,250	\$960	
Year Three and Four	\$3,220	\$2,250	\$960	
Year Five and Six	\$3,220	\$2,250	\$960	
Year Seven and Eight	\$3,430	\$2,390	\$1,020	
Year Nine and Ten	\$3,430	\$2,390	\$1,020	
Year Eleven and Twelve	\$3,540	\$2,480	\$1,070	

EXCURSION AND SPORT LEVY
Excursion and Sport Levy: \$170

FACILITIES AND EQUIPMENT LEVY
Facilities and Equipment Levy: \$170

RESOURCE LEVY
Prep to Year Four: \$220      Year Five to Eight: \$240      Year Nine to Twelve: \$280

SECONDARY SUBJECT LEVIES	
Annual subject levies per year level:	
Year Seven and Eight	\$425 (per student per annum)
Year Nine and Ten	\$675 (per student per annum)
Year Eleven and Twelve	\$170 (per subject per annum)
VET Courses	\$400 (per course per annum)
Distance Ed Subjects	\$300 (per subject per annum)
VCE Outdoor and Environmental Studies	\$100 (per camp)

CAMP FEES					
(Indicative Costs - 2020)					
Prep	\$20	Year Three and Four	\$220	Year Eight	\$400
Year One	\$40	Year Five and Six	\$275	Year Nine and Ten	\$550
Year Two	\$130	Year Seven	\$350	Year Eleven and Twelve	N/A

DISCOUNTS & REBATES
<b>Rebates for Low Income Health Care Card Holders:</b> 10% discount on tuition fees.
<b>Discount for Fees Paid in Advance:</b> 10% discount off the tuition fees component is given when the full year's fees are paid by 31 <sup>st</sup> March 2020
<b>Volunteer Hours:</b> 10 hours per family at a set rate of \$20 per hour. Maximum Rebate \$200
<b>Special Needs Rebate:</b> Maximum rebate 30% on tuition fees
<b>Conveyance Allowance:</b> For families who live more than 4.8 km's from the school. Paid quarterly.
<b>CSEF:</b> Applications must be received by end of June. <b>Primary</b> \$125 <b>Secondary</b> \$225