



Fee Management Policy -PP001

Fee Management Policy

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school, delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM). It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them

Rationale

Management of College fees involves a number of different activities including invoicing, receipting, the granting of fee concessions, and fee collection. The College has a responsibility to provide students, parents and the wider College community with comprehensive, transparent and accessible information on how it will manage its fees and charges.

Purpose

The purpose of this policy is to ensure that the College:

- provides transparent and accessible information to students and parents on fee management;
- expresses and maintains its commitment that no family seeking enrolment will be denied access due to genuine financial hardship;
- is consistent and transparent in relation to the setting and collection of College fees; and
- maintains high standards of ethical and financial practice, including privacy and confidentiality.

Scope



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This policy applies to the Board, the Executive Principal and the Business Manager, current and prospective students and parents.

Definitions

Concession Fee	Concession discounts off the standard Tuition Fee given to families with a current concession card from Centrelink. A copy of the valid concession card is required at the time of enrolment / re-enrolment to obtain the discount
Enrolment Agreement	The agreement forming part of the Terms and Conditions of Enrolment by which the student, parent agree to be bound.
Fees	Tuition and non-tuition fees as set out by the College and outlined in the annual Fee Schedule and available on the College website.
Genuine financial hardship	A situation where a family is unable, within reason, to discharge their financial obligations to pay College fees, because of illness, unemployment or other reasonable cause, rather than an unwillingness to do so. Financial hardship can be of limited or long-term duration.
Hardship application form	Form completed by parents to requesting an alteration to fees due to genuine financial hardship.
Other Fees	This means payment for materials, camps, books, excursions and stationery capped to a maximum of \$450 per student
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Tuition Fees	Tuition fees are set each year by the Board for the provisions of academic and wellbeing support offered by the school.
Wellbeing Support	Includes access to a psychologist, social worker and education support workers to support students with mental health issues, homelessness, family violence, educational support needs etc

Responsibilities

1. The College Board is responsible for:



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- reviewing tuition fee levels on an annual basis, to ensure the continued financial viability of the College, and the quality of education that it provides; and
 - authorising this policy.
2. The Executive Principal is responsible for:
- implementing, monitoring and reviewing this policy;
 - giving consideration to any request for fee relief due to genuine financial hardship; and
 - ensuring that all staff involved administering College fees maintain strict confidentiality to respect the circumstances, dignity and privacy of families.
3. The Business Manager is responsible for:
- invoicing and receipting College fees;
 - ensuring adequate and accessible arrangements for the payment of fees; and
 - ensuring that suitable financial records are maintained.
4. Parents are responsible for
- meeting the financial obligations associated with the education of their child; and
 - notifying the Executive Principal if they are experiencing difficulty in meeting their financial obligation to pay fees.

Implementation

The College levies fees for its education and wellbeing support services on an annual basis and publishes its fees on the College website. Fees may include tuition fees (including VET), materials fees, and other charges related to academic services. Fees do not include additional charges that arise as part of the education program, such as camp or excursion activities.

The College will not accept payment of more than \$1000 from each individual student at the commencement of the school year/enrolment.

Fee notification to parents

The College will:

- issue parents with an annual notification of the College fee structure which itemises fees;
- issue an annual Invoice/Statement to parents in term one; and



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- issue further Invoices/Statements on a monthly basis (by email) or a term basis (in hard copy).

All Statements/Invoices will be sent home to the address provided by parents at enrolment, or emailed to parents.

Fee concessions

The College will apply a concession discount to the standard Tuition Fee for families with a current concession card from Centrelink. A copy of the valid concession card must be presented at the time of enrolment / re-enrolment to obtain the discount.

Late entry fees and withdrawals

The College will charge pro rata fees where possible for students enrolling after term 1 or withdrawing part way through the College year (enrolment termination).

Additional withdrawal costs may apply where an outstanding resource (such as books and equipment) has not been returned to the College by the time of leaving. The cost of any outstanding resources will be added to the Invoice/Statement and payment will be required in full.

Financial hardship and family circumstances

The College has made provision for fee reductions or the deferral of fee payments for parents and families in circumstances of genuine need. The College encourages parents speak to the Executive Principal, in confidence in the early stages of any financial difficulty, to explore suitable options. In general, fee support will be considered after written notice, such as the completion of hardship application form.

The Executive Principal will also review fees and apply discretion under certain circumstances, such as:

- student illness, where the Executive Principal has formed the opinion that the student's best option is to withdraw from College for a period of time;
- withdrawal / enrolment termination of a student due to unresolved social problems or grievances;
- death of a parent or member of immediate family;
- any other circumstances which the Executive Principal considers compelling.

The College will review on an annual basis the conditions for fee reduction or the deferral of fees.



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Late or Non-Payment of College Fees

Parents who are unable to pay fees by the due date are encouraged to apply to the Executive Principal for an extension to the due date, or to enter an individual instalment payment agreement.

When fees become overdue, the College will make every attempt to contact parents (by phone, SMS, email and/or letter). If parents do not respond, and fees are still owing, the College reserves the right to suspend the student's enrolment until the dues are cleared or other arrangements have been made.

Payment methods

College fees are generally due 30 days from the date of invoicing. The College offers a range of payment methods and frequencies to provide parents with flexibility to meet their commitments. These include:

1. Direct Bank Transfer or Internet banking

Account Name	Plenty River College
BSB	633-000
Account No	184 419 646

2. Bank Cheque in the name of Plenty River College (either posted to the College or delivered to the Office)
3. Payment via Credit Card.

All fee payments or instalments will be receipted.

Management of pre-paid fees

Student fees will be paid into a designated savings accounts for Student Fees only.

Privacy & Confidentiality

The College assures parents and families that their financial arrangements or fee balances will remain private and confidential, and will not be made available to teaching staff. The College will also take steps to ensure that students are not made aware by the College of their financial situation. For this reason, all follow up letters or correspondence will be mailed rather than handed to students to take home.

Communication



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1. This policy will be communicated to the College community through the College website.
2. Parents will receive a copy of this policy on enrolment.
3. The College Business Manager and relevant financial or administration staff will be informed of this policy through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year

Appendices:
Appendix 1: Hardship Application Form
Related Policies:
<ul style="list-style-type: none">• Enrolment• Fees Refund
Relevant Legislation
<ul style="list-style-type: none">• Education and Training Reform Act 2006 (Vic)• Consumer and Competition Act 2010• A New Tax System (Goods & Services Tax) Act 1999



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Appendix 1: Hardship Application Form

Please complete this form and submit it to the Executive Principal for consideration.

Parent name					
Student name/s					
Relief or concession period (✓)	Year:	<input type="checkbox"/> Term 1	<input type="checkbox"/> Term 2	<input type="checkbox"/> Term 3	<input type="checkbox"/> Term 4
Amount or % relief or concession requested					
Reason					
Parent signature					
Date					

OFFICE USE ONLY

Relief or concession period granted	
Amount or % relief or concession granted	
Executive Principal comments	
Executive Principal signature	
Date granted	



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