

FEES POLICY

The fee schedule is effective from 1 January each year and will remain in force until amended by the College Council. It is essential fees are paid on time to allow the College to provide high quality educational services for all students. The College may withdraw students from the classroom if their fees are unpaid, except where special arrangements have been made in writing and are being maintained.

College Fees:

Fees are to be paid per Semester in advance, irrespective of payment method. Fees are due on the first day of each Semester.

Under s.27 of the Education Services for Overseas Students Act 2000, West Moreton Anglican College cannot receive more than 50% of the student's total tuition fees for a course before the student has begun the course, unless the course has a duration of 25 weeks or less. If the person responsible for paying the student's fees chooses, they may pay West Moreton Anglican College more than 50% of the total course tuition fees before the course start date.

Fees do not include charges for visas, passports, examination costs for IELTS or TOEFL, travel within Australia, vacations to and from other countries, non-college excursions, spending money or travel to and from the College.

Homestay Charges:

Homestay fees include the academic year only and do not cover the end of year vacation period (December/January). Students are expected to return home at the end of the academic year. Students intending to remain in Australia must apply in writing for permission from the Director of the International Program. If permission is granted the College will issue an invoice for the accommodation charges. The invoice must be paid prior to the commencement of the additional homestay.

Late Payments:

Any account not paid in full by the due date, will incur an administration charge of \$40. If an account remains outstanding, and satisfactory payment arrangements have not been made by the close of business on the due date, the College will apply the administrative charge. The College reserves the right to rescind discounts in the event of late payment and to add these amounts back to the account.

If the account remains unpaid after the first week of term, the student is deemed to be in breach of enrolment conditions and will receive notification they will be reported to the Department of Immigration for non-payment of fees.

Family Discounts:

For families who have more than one child attending the College, a 5% discount on Tuition Fees is automatically applied for each subsequent child in the same family.

Other Charges:

Other charges which may include musical instrument hire, Outside Schools Hours Care, extra curricular activities and/or any other sundry charges are billed periodically throughout the year and must be paid by the due date as shown on the Statement of Account. Music Instrumental Tuition charges will be billed directly by the Instrument Teacher.

Lost or damaged Textbooks, Library Books and digital devices/accessories will be replaced at the replacement value of the item and will be charged to the Parent's Account.

Notice of Withdrawal

Enrolment changes affect College fees, therefore Parents/Agents must give 10 weeks' notice in writing in the event of the following:

- (a) the student plans to leave the College;
- (b) the Parent/Agent intends to cancel or (with the College's agreement) postpone or otherwise vary the student's enrolment.

Failure to provide such advice to the College in writing will result in a penalty charge of one terms' tuition in lieu of required notice. The penalty fee may be deducted from tuition fees that have been paid in advance. In the case of students who withdraw from the College and have not paid tuition for that semester, if the fee is not paid it will be recorded as monies owing to the College. The Department of Immigration will be notified the student has an outstanding debt to the College and documentation from the College will indicate the student has outstanding fees.