

FEE POLICY AND SCHEDULE 2019

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 at the beginning of the year. All fees and levies are to 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 cancellation 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 fees, or
- Paid in fortnightly instalments, with the amount advised in writing by the Business Manager. These instalments can be paid by direct debit, direct credit or by cash, cheque or EFTPOS at the College Administration Office.

Payments made monthly, or on a term-by-term basis are only permitted by prior arrangement.

- Statements are sent out 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 end 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:** \$3,130 per student, per annum
- **Year Seven to Ten:** \$3,330 per student, per annum
- **Year Eleven and Twelve:** \$3,440 per student, per annum

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

COLLEGE LEVIES

From 2019, all levies will be totalled and invoiced at the beginning of each 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 21st Century world.

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

- **Resource Levy (formally Booklist & Class Requisites 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 2019 (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	\$100.00	Blue Light Camp, Maldon
Years Three and Four	\$220.00	Log Cabin Lodge, Creswick
Years Five and Six	\$250.00	Urban Camp, Melbourne
Year Seven Orientation	\$ 80.00	Overnight Team Building Camp Axedale
Years Seven and Eight Camp	\$430.00	Halls Gap
Year Nine and Ten Camp	\$550.00	Mt Hotham Snow Camp

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. 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.

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

- **Discount 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.

- **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 in receipt of this card. **The rebate for 2019 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 organized 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 \$25.**

- **Conveyance Allowance**

Families who live more than 4.8 kilometers 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 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 is submitted to the College Board who assess each application. The Board's decision is final. Following the Board's approval, the tuition 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 2019 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 is able to 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 2019



ENROLMENT APPLICATION FEE

Enrolment Fee: \$100

TUITION FEES AND SIBLING DISCOUNTS

Year Level	1st Child	2nd Child	3rd Child	4th Child
Prep	\$3,130	\$2,190	\$940	No tuition fees charged for fourth and subsequent children. (Levy charges still apply)
Year One and Two	\$3,130	\$2,190	\$940	
Year Three and Four	\$3,130	\$2,190	\$940	
Year Five and Six	\$3,130	\$2,190	\$940	
Year Seven and Eight	\$3,330	\$2,330	\$1,000	
Year Nine and Ten	\$3,330	\$2,330	\$1,000	
Year Eleven and Twelve	\$3,440	\$2,400	\$1,030	

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 - 2019)

Prep	\$20	Year Three and Four	\$220	Year Nine and Ten	\$550
Year One	\$40	Year Five and Six	\$250	Year Eleven and Twelve	N/A
Year Two	\$100	Year Seven and Eight	\$430		

DISCOUNTS & REBATES

Rebates for Low Income Health Care Card Holders: 10% Discount on Tuition Fees

Discount for Fees Paid in Advance: 10% discount off the tuition fees component is given when the full year's fees are paid by 31st March 2019.

Volunteer Hours: 10 hours per family at a set rate of \$20 per hour. Maximum Rebate \$200

Special Needs Rebate: Maximum rebate 30%

Conveyance Allowance: For families who live more than 4.8 km's from the school. Paid quarterly.

CSEF: Applications must be received by end of June. **Primary** \$125 **Secondary** \$250

OTHER FEES & CHARGES

Private Art & Music Lessons: Will be invoiced separately

VRT Racing Events: Will be invoiced separately

VCC School Bus Run (Pick Up & Drop Off): Users will be invoiced separately, set at \$20 per family per term

Optional Overseas Trips: The Year Twelve India Missions Trip, Year Seven/Eight Vanuatu Missions Trip and Year Nine/Ten USA Study Tour are optional overseas trips for students and are invoiced separately.

BUILDING FUND DONATIONS

Voluntary donations to the Victory Christian College Building Fund are tax deductible. Parents are welcome to support the College with donations to help us continue to improve our facilities. Please contact the Finance Office.

METHODS OF PAYMENT

Direct Debit: Please complete a Direct Debit Request Form and return to the Accounts Office to have fees automatically debited from your nominated bank account. Preferred Payment frequency is Fortnightly.

Alternatively, the following payment options will be accepted by prior arrangement:

Direct Credit: Please contact your bank to make arrangements to automatically pay the fees from your bank account.

Please include your surname as reference and notify the College of frequency and amount.

Credit Card: We accept MasterCard and Visa. There is no fee for using this service. Please note that we don't accept AMEX.

EFTPOS/Cash/Cheque: Payments can be made at the Administration Office between the hours: 8.30am - 4:30pm.

CONTACT DETAILS

Victory Christian College
6 Kairn Road, Strathdale VIC 3550
P: 03 5445 2600

www.vcc.vic.edu.au

Enrolment inquiries to Janelle Oglethorpe:

janelle@vcc.vic.edu.au

FINANCE OFFICE

Please direct any enquiries regarding fees to the Finance Office.
Hours are Monday to Friday 8.30am - 4:30pm

Billing inquiries to our Business Manager, Damian Broderick:

damianbroderick@vcc.vic.edu.au