



East Preston Islamic College

S C H O O L

F E E S

P O L I C Y

Purpose

East Preston Islamic College (EPIC) is committed to providing the on-going, high standard of education. The charging of fees is necessary to ensure the school can provide an appropriate standard of educational service to students.

Enrolment of students at East Preston Islamic College carries with it the undertaking by parents/guardians to accept the obligation to pay all school fees. Families have the responsibility to pay their school fees in a timely manner. It is therefore expected families to meet their fee payment obligations as levied.

Definition & Principles

- School fee policy shall be considered as tuition fees, levies and all other charges paid to East Preston Islamic College.
- Parents/guardians responsible for the payment of school fees are hereinafter referred to as the Account Holder.
- This policy should be read in conjunction with the College Conditions of Enrolment and the current Fee Schedule.
- Tuition Fees invoices are sent out to all families each year. College will not bear responsibility if the invoices sent are not received by the account holder.
- The School Board has the right to change the fees and charges anytime without prior notice.
- The School Board has the responsibility for the management of the College and is responsible for the determination of school fees.
- Tuition fees are determined in September of each year, with the changes applied from January.
- All matters related to school fee payment are managed confidentially by EPIC staff who collect the monies owing.
- Efforts will be made to protect the confidentiality of all information pertaining to families and the payment of school fees. However, where no payment is made, personal details including contact details may be forwarded to external debt collection agencies to assist in the collection of outstanding monies.
- It is the responsibility of the account holder/s to ensure that the correct legal names and contact details provided to the school at the time of enrolment are correct. Changes of address notification is to be provided to the College if the residential or billing address changes at any time during the period of enrolment of their child/guard at the College.

Types of Fees

Application Fee:

A \$50 per child, once-off payment — payable when lodging Enrolment Application Form — non-refundable.

Enrolment Fee:

One term's fees must be made in advance within the timeframe set by the College. Payments can be made online or at the school.

Tuition Fee:

Compulsory fee dependent on the student's year level.

Family Discounts

Siblings' discounts apply when two or more siblings are students at the College. The child in the highest grade will always be treated as the first child. Second highest as the second child and so on.

First Child	Nil Discount
Second Child	20% Discount off Tuition Fee
Third Child	20% Discount off Tuition Fee
Fourth Child	20% Discount off Tuition Fee
Fifth Child	100% Discount Tuition Fee

School Fees, Charges & Overdue Accounts

1. Tuition fees do not cover bus, books, canteen, uniform, excursions, camp, and subject-specific fees.
2. Annual school fees are charged in full at the beginning of each school year.
3. Each Term fees must be paid by the due date, as detailed in the statement. The Accounts department must be contacted to obtain an approval for an extension of time to pay if circumstances arise where an account cannot be settled by the due date.
4. After the due dates, the account holder will be contacted either by telephone, SMS, email or by letter.
5. Account holders experiencing difficulties meeting payment obligations may arrange payment plans by contacting the accounts department to discuss a mutually agreeable payment program. Consideration will be made on a case-by-case basis. Confirmation of the agreed payment plan will be signed by the accounts department and the account holder(s). Both parties will receive a copy of the agreement to keep.
6. The agreed payment plan is valid for the current school year only.
7. Refer to East Preston Islamic College website <https://www.epic.vic.edu.au/parents/fees/> to calculate an estimate of tuition fee(s) for your child/ren.
8. If our efforts are not successful in collecting payments, the following might apply:
 - a) Students' enrolment at the College is conditional upon full payment of all fees and charges. Students' enrolment may be terminated if any amount is in arrears.
 - b) The College may forward the account to the appointed Debt Recovery Agency for collection of the full amount without further notice to the account holder.
 - c) Where a defaulted account has been forwarded to an outside agency for collection, all collection and recovery costs, including but not limited to legal and court fees and charges as permitted by the Courts, will become due and payable in full by the account holder/s and will be in addition to the amounts owing to the College for fees and charges.
 - d) Following submission of the account to the Debt Recovery Agency all contacts, enquiries and payments made by the account holder must be made directly to that Agency.
 - e) Verbal or written contact between the College and the account holder following submission of the account to the Debt Recovery Agency does not void or otherwise amend or alter the collection process as outlined in this policy.
9. Families with outstanding fees wishing to enroll a new sibling will not be granted acceptance until all outstanding fees are paid in full.
10. Any new students starting late during the school year will be liable to pro-rata of the tuition fee.
11. Account holders must lodge a **Withdrawal Form** if they decide to withdraw their child(ren) from the college, or they will be eligible for the school fees.
12. A leave of absence for travel purposes must be submitted in writing to the relevant Head of School for approval at least one full term in advance of the commencement of the leave. The request can be granted only where all Tuition Fees and Charges and any other amounts owing to the College at the time of the request have been paid in full. Tuition Fees or Charges will not be refunded.

Payment of Fees

1. Account holders will be given the option to pay the annual fees upfront before the 30th of April of each year. Full payment made by the specified date will contract a 10% discount on the total amount.
2. Direct Debit forms can also be completed and returned to the College. Direct Debit is the option of entering into an instalment arrangement whereby payments can be made monthly or termly. All outstanding fees are fully payable before the 31st of October of each school year. Direct Debit also contracts a 10% discount