

## Draft SV500 FEE POLICY

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### 1. RATIONALE

The SV500 Fee Policy addresses expectations, requirements, processes and communication in relation to tuition and non-tuition fees for students studying at The Friends' School on a Student Visa 500.

### 2. SCOPE

This policy includes the following

- 2.1. Board of Governors
- 2.2. Principal
- 2.3. Director of Business Affairs
- 2.4. Enrolments Manager
- 2.5. Payroll and Employment Services Manager
- 2.6. Education Agents
- 2.7. SV500 students and parents

### 3. POLICY

#### 3.1. Setting Fees

All fees, both tuition and non- tuition will be set annually by The Friends' School's Board of Governors. Parents of students enrolled in any given academic year will be advised of tuition and non-tuition fees in the October or November prior to the school year in question.

#### 3.2. Course (Tuition) Fees

The School is required, as a condition of its CRICOS registration, to provide prospective and current SV500 students with an estimate of tuition course costs for the duration of the course in which they are enrolled. The estimate of both tuition fees and non-tuition fees will be based on an estimated annual percentage increase, to be determined by the School.

- 3.2.1. The School will advise TASC of updated estimates of Course Tuition Fees in December of each year, for Courses commencing in the following year. See *SV500 Procedure: CRICOS Reporting Course Fees*
- 3.2.2. The School will clearly identify tuition expenses covered by tuition fees and provide a cost of any tuition related expenses not included in the Tuition Fee

#### 3.3. Non-Tuition Fees

The School is required to advise SV500 students of all non-tuition fees associated with their course of study.

- 3.3.1. Associated non-tuition fees at The Friends' School include:
  - Boarding Fees
  - Stationery costs
  - Textbook costs
  - Uniform Costs
  - Co-curricular fees
  - Camp Fees
  - Overseas Student Health Cover (OSCH)
  - IB Annual Fee
  - TCE Exam Fee
  - Administrative Fee

- Application Fee (for enrolment)
- Enrolment Deposit
- Homestay Fees (typically Homestay is for emergency accommodation only)

### **3.4. SV500 Fee Schedule**

The Friends' School's *SV500 Fee Schedule* for any given school year will be published in October or November prior to the school year in question. The *SV500 Fee Schedule* will include a table detailing tuition fees and non-tuition fees for the school year in question. Once published the *SV500 Fee Schedule* will be:

- 3.4.1. made available to parents of all SV500 students
- 3.4.2. made available to Education Agents contracted to The Friends' School
- 3.4.3. included in the School's Prospectus package
- 3.4.4. updated on the School's website
- 3.4.5. updated in any promotional material to be published by third parties, e.g. event organisers

### **3.5. Overseas Students Health Cover (OSHC)**

- 3.5.1. SV500 students are required to have Overseas Students Health Cover (OSHC) as a condition of their Visa. See *International Student Health Management Policy*
- 3.5.2. OSHC Fees are set by individual Health Insurance Providers and are advised annually
- 3.5.3. SV500 students are required to pay OSHC fees for the duration of their course, prior to the School issuing the students Confirmation of Enrolment (CoE). It is standard practice to include an extra 3 months of OSHC as Student Visa's are typically granted for an extra few months beyond the completion of the student's course of study.
- 3.5.4. Typically, students pay the OSHC Fee to the School, who will then make immediate payment to the student's chosen OSHC provider. The OSHC provider will advise the School of receipt of payment and confirm that the student has OSHC Insurance. At this point the School can prepare and produce the student's CoE.

### **3.6. Fee inclusions**

Course (Tuition) Fees charged vary according to the specific educational program provided for each year group.

#### **3.6.1. Year 4 – Year 6**

- Students in these year groups are supplied with most materials, books, stationery, writing and drawing equipment
- The Course Tuition Fees cover the costs relating to some co-curricular activities, excursions and class camps
- Fees for Year 6 include costs of the annual Canberra trip, which is part of a curriculum unit on government
- Students are provided with a personal iPad, which is insured against certain accidental damage and loss, and is configured with a range of educational software

#### **3.6.2. Years 7 – 10**

- Students in these year groups supply their own books, stationery, writing and drawing equipment. The current cost range is \$460 to \$630 per year.
- The Course fees cover the costs relating to consumable materials for a range of class activities, most outdoor education, some co-curricular activities, class excursions and the Year 7 camp and most costs associated with the transdisciplinary 'Connections Program'
- Students are supplied with an Apple MacBook Air Laptop, which is insured against certain accidental damage and loss and which is configured with a range of educational software

**3.6.3. Years 11 – 12**

- Students in these year groups supply their own materials, books, stationery, writing and drawing equipment. The current cost is \$675 per year
- The fees cover the costs relating to most optional co-curricular activities, class excursions and consumable materials for a range of class activities
- TCE examination fees are \$280 per year
- IB annual fee is \$1,305
- Students are supplied with an Apple MacBook Air Laptop, which is insured against certain accidental damage and loss and which is configured with a range of educational software

**3.6.4. Student Accommodation – Walker House**

- Students are provided with individual rooms in designated male/female areas, with separate study and recreational rooms available for their use
- Walker house provides all linen (plus doona and pillow) and towels
- Daily meals are included – breakfast, morning tea, lunch provisions, afternoon tea and dinner
- A gym membership at Friends' Health and Fitness is included in the Walker House (Boarding Fee) for students 16 years and over

**3.7. Health Expenses**

- 3.7.1. Health expenses, including but not limited to Doctors fees, hospital treatment, dental treatment, allied health expenses (e.g. psychologist, physiotherapist, Occupational Therapist), not covered in full or part, by the Overseas Student Health Cover (OSCH) insurance remain the responsibility of the students/parent.

**3.8. Repatriation Expenses**

- 3.8.1. In the unlikely event of a student needing to be repatriated for health reasons, students/parents remain responsible for all related costs. It is recommended that parents seek independent advice on alternative insurance options, such as travel insurance, which may cover such costs
- 3.8.2. Parents will bear all costs involved in the repatriation of a student whereby the student's behaviour requires the student to be removed from the School and School approved accommodation, and in the case where parents cannot immediately travel to Hobart to care for the students (*see International Student Welfare Policy*). Such costs will include the airfares of the student and up to two staff to accompany the student, and associated accommodation costs

### **3.9. Fees and Charges**

- 3.9.1. All fees and Charges are in Australian Dollars (AUD) and are subject to review
- 3.9.2. Enrolments of one year or more, require a deposit of one term's tuition and boarding fees (where applicable). This deposit will be held for the duration of the student's enrolment, against possible fee default. Provided all fees and charges are paid and up-to-date, families may request (in writing) that the deposit be offset against the final term's fees for that students. This deposit is non-transferable, including to siblings of the students.
- 3.9.3. Accounts covering each school term are issued in February, May, July and October and are immediately due for payment
- 3.9.4. Fees for enrolments of less than one year, are payable in full at the time of enrolment and include a contingency of AUD \$500
- 3.9.5. Accounts will be issued direct to parents of SV500 students
- 3.9.6. All international students, inclusive of SV500 students, are required to pay all fees, tuition and non-tuition, directly to the School and not through any third party (e.g. do not make payments via education agents, relatives, friends etc)
- 3.9.7. The first invoice issued to an SV500 student will include:
  - One term's tuition fees
  - One terms' boarding fees
  - OSHC fees for duration of student's enrolment
  - Administrative Fee
- 3.9.8. The first invoice issued to Parents of SV500 students will typically be contained within or accompany their formal Letter of Offer. Parents of SV500 students must complete, sign and return their acceptance contract prior to, or concurrent with, making any payments to the School, other than application fee.
- 3.9.9. Tuition fees charged in the first invoice (payable prior to commencement) cannot exceed 50% of the student's course cost except in the case of:
  - The student's course duration being 25 weeks or less
  - The student's parents request to pay more than 50% of course fees. In this case, if the School accepts this payment, the school must keep clear records of the parent's request to pay more than 50%
- 3.9.10. Any unused portion of charges for uniform, stationery and textbooks will be credited against tuition fees.
- 3.9.11. Tuition Fee discounts apply where two or more students are enrolled from the same family, concurrently. See *Sibling Discount Policy*
- 3.9.12. A discount of 1.0% applies to tuition fees that are paid in full within 14 days of the invoice date
- 1.1.1. Students who default on their enrolment less than 4 weeks prior to commencement, and for whom their SV500 has been granted, will be charged one term's tuition and boarding fees (in the case of a boarder)

### **3.10. SV500 Fee Income and PRISMS Reporting**

- 3.10.1. The School will, as required, maintain records of money SV500 students pay to the School, including separate identification of tuition and non-tuition fees
- 3.10.2. The School will report monthly, income received in the given month via the PRISMS system. See *SV500 Procedure: PRISMS Reporting Tuition and Non-Tuition Fees Received*

- 3.10.3. The School will maintain records of any amounts that have become payable by the student but have not been paid

### **3.11. Refunds**

See SV500 Refund Policy

### **3.12. Student Withdrawal**

One full term's notice in writing addressed and submitted to the Principal, is required of an intended withdrawal from the School and/or from boarding accommodation.

Payment of one term's tuition and/or boarding accommodation fees will apply if this notice is not received.

### **3.13. Accessing Student Records**

The School will not charge fees for students to access their School records (all records, inclusive of financial records).

## **4. DEFINITIONS**

- 4.1. See definitions documents

## **5. LEGAL AND OTHER REQUIREMENTS**

- 5.1. ESOS Act 2000
- 5.2. National Code 2018
- 5.3. National Code 2018 Factsheets
- 5.4. Tuition Protection Service (TPS)
- 5.5. Australian Consumer Laws

## **6. ASSOCIATED POLICIES, PROCEDURES, GUIDELINES AND FORMS**

- ❖ **SV500 Fee Schedule**
- ❖ **SV500 Procedure: CRICOS Reporting Course Fees**
- ❖ **SV500 Procedure: PRISMS Reporting Tuition and Non-Tuition Fees Received**
- ❖ **SV500 Procedure: Invoicing and Payment of OSHC Fees**
- ❖ **SV500 Refund Policy**
- ❖ **SV500 Procedure: Fee Refunds**
- ❖ Enrolment Policy
- ❖ International Student Accommodation Policy
- ❖ International Student Entry Requirements Policy
- ❖ International Student Education Agent Policy
- ❖ International Student Health Management Policy
- ❖ International Student Homestay Policy
- ❖ International Student Policy
- ❖ International Student Support Services Policy
- ❖ Marketing Policy
- ❖ Sibling Discount Policy

- ❖ SV500 Complaints and Internal Appeals Policy
- ❖ SV500 CRICOS Registration Policy
- ❖ SV500 External Appeals Policy