

## **Fees and Charges**

### **Objective**

To ensure the application of fees and charges by Cire Community School is conducted in a clear and transparent manner.

To ensure enrolment and participation in Cire Community School is accessible and affordable for all students.

To outline the circumstances in which refunds or waivers may be applied.

### **Scope**

Cire Community School Principal

Cire Community School VCAL program coordinators, teachers and support staff

Cire Services reception and finance department

Cire Community School students

### **Policy**

Cire Community School will set school fees at the start of each school year with information made publicly available via our website. School fees are payable per student, for each school year.

New students and families are to be advised of the fees and agreed payment schedule in writing at enrolment.

#### **Student school fees are applied to the following costs:**

- Student materials and resources;
- Amenities;
- Administration;
- General student activities and projects;

#### **Concessions**

Students who are listed on their parent, guardian or carer's valid concession card, or hold their own, are entitled to a concession fee.

The pension, benefit or concession card must be sighted and copied by school staff before the concession can be applied.

#### **Payment of Fees**

A non-refundable deposit is required to secure a student's position in Cire Community School. This amount will be published on our website and in writing in the Fees and Charges Agreement provided to new students and families at enrolment.

Students who have outstanding fees may be required to attend a meeting with their parent, guardian or carer and school leadership to ensure all fees are paid, or an exemption is granted by the Principal.

#### **Refunds**

Students who withdraw from their enrolment within 4 weeks of their initial attendance will be entitled to a refund of the school fee paid, less the non-refundable deposit.

Students who withdraw from Cire Community School after four weeks, or who do not formally withdraw are not entitled to a refund, but may be granted a pro-rata refund at the discretion of the Principal.

## **Student enrolment in VET**

Students enrolled in Cire Community School are required to complete a VET training as part of their VCAL certificate however they are not entitled to Government subsidised places in VET courses. As such, Cire Community School will pay a set percentage of the total fees payable plus any government funding the school receives from the student's VET enrolment. The percentage paid by Cire Community School is determined internally, taking into consideration student and family financial capacity to contribute. The percentage paid is to be applied equally to all students unless a request for consideration of extreme hardship is submitted.

Information will be made available to students and families at the start of each year indicating the percentage the school will pay towards a student's VET fees and the responsibilities of the parent, guardian or carer to contribute to the fees.

## **Additional charges**

Students may be charged additional fees to attend specific activities or excursions (including school camps). Cire Community School is committed to keeping these additional fees as low as possible to ensure all students are able to participate in and benefit from the extra activities. Students and families will be advised of any extra fees in writing and with as much notice as possible.

## **Extreme Hardship**

Students who are experiencing extreme hardship due to social or financial issues may be granted a fee concession or a fee waiver. The consideration of hardship is made at the discretion of the Principal, and may be applied to school fees, VET enrolment fees and additional fees required to participate in activities or excursions. Coordinators will make an assessment of a student/family's situation on a case by case basis and request a waiver or fee reduction in writing to the Principal. If approved, the Principal will notify the family in writing.

## **Definitions**

VET: Vocational Education and Training

## **Related Documents**

Cire Community School Fees and Charges Form  
Cire Community School Enrolment Procedure  
Cire Community School Payments and Invoicing Procedure

## **Area of Compliance**

VRQA Minimum Standards for School Registration: School Governance

## **Organisational area**

Cire Community School

## **Approved by:**

Committee of Management

Sign:

Date:

## **Operative date:**

June 2016

## **Review date:**

May 2018