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# 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 Leadership, 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 the time of 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 of \$50 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.

Payment options include: EFTpos, bank transfer, CentrePay or direct debit.

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Families/carers of students who have outstanding fees will receive notification that fees are overdue and until paid in full or a payment plan is in place student will be unable to attend excursions, incursions or other extracurricular activities. In extenuating circumstances a meeting can be arranged with the Campus Principal to discuss outstanding fees and alternative payment arrangements.

**Refunds**

Students who withdraw from their enrolment within four 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 Campus 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**

Families 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 Campus Principal, and may be applied to school fees, VET enrolment fees and additional fees required to participate in activities or excursions. The Campus Principal will make an assessment of the individual situation on a case by case basis and request a waiver or fee reduction in writing to the Principal. If approved, the family will be notified 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

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Area of Compliance

VRQA Minimum Standards for School Registration: School Governance

Organisational Area

Cire Community School

Approved by

The Board

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Signature:

Date: August 2021

Operative Date

June 2016, reviewed August 2021

Review Date

August 2023