

## STUDENT FEES POLICY

### Introduction and definitions

On an annual basis the School Board determines the fees and charges that will be payable.

These are set out in a '*Schedule of Fees*', which are updated each year.

Student Fees and charges are a necessary source of revenue to supplement government grants received by the College. Sports College South Australia ('SCSA' or 'the College') 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.

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.

### 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 '*Enrolment Contract*' and the Student Fees account. Parents can advise the College in writing of a court order, mediation documents or other specific arrangements which have been signed by both parties.

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 '*Enrolment Contract*', parents will be liable for a full year's Student Fees for each student.

The Student Fees set out in the '*Fee Schedule*' 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 textbooks 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.

#### Sports College South Australia

##### Head Office

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##### Postal Address

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e [finance@sportscollege.sa.edu.au](mailto:finance@sportscollege.sa.edu.au)  
p 08 8151 0407 (option 2)

## **New Students**

Upon completion of an *'Enrolment Contract'* for a student's enrolment at SCSA, a \$400 fee is payable (\$100 Application fee & \$300 Enrolment fee). This instalment is non-refundable and non-transferable.

The second instalment of \$900 is payable by 31<sup>st</sup> October prior to commencement of the school year. The enrolment fee amount of \$1200 will be deducted from the Student Fees charged for the new school year.

The second enrolment fee instalment of \$900 is refundable only if notification of the student's withdrawal is received by the Admissions Manager in writing prior to the commencement of the new school year.

## **Payment of Student Fees**

Parents will be invoiced for the Student Fees prior to the commencement of the school year.

The balance of the Student Fees, after the enrolment fee, is payable by one of the following methods:

- In full by 31<sup>st</sup> October or 31<sup>st</sup> January, attracting an Early Payment Discount (refer below);
- In 7 monthly payments, commencing in February of the school year;
- In 14 fortnightly payments, commencing in February of the school year

Each family's preferred payment option should be nominated on the jotform and returned to SCSA Finance by the due date.

Payment Plans from the previous year will continue and the updated amount will be emailed in August/September for continuation of the direct debit from September to August.

All accounts are to be paid in full by 31<sup>st</sup> August of each school year to ensure that the College is able to meet its financial obligations to both staff and external suppliers. All fees are due before year 12 graduation.

The College is unable to extend Credit Terms to families.

## **Early Payment Discount**

A discount is available for early payment of Student Fees.

For all Student Fees paid in full by 31<sup>st</sup> October the discount is 5% of the total Student Fees.

For all Student Fees paid in full by 31<sup>st</sup> January the discount is 3% of the total Student Fees.

## **Sibling Discount**

A 5% discount applies to the second and subsequent members of a family who are at the College at the one time

## **Payment Options**

Student Fees may be paid by:

- Credit Card (MasterCard or Visa); 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 SCSA Finance on the dates set out on the relevant plan.

Where student fees are paid on a payment plan and the direct debit option is selected, a \$20 charge will be incurred in circumstances where the direct debit payment is declined by the parents' bank. If this occurs, the charge will be added to the parents' account.

### **Student Fees Assistance**

SCSA 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 available to students who have a financial need in the form of a low family income.

To be eligible for concession, a valid means-tested concession card detailing the student's name is required for the student to be eligible to apply for a Concession Discount.

*Please note that Concession Discounts are not guaranteed.* Each individual application is subject to meeting all requirements and are subject to approval by the Principal or Delegate. Further, a concession cannot be backdated and must be applied for prior to the commencement of the school year.

Parents applying for a concession discount must complete a Concession application form attaching an eligible concession card. Concession application forms are due by 31<sup>st</sup> August of the year prior to commencing at the school. An application for a concession discount is valid only for the current school year. A new application must be submitted at for 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 SCSA Finance via email at [finance@sc.sa.edu.au](mailto:finance@sc.sa.edu.au) or phone (08) 8151 0407.

### **Equity Scholarships**

The College offers scholarships to families experiencing severe short-term financial difficulties. Due to limited funds being available for equity scholarships, not all students who apply for a scholarship will be successful.

Families with a genuine need who would like to be considered for an equity scholarship should complete an application by 31<sup>st</sup> August of the year prior to commencing at the school. The scholarship is valid for one school year and can be reapplied for the following year.

### **Female Scholarships**

This equity-based scholarship is exclusively for female students who demonstrate leadership qualities and involvement in community activities. The applicant must have the ability to be an ambassador for the program and sport. The scholarship aims to provide the best pathway for successful completion of school.

## **Excellence Scholarships**

Excellence scholarships are available to students who can demonstrate authentic excellence in one or more of the following categories:

- Genuine elite-level participation and performance in sport
- An ability to demonstrate exceptionally high potential in leadership
- An ability to be an ambassadorial member of the student body
- An ability to demonstrate high potential for exceptional learning outcome
- Wellbeing Champion

An application form is to be completed by 31<sup>st</sup> August and it is a 2 stage process: Stage 1 written application and stage 2 interview (presentation).

The College will advise of the outcome of the scholarship interview by mid October of the year prior to enrolment.

## **First Nations Scholarships**

Our First Nations Scholarships are designed to empower our young First Nations people who are passionate about sport, dedicated to reaching their full potential and committed to using all the unique opportunities our college can provide.

A First Nations Scholarship application form is to be completed including a letter of confirmation to identify as a First Nations' person.

The scholarship covers 100% of the tuition fees for the duration of enrolment including uniform, notebook, and charger. Extra curricular charges or other charges payable include, optional camps, additional uniform purchases, notebook repairs.

## **DCP students**

DCP students are eligible for concession and the family who the child is living with are to complete a concession application attaching the student's health care card.

A concession discount is applied, and the balance of school fees is paid by Department of Child Protection.

## **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 SCSA Finance by email: [finance@sc.sa.edu.au](mailto:finance@sc.sa.edu.au) or phone the College on (08) 8151 0407 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, 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.

Should the need arise, Debt Collection Services may be instructed to collect arrears and outstanding monies. Further information pertaining to Debt Collection Services can be located in the Debt Collection Policy.

### **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.

### **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 [info@sc.sa.edu.au](mailto:info@sc.sa.edu.au) before the withdrawal or cancellation date.

In the case of a current student, the Admissions Manager will contact the Deputy Principal who will discuss the withdrawal with the teaching team and advise if a withdrawal form is to be sent.

Where a student is withdrawn from the College and a terms notice is not given, a term's fee in lieu of notice will be payable, depending upon the date at which the student is withdrawn and the student's reason for leaving.

The student's notebook must be returned, or additional charges will apply. Please contact SCSA Finance on (08) 8151 0407 to obtain a buy-out price for withdrawing students wishing to retain their notebook.

### **Referenced Documents**

- Fee Schedule
- Jotform payment plan
- Scholarship applications on Funnel

### **Policy History**

<b>Version</b>	<b>Policy Owner</b>	<b>Policy Category</b>	<b>Approval Date</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
V1.0	Principal	Resourcing & Financing	22/11/2018	22/11/2018	Initial Implementation
V1.1	Principal	Resourcing & Financing	04/09/2020	04/09/2020	Minor amendments. Formatting
V1.2	Principal	Resourcing & Financing	29/10/2024		Amendments, Rebranding