

FEE POLICY AND SCHEDULE 2021

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 30th of November of each school year
- Families experiencing temporary difficulty in paying College fees, are asked to please contact the Finance Office immediately
- Where there is a history of significant arrears in fees, the College may place families on a Stop Credit arrangement. When on Stop Credit, families must pay each Term's fees and levies in advance prior to each Term commencing. This allows enrolment to be maintained without accumulating further arrears or enrolment cancellation.

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 2021 have been set by the College Board. They are as follows:

- **Prep to Year Six: \$3,280** per student, per annum
- **Years Seven to Ten: \$3,500** per student, per annum
- **Years Eleven and Twelve: \$3,610** per student, per annum

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 21st 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.

Camp Fees 2021 (indicative costs)

<i>Year Level</i>	<i>Fee</i>	<i>Description</i>
▪ Prep	\$ 15.00	Tea & activities at VCC
▪ Year One	\$ 30.00	Overnight – at VCC
▪ Year Two	\$150.00	Blue Light Camp, Maldon
▪ Years Three and Four	\$230.00	Log Cabin Lodge, Creswick
▪ Years Five and Six	\$280.00	Pioneer Settlement Swan Hill
▪ Year Seven	\$400.00	Halls Gap
▪ Year Eight	\$430.00	Beach Camp, Anglesea
▪ Years Nine and Ten	\$675.00	Snow Camp, Mount Hotham

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 30th 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 discount/rebate only.

Early Payment Discount

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

Fee Rebate for Health Care Card Holders

The College offers a rebate on tuition fees for families with Health Care Cards. The rebate only applies while families are valid recipients of this card. **The rebate for 2021 is 10% of tuition fees.**

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 available from the Finance Office, along with attendance at a financial interview involving the Business Manager.

Once pertinent financial information and family circumstances are ascertained, the application is submitted to the College Board for assessment. 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.

CSEF - The Camps, Sports & Excursion Fund

CSEF is a Government program that 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 subsidy: \$125, Secondary student subsidy: \$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. The option to offset Tuition Fees with this allowance is available.

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.

This 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 2021 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.

2021 FEE SCHEDULE

ENROLMENT APPLICATION FEE

Enrolment Fee: \$100

TUITION FEES AND SIBLING DISCOUNTS

Year Level	1st Child	2nd Child	3rd Child	4th Child
Prep	\$3280	\$2300	\$980	No tuition fees charged for fourth and subsequent children. (Levy charges still apply)
Year One and Two	\$3280	\$2300	\$980	
Year Three and Four	\$3280	\$2300	\$980	
Year Five and Six	\$3280	\$2300	\$980	
Year Seven and Eight	\$3500	\$2440	\$1040	
Year Nine and Ten	\$3500	\$2440	\$1040	
Year Eleven and Twelve	\$3610	\$2530	\$1090	

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	\$400 (per subject per annum)
VCE Outdoor and Environmental Studies	\$100 (per camp)

CAMP FEES

(Indicative Costs –2021)

Prep	\$15	Year Three and Four	\$230	Year Eight	\$430
Year One	\$30	Year Five and Six	\$280	Year Nine and Ten	\$675
Year Two	\$150	Year Seven	\$340	Year Eleven and Twelve	N/A

DISCOUNTS & REBATES

Discount 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 2021

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

Special Needs Rebate: Maximum rebate 30% on tuition fees

Conveyance Allowance: Travel subsidy for families who live more than 4.8 km's from the school. Paid quarterly. May be applied to Fees

CSEF: Applications must be received by end of June. **Primary** \$125 **Secondary** \$225

FEE SCHEDULE (CONT)

OTHER FEES & CHARGES

Private Art & Music Lessons: Will be invoiced separately and are to be paid on invoice.

VRT Racing Events: Will be invoiced separately and are to be paid on invoice.

Overseas Trips: Optional overseas trips for secondary students. Will be invoiced separately and are to be paid on invoice.

BUILDING FUND DONATIONS

Voluntary donations to the Victory Christian College Building Fund are tax deductible. Parents are invited 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 Finance Office to have fees automatically debited from your nominated bank account. Preferred payment frequency is fortnightly.

CONTACT DETAILS

Victory Christian College
6 Kairn Road, Strathdale VIC 3550
P: 5445 2600
www.vcc.vic.edu.au

ENQUIRIES

Please direct enquiries to the following:
Enrolment enquiries to Janelle Oglethorpe: janelle@vcc.vic.edu.au
Fee enquiries to Damian Broderick: damianbroderick@vcc.vic.edu.au
General enquiries: admin@vcc.vic.edu.au
Hours are Monday to Friday 8:30am - 4:30pm