



FEES & REFUND POLICY

1. PURPOSE

The purpose of this Policy is to provide information regarding payment terms for fees, refunds 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). The Policy outlines the circumstances by which fees may be proportionately refundable, non-refundable or have a non-refundable component. This policy also includes information on the fees required to hold places for students on an extended leave of absence or to hold places for prospective students.

2. SCOPE

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

3. DEFINITIONS

For the purpose of this Policy:

Current Student means all persons who hold Australian citizenship or residency, have already commenced their education at the College, have been attending for one term or longer and will be returning to the College within the same year as their advised leave of absence.

It also includes students who are on an extended leave of absence as approved by the Principal.

Non-Current Students means prospective students who have not yet commenced at the College or students on extended leave and not paying to hold a place.

4. FEES AND REFUNDS

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.

4.1. Registration and Enrolment Fees:

4.1.1. The Registration Fee is published annually and is non-refundable.

4.1.2. The Enrolment Fee is published annually and is non-refundable.

4.2. Education Program Fees/Charges:

Departing Students

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

- 4.2.1. 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 may be retained/charged in lieu of notice as per the Enrolment agreement, if sufficient notice is not provided.
- 4.2.2. Where a student is ceasing enrolment and there are outstanding tuition fees or other association costs, the College will pursue that outstanding amount of a full term's fees in lieu of notice. The final decision about the pursuit of outstanding tuition fees is at the discretion of the Principal.
- 4.2.3. Where a student has been absent for an extended period of one term or more for a significant medical reason, and has not been able to access any learning, they may be eligible for a small bursary at the discretion of the Principal.

4.3. Additional Charges:

Textbook Hire Scheme

- 4.3.1. If hired items are lost or damaged during the period of hire, the College will charge the replacement cost, according to the conditions outlined in the Textbook Hire Policy.

Excursions/Activities (including camps):

- 4.3.2. Curriculum related activities such as excursions, camps, incursions 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.
- 4.3.3. Non-Curriculum related activities are not compulsory and therefore require parents/guardians consent prior to being charged to the student's account. Some examples of these activities are: music camp, overseas trips, surf trips, excursions, sporting registrations, musical related activities, music lessons and instrument hire.
- 4.3.4. 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.
- 4.3.5. 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.
- 4.3.6. Student laptops, if not returned within 7 days of the student leaving, will incur a charge of the balance remaining on the leased item which will be placed on the fee account.

4.4. VET Program Fees/Charges:

4.4.1. If a student wishes to cancel their course/training program prior to commencement, a non-refundable administration fee of 10% will apply and any non-refundable payments made to third parties will remain non-refundable.

4.4.2. If a student wishes to cancel their course/training program following commencement, refunds may be negotiated because 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 the Principal.

4.5. Little Saints Early Learning Centre (LS) and Outside School Hours Care (OSHC):

Please refer to “Fee Policy; Little Saints and OSHC.”

4.6. Uniform Shop:

4.6.1. Items purchased from the uniform shop may be exchanged/refunded within 30 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

4.6.2. Exchanges will be processed at the uniform shop coordinator’s discretion.

4.6.3. No second-hand purchases will be exchanged.

4.7. Canteen: (Snaac Shack and Saints Café):

4.7.1. 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.

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

5. HOLDING FEES

The College recognises that the situation may arise where enrolled students take an extended leave of absence from attending the College, or prospective families not currently enrolled, wish to hold places until their arrival. In both cases a fee to hold places applies.

5.1. Current Students – Extended Absences

5.1.1. Where an extended leave of absence has been granted by the Principal, full normal tuition fees will apply.

5.1.2. This policy applies to all students, including children of staff.

5.2. Current Students – Census

5.2.1. Where a student will be absent during the census period and ineligible for a successful special circumstance’s application, additional charges approximately equivalent to the government grants forgone will be applicable.

5.2.2. Decisions around the apportioning of holding fees for current students is at the discretion of the Principal.

5.3. Non-Current Students

5.3.1. Where a student is unable to commence once an offer has been made, normal tuition fees and additional charges approximately equivalent to the government grants forgone will be applicable.

5.3.2. Any fees incurred for non-current students are non-refundable and will not be refunded if the student does not commence at the College. A place can only be held by the College for a year.

6. RELATED DOCUMENTS

- Enrolment Policy
- International Students Written Agreement
- Code of Conduct

DOCUMENT CONTROL	
Title	Fees and Refunds Policy
Author	SAAC
Policy Owner	Head of Business Services
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