

**POLICY AND PROCEDURES**

**COLLEGE FEE POLICY 2021-2022**

<b>Date Approved:</b>	4/12/2020
<b>Date Effective:</b>	22/04/2021
<b>Scheduled Review Date:</b>	25/11/2022
<b>Policy Category:</b>	Resourcing and Finances
<b>Policy Owner:</b>	Business Services Manager

**1. Context**

This policy outlines SEDA College WA ('the College') expectations in relation to the establishment and collection of Student Fees.

SEDA College WA is an independent non-government school and must generate a component of private income to fully fund its costs. The College is unable to be solely reliant on the funding from the Commonwealth and State recurrent grants.

The College Board determines the fees and charges that will be payable from time to time. These are set out in a Schedule of Student Fees, which can be found on the College website or obtained by contacting [finance@seda.wa.edu.au](mailto:finance@seda.wa.edu.au). The Student Fees are revised on a regular basis and may be amended each year.

**2. Definitions**

For the purposes of this policy, "*parents*" is defined as a natural or adoptive parent or parents of a student, the legal guardian or guardians of a student or any other person/persons who have assumed responsibility for a student and for the payment of Student Fees and charges relating to a current student, prospective student or past student.

**3. Student Fees**

The College considers the legal commitment for Student Fees to rest jointly and severally with the parents specifically named on the student's Admission Form and the Student Fees account, unless the College has been notified in writing of other specific arrangements. If the parents arrange for a third party to pay the Student Fees, it is the parents' responsibility to ensure payment occurs. All Student Fees queries and, if necessary, legal action will be directed to the parents.

Upon acceptance of enrolment, and completion of an Admission Form, parents will be liable for a full year's Student Fees for each student.

The Student Fees set out in the Schedule of Student Fees are designed to cover:

- Tuition expenses
- Annual uniform allocation
- Some incursions/excursions
- Student insurance
- Specialist coaching/playing opportunities if applicable
- Notebook computer, which contains all coursework (no text books are required to be purchased). The notebook may be retained by the student at the completion of Year 12 provided that all Student Fees have been paid in full.

Please note that charges for optional camps, excursions and programs are payable in addition to the Student Fees.

#### **4. Enrolment Deposits**

In instances of new enrolments, a Non-Refundable Enrolment deposit will be charged to the initial year enrolment. This charge represents a holding deposit charged in the preceding year of initial enrolment and will be offset in the following year as Tuition Fees. A second and third (final) instalment of the Enrolment Deposit will be charged subsequently which will guarantee the placement of an order for uniform and notebook resources. The details of these is set out in the Schedule of Student Fees.

#### **5. Early Payment Discount**

A discount is available for early payment of Student Fees. For all Student Fees paid in full by 30 November (the year prior to commencing) the discount is 5% of the total Student Fees. For all Student Fees paid in full by 31 January (the year commencing) the discount is 3% of the total Student Fees.

#### **6. Sibling Discount**

A 5% discount applies to the total Student Fees of the second and subsequent members of a family who are at the College. It does not apply to the first family member or to students in receipt of any other concession or scholarship.

The Sibling Discount will be applied as a credit to the accounts of the second and subsequent members only once all Student Fees owing for the first family member have been paid in full. Payment Plans will be set up for all family members on the basis of the total Student Fees owing and adjusted for the Sibling Discount in the final payment made on the Plan.

#### **7. Payment options**

Student Fees may be paid by:

- Credit Card (MasterCard or Visa);
- Cash; or
- Direct debit from the parents' nominated bank account.

Payment can be made in full or on a Payment Plan. Under a Payment Plan the payments will be

scheduled by SEDA College Finance on the dates set out in the Schedule of Student Fees for the for the relevant Payment Plan.

Please refer to Appendix A: Direct Debit Plan Request Service Agreement for further information relating to direct debits.

## **8. Unpaid Student Fees**

All accounts will be monitored and pursued by the College. Parents have a responsibility to notify the College if their circumstances change and payment of Student Fees becomes an issue. It is requested that parents contact SEDA College Finance by email: [finance@seda.wa.edu.au](mailto:finance@seda.wa.edu.au) or phone 9486 6230 and advise that payment may be delayed.

If there are any outstanding Student Fees for any student at any time throughout the year that are not being paid in accordance with an agreed Payment Plan, the College reserves the right to withhold tickets for College activities and/or withdraw the student from extra-curricular activities (e.g. interstate or overseas programs, student conferences, Year 12 Graduation) until the Student Fees account is brought up to date.

Students may not be able to commence a new term at the College if the Student Fees have not been paid in full or in accordance with an agreed Payment Plan.

## **9. Legal action**

Continuing failure to pay Student Fees without correspondence with the College may result in debt collection or legal action and the review of the student's enrolment. Accounts that remain unpaid once the student has exited the College will be immediately forwarded to the College Debt Collector.

## **10. Student Fees assistance**

The College understands that circumstances change for some families, making it difficult for them to meet financial obligations in the short term. The College has a genuine desire to help families afford a quality education for their children and therefore offers the following forms of assistance.

### Concession Discount:

A Concession Discount on Student Fees is offered to students who have a financial need in the form of a low family income. A valid means-tested concession card detailing the student's name is required for the student to be eligible for a Concession Discount. The concession card needs to be valid on the census date in the relevant school year and be eligible for the Western Australian Secondary Assistance Scheme (SAS) to access this discount. Please note that Concession Discounts are not backdated and must be applied for prior to the commencement of the school year.

