

FEE POLICY AND SCHEDULE 2017

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 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 tuition fees 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. As such, these items are invoiced separately and must be paid in advance by the due date given.

PAYMENT OF FEES

The majority of college fees are invoiced at the beginning of the year. Senior Student electives are invoiced per semester. All fees & levies must be paid fortnightly on a payment plan approved by the College, unless paid in full by 31st March.

Failure to pay annual fees may result in termination of enrolment and/or accounts being forwarded to a debt recovery agency. In this instance families will be responsible for all associated costs.

Victory Christian College requires that fees are either

- Paid in full by 31st March – attracting a 10% discount on tuition, or
- Paid in fortnightly instalments, with the amount advised in writing by the Finance Officer. These instalments can be paid by direct debit, direct credit or by cash, cheque or EFTPOS at the College Administration Office.

Please note that if school fees are being paid off throughout the year, the preferred method is fortnightly direct debit payments.

Statements are sent out monthly and instalments are adjusted in Semester Two with elective charges to ensure that accounts are finalised by the due date.

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 the term's fees is required.

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

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

INDIVIDUAL TUITION FEES 2017

Tuition Fees	Primary	Secondary	VCE
First Child	\$ 2,900.00	\$3,120.00	\$3,180.00
Second Child	\$ 2,030.00	\$2,180.00	\$2,230.00
Third child	\$ 870.00	\$ 930.00	\$ 960.00
Fourth & Subsequent Child	Nil	Nil	Nil

EXAMPLES OF FEES

Example Of Fees for 1 Primary Student (Grade 6)

Fees	Tuition	\$2,900.00
Levies	Excursion	\$ 150.00
	Booklist	\$ 180.00
	Facilities	\$ 200.00
	Volunteer	\$ 200.00
Camp	Grade 6	\$ 225.00
	Year Book	\$ 25.00
	Performing Arts	\$ 40.00
Total		\$3,920.00

Example Of Fees for 1 Secondary Student (Year 10)

Fees	Tuition	\$3,120.00
Levies	Excursion	\$ 150.00
	Booklist	\$ 200.00
	Facilities	\$ 200.00
	Volunteer	\$ 200.00
	Year Book	\$ 25.00
Camp	Year 9/10	\$ 645.00
City Tour	Year 9/10	\$ 90.00
		\$4,630.00
Approx	Semester 1	\$ 240.00
Electives	Semester 2	\$ 240.00
		\$ 480.00
Total Year 9		\$5,110.00

FAMILY FEES

Example Of Family Fees for 1 Secondary Student and 2 Primary Students

Child 1	Secondary	Year 8	
Fees	Tuition	\$3,120.00	
Levies	Excursion	\$ 150.00	
	Booklist	\$ 200.00	
	Subject Year 8	\$ 340.00	
Camp	Year 8	\$ 390.00	
			\$4,200.00
Child 2	Primary	Grade 6	
Fees	Tuition	\$2,030.00	
Levies	Excursion	\$ 150.00	
	Booklist	\$ 180.00	
Camp	Grade 6	\$ 225.00	
			\$2,585.00
Child 3	Primary	Grade Prep	
Fees	Tuition	\$ 870.00	
Levies	Excursion	\$ 150.00	
	Booklist	\$ 180.00	
Camp	Grade Prep	\$ 20.00	
			\$1,220.00
Family	Levies		
	Facility & Equip	\$ 200.00	
	Year Book	\$ 25.00	
	Volunteer	\$ 200.00	
			\$ 425.00
Total Annual Family Fees Example			\$8,430.00

FAMILY LEVIES 2017

Enrolment Application Fee - \$100

A fee of \$100.00 is charged once only 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.

Facilities and Equipment Levy - \$200 per family per annum

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 21st century world.

Volunteer Levy - \$200 per family per annum

Please see page four for further information.

Building Fund Donation - \$100 per family per annum

Please see page four for further information.

STUDENT LEVIES 2017

Booklist and Class Requisites Levy - Primary \$180 Secondary \$200 per annum

The booklist and class requisites levy contributes to the cost of class sets of educational material, stationary, consumables and printing. The Primary levy also covers cost of items listed on class booklists, which are provided to Primary students by the College. The Secondary booklist levy includes the cost of digital textbooks. This levy is not adjusted for late entry during the school year. Booklist levies are invoiced by the College at the start of the year.

Excursion / Sports Levy - \$150 per annum

The excursion/sports levy is charged annually to enable students to participate in co-curricular activities without the inconvenience of minor expenses throughout the year.

Camp Fees 2017 (approximates)

<i>Year level</i>	<i>Fee</i>	<i>Description</i>
Prep	\$20.00	Tea & activities
Year 1	\$80.00	Overnight – Discovery Centre Bendigo
Year 2	\$80.00	Overnight – Discovery Centre Bendigo
Years 3 & 4	\$200.00	Blue Light Camp , Maldon
Years 5 & 6	\$225.00	Urban Camp , Melbourne
Year 7 Orientation	\$80.00	Overnight Team Building Camp Axedale
Years 7/8 Camp	\$400.00	Halls Gap Camp
Year 9/10 City Adventure	\$90.00	Melbourne experiences
Year 9/10 Camp	\$550.00	Four Days – Snow camp

SECONDARY SUBJECT LEVIES

Years Seven and Eight

The annual subject levy of \$300 for Year Seven and \$340 for Year Eight is charged at the beginning of the year. This levy covers four subjects per semester, comprising of two electives that are selected by the student and two additional core specialist subjects. Please note additional charges apply to the VRT Elective (Victory Racing Team).

Years Nine and Ten

Subject levies range between \$50 and \$100 per elective subject per Semester and are invoiced in Terms One and Three. Students select three electives per Semester. Year Ten students will choose one Year Eleven subject as part of their electives program.

Years Eleven and Twelve

Subject levies range between \$50 and \$150 per subject per Semester (no levy for English). Please note that VET and Distance Ed subjects are delivered in association with external providers and may incur higher costs.

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, supervision on sports days, camps, excursions and attendance at working bees, participation in Parent and Friends meetings and activities.

The policy 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 10 hours per annum from each family, at a set rate of \$20.00 per hour. The charge of \$200 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 Finance Officer 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 College through payment of the levy.

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 are being established for further development to accommodate anticipated growth, as well as providing our students with excellent facilities and equipment 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 for the current financial year.

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 Low Income Health Care Card Holders

The College offers a rebate on tuition fees for families with Low Income Health Care Cards. The discount only applies while families are in receipt of this card.

The rebate for 2017 is 10% of tuition fees. While it is envisaged that the percentage of discount offered for Low Income Health Care Card 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 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 College Board 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 Finance Office.