



Fee Management Policy

OakTree College is an independent co-educational specialist senior secondary school providing education opportunities for young people aged 15 to 20 years of migrant background who are at risk of disengaging from education.

The College has a focus on re-engaging students in their own education through a supportive learning environment and vocational education. It offers the Victorian Certificate of Education Vocational Major and the Victorian Pathways Certificate.

1. 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.

2. Scope

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

3. Definitions

Concession Fee	Concession discounts off the standard Tuition Fee given to families with government issued Concession Card or Health Care Card. A copy of the valid Concession Card or Health 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 & Excursions, Books & Stationery (includes access to a Chromebook)
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

4. Responsibilities

- (i) The College Board is responsible for:
 - a. 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
 - b. authorising this policy.
- (ii) The Executive Principal is responsible for:
 - a. implementing, monitoring and reviewing this policy;
 - b. giving consideration to any request for fee relief due to genuine financial hardship; and
 - c. ensuring that all staff involved administering College fees maintain strict confidentiality to respect the circumstances, dignity and privacy of families.
- (iii) Accounts & Finance Manager is responsible for:

- a. invoicing and receipting College fees;
- b. ensuring adequate and accessible arrangements for the payment of fees; and
- c. ensuring that suitable financial records are maintained.
- d. Monitoring tuition fee payments and issuing invoices for initial and ongoing enrolment;
- e. Managing payment plans, if necessary

(iv) Business & Administration Manager is responsible for:

- a. Maintaining the enrolment register and updating relevant information at least weekly;
- b. Updating tuition fees in the Enrolment Agreement and on the College website;
- c. Managing correspondence with parents, carers or guardians on the enrolment of the student e.g. offer letters, letters advising parents, carers or guardians of enrolment decisions;
- d. Updating VASS records of new enrolments.

(v) Parents are responsible for

- a. meeting the financial obligations associated with the education of their child; and
- b. notifying the Executive Principal if they are experiencing difficulty in meeting their financial obligation to pay fees.

5. Implementation

I. The College will charge fees as follows:

	Full Fee	Concession
Tuition Fee (Annual)	\$1800	\$900
Camps & Excursions	\$100	\$100
Materials Costs	\$50	\$50
Books & Stationery (includes access to a Chromebook)	\$150	\$150
Total payable	\$2100	\$1200

- II. Fee schedule will be published annually on the school website.
- III. Students undertaking VET programs will be required to cover their VET fees as outlined in the invoice from the VET provider.
- IV. Parents are required to pay a deposit (being 20% of the total payable fee) on enrolment and re-enrolment each year. Payment in full must be made by the end of the year in which the student is enrolled.
- V. If the Student is enrolled at the College partway through the school year, tuition fees will be charged on a pro rata basis.
- VI. Enrolments will not be processed unless a deposit of 20% has been paid. Parents experiencing financial difficulties must discuss this matter with the Executive Principal prior to lodging an Enrolment Form. The College reserves the right not to

accept an enrolment if parents cannot demonstrate they can meet the require Tuition fee.

- VII. The Student will not be permitted to re-enrol for a new academic year while any part of the fees or charges for the previous billing period remain unpaid, unless approved by the Executive Principal.
- VIII. The Executive Principal is authorised to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.
- IX. Parents who choose to cancel the enrolment prior to commencement will be issued with a refund on tuition fees paid in advance.
- X. Parents having trouble paying the minimum fee may negotiate an arrangement with the Executive Principal and with approval from the Executive Principal, may enter a negotiated Payment Schedule with the College.
- XI. The College will not accept payment of more than \$1000 from each individual student at the commencement of the school year/enrolment unless the payment is to cover previous year's tuition or other fees balance.

6. 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
- issue further Invoices/Statements monthly (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.

7. Fee concessions

The College will apply a concession discount to the standard Tuition Fee for families with Concession Card or Health Care Card. A copy of the valid Concession Card or Health Care Card must be presented at the time of enrolment / re-enrolment to obtain the discount.

8. Late entry fees and withdrawals

- a) 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).
- b) Students/Parents who withdraw enrolment must provide notice of one academic term to be eligible for a fee refund on any tuition and/or other fees paid in advance.
- c) Students will not be eligible for a refund if they are asked to leave due to a breach of the Student Code of Conduct.
- d) Additional withdrawal costs may apply where an outstanding resource (such as materials Costs, Books & Stationery etc) have 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.

9. 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 to 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.

10. 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.

A student will not be re-enrolled unless the previous year's fees have been paid in full.

11. 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	OakTree College
Bank	Bendigo Bank
BSB	633-000
Account No	214886194

2. Bank Cheque in the name of OakTree College (either posted to the College or delivered to the Office)

All fee payments or instalments will be receipted.

12. Management of pre-paid fees

Student fees will be paid into a designated savings accounts belonging to OakTree College.

13. 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.

14. Communication

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 Business & Administration Manager and the Accounts & Finance Manager 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

15. Appendix: Hardship Application Form

16. Related Policies:

- Enrolment Agreement
- Enrolment Policy and Register
- Fees Refund

17. Approval and Review

Document owner:	Executive Principal
Approved by:	College Board
Approval date:	01 July 2024
Review date:	July 2025 (and every 12 months thereafter)

Appendix: Hardship Application Form



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	