For more information regarding the eligibility of concession cards for SAS please refer to <https://concessions.communities.wa.gov.au/Concessions/Pages/Secondary-Assistance-Scheme.aspx>

Parents applying for a Concession Discount must provide a copy of the completed SAS

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p 9486 6230

Application Form, along with a copy of the eligible concession card, to be witnessed by SEDA College Finance at Enrolment or via appointment. A copy of the SAS form can be obtained from SEDA College Finance. Applications must be completed within term 1 of each school year.

An application for a Concession Discount is valid only for the current school year. A new application must be submitted at the commencement of each school year to enable the eligibility of the concession card to be assessed.

If parents have any questions about whether they are eligible for a Concession Discount they should contact SEDA College Finance via email at [finance@seda.wa.edu.au](mailto:finance@seda.wa.edu.au) or phone 9486 6230.

Financial Hardship / Bursary Assistant Scheme:

The College may offer bursaries to families experiencing severe short term financial difficulties. Due to limited funds being available for bursaries, not all students who apply for Bursary Assistance will be successful.

Students with a genuine need who would like to be considered for Bursary Assistance should complete a Bursary Assistance Application Form, which can be found on our website at [www.seda.wa.edu.au](http://www.seda.wa.edu.au). Parents may be asked to attend an interview to discuss their application.

**11. Refund Policy – Notice of Withdrawal**

When a student is to be withdrawn from the College, or if an enrolment is cancelled by the parents, they are required to give notice in writing to the Registrar before the withdrawal or cancellation date. The Registrar can be contacted via email at [registrar@seda.wa.edu.au](mailto:registrar@seda.wa.edu.au).

Where a student is withdrawn from the College a Withdrawal Charge will be payable, depending upon the date at which the student is withdrawn. These charges are set out in the Schedule of Student Fees.

**12. Policy history**

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
V2	Business Service Manager			Direct debit payment plan request service agreement added as appendix.

**Appendix A: Direct Debit Payment Plan Request Service Agreement**

This is your Direct Debit Service Agreement with **SEDA College WA 24 634 332 317** (the Debit User). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<p>Definitions</p>	<p><b>account</b> means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><b>agreement</b> means this Direct Debit Payment Plan Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>debit payment</b> means a particular transaction where a debit is made.</p> <p><b>Direct Debit Payment Plan Request</b> means the written, verbal or online request between <i>us</i> and <i>you</i> to debit funds from your account.</p> <p><b>us</b> or <b>we</b> means <b>SEDA College</b>, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Payment Plan Request</i>.</p> <p><b>you</b> means the customer who has authorised the <i>Direct Debit Payment Plan Request</i>.</p> <p><b>your financial institution</b> means the financial institution at which you hold the <i>account</i> you have authorised us to debit.</p>
<p>1. Debiting your account</p>	<p>1.1 By submitting a <i>Direct Debit Payment Plan Request</i>, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. The <i>Direct Debit Payment Plan Request</i> and this <i>agreement</i> set out the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Payment Plan Request</i>.</p> <p><b>or</b></p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Payment Plan Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited you should ask <i>your financial institution</i>.</p>

<p>2. Amendments by <i>us</i></p>	<p>2.1 <i>We may vary any details of this agreement or a Direct Debit Payment Plan Request at any time by giving you at least fourteen (14) days written notice sent to the preferred email or address you have given us in the Direct Debit Payment Plan Request.</i></p>
<p>3. How to cancel or change direct debits</p>	<p>3.1 You can:</p> <ul style="list-style-type: none"> <li>a) Cancel or suspend the Direct Debit Payment Plan Request; or</li> <li>b) change, stop or defer an individual payment, or at any time by giving us at least 14 <b>days'</b> notice.</li> </ul> <p>To do so, contact us at</p> <p><b>Insert debit user contact details: <a href="mailto:finance@seda.wa.edu.au">finance@seda.wa.edu.au</a></b></p> <p><b>or</b></p> <p>by telephoning us on <b>9486 6230</b> during business hours.</p>
<p>4. Your obligations</p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Payment Plan Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> <li>a) <i>you may be charged a fee and/or interest by your financial institution;</i></li> <li>b) <i>we may charge you reasonable costs incurred by us on account of there being insufficient funds; and</i></li> <li>c) <i>you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.</i></li> </ul> <p><i>You should check your account statement to verify that the amounts debited from your account are correct.</i></p>
<p>5. Dispute</p>	<p>5.1 If you believe there has been an error in debiting <i>your account</i>, you should notify us directly on <b><a href="mailto:finance@seda.wa.edu.au">finance@seda.wa.edu.au</a> or phone 9486 6230</b>.</p> <p>5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your</i> query by arranging a refund to your nominated account within a reasonable period. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing you with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p><i>You should check:</i></p> <ul style="list-style-type: none"> <li>a) <i>with your financial institution whether direct debiting is available from your account</i></li> <li>b) <i>your account details which you have provided to us are correct by checking them against a recent account statement; and</i></li> </ul>

	<p>c) with <i>your financial institution</i> before completing the <i>Direct Debit Payment Plan Request</i> if you have any queries about how to complete the <i>Direct Debit Payment Plan Request</i>.</p>
7. Confidentiality	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Payment Plan Request</i> confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of <i>our</i> employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about you: to the extent specifically required by law; or</p> <p>7.3 for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
8. Contacting each other	<p>8.1 If you wish to notify us in writing about anything relating to this <i>agreement</i>, you should write to:</p> <p><b>finance@seda.wa.edu.au</b></p> <p>We will notify you by sending a notice to the preferred address or email you have given us in the <i>Direct Debit Payment Plan Request</i>. Any notice will be deemed to have been received on the second <i>banking day</i> after sending.</p>

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