



## FEE PAYMENT & REFUND POLICY

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### 1. PURPOSE

The purpose of this Policy is to establish a fee payment and refund policy and related procedures for charges, payments, refunds and credits to be applied to all services for which monies are charged to students (parents/guardians) at St Andrew's Anglican College (the College).

### 2. SCOPE

This Policy applies to all services for which monies are charged to students (parent/guardians) at the College.

### 3. EXTERNAL REFERENCES

No external references

### 4. DEFINITIONS

For the purpose of this Policy:

**Student** means all persons enrolled at St Andrews Anglican College in the current year.

### 5. RATIONALE

This policy will establish payment terms, fees charged and any charges that may be proportionately refundable, non-refundable or have a non-refundable component.

### 6. DETAILS

In the first instance an approved refund will be credited to the students (parent/guardians) College account. All refunds are processed to the current parent responsible for payment of fees. If there are no other monies due or owed to the College a cheque or direct deposit refund will be processed to the nominated bank account.

#### 6.1. Registration and Enrolment Fees:

6.1.1 The Registration Fee of \$110.00 is non-refundable.

6.1.2 The Enrolment Fee of \$700.00 is non-refundable.

#### 6.2 Education Program Fees/Charges:

##### Departing Students

Where a student is ceasing enrolment at St Andrew's Anglican College:

6.2.1 One term's written notice to the Principal is required should a parent choose to cease their children's enrolment at the College. One term's tuition fee per student will be retained/ charged in lieu of notice.

6.2.2 Where a student is ceasing enrolment at the College, and the correct notice has been received in writing by the Principal and the service related to the fee has commenced, a pro-rata refund from the date of leaving will apply. Pro-rata refunds apply only to compulsory fees and levies.

### **6.3 Additional Charges:**

#### Text Book Hire Scheme

6.3.1 A pro-rata refund for text book hire as per the current year's Schedule of Fees and according to the conditions detailed in the Resource Hire Scheme Policy. The refund amount will be a fraction (based on the unused portion of weeks remaining in the school year from the date the student ceases attendance, divided by 38) of the contribution made by the parent/caregiver. If hired items are lost or damaged during the period of hire, the College will make adjustments to the amount of the refund, according to the conditions outlined in the Textbook Hire Policy.

#### Excursions/Activities (including camps):

6.3.1 Curriculum related activities such as; excursions, camps, in-services etc. are compulsory, and as such are costed within the Tuition Fees and General Purpose Levy as per the current years' Schedule of Fees (appendix B). There is no refund for these items, on a per activity basis

6.3.2 Non-Curriculum related activities are not compulsory and therefore require parents/guardians consent prior to being charged to the students account. Some examples of these activities are; music camp, overseas trips, surf trips, excursions, sporting registrations, musical related activities, music lessons and instrument hire. Refunds for these activities will be determined as per 3.3 to 3.5.

6.3.3 Where a charge relates to a payment made by the College to a third party, refunds will be assessed upon application. The payment terms and conditions of the third party less any non-refundable deposits or payments will be part of the refund assessment criteria, and at the Principal's discretion.

6.3.4 The College is not responsible for any non-refundable deposits or payments lost by the student (parent/guardian) if circumstances change and the student is unable to participate/attend the event/activity for any reason.

6.3.5 Student laptops, if not returned within 7 days of the student leaving, a charge of the balance remaining on the leased item will placed on the fee account.

### **6.4 VET Program Fees/Charges:**

6.4.1 In the event that a student wishes to cancel their course/training program prior to commencement, a non-refundable administration fee of 10% will apply.

6.4.2 In the event that a student wishes to cancel their course/training program following commencement, refunds may be negotiated on the basis of extenuating circumstances upon provision of substantiation of the claim. Pro-rata refunds may also be arranged by agreement between the student (parents/guardians) and the College. All applications must be made to administration.

## 6.5 OSHC (Outside School Hours Care) & Vacation Care:

6.5.1 Refunds are not available for this facility.

6.5.2 Full fees less any Government benefits will be charged if the required notice of 24 hours cancellation is not received by the OSHC co-ordinator.

## 6.6 Uniform Shop:

6.6.1 Items purchased from the uniform shop may be exchanged within 14 days as per the following criteria;

- The tag/s have not been removed
- The item/s have not been worn or used
- The item/s have not been marked or named
- The item/s have not been washed

6.6.2 Exchanges will be processed at the uniform shop coordinator's discretion.

6.6.3 No second hand purchases will be exchanged.

## 6.7 Canteen:

6.7.1 Refunds will only be provided for on-line orders if the student is absent due to sickness or a family circumstance. The refund will be processed through the canteen using My Student Account.

6.7.2 If an incorrect payment is made by credit card or B-Pay to My Student Account, parents must contact MSA directly for a refund.

## 6.8 FFPOS:

Please refer to the International Students Written Agreement.

## 7. RELATED DOCUMENTS

- No related documents.

DOCUMENT CONTROL	
Title	Fees and Refunds Policy
Author	Simone Hayden
Policy Owner	Alicia Brown
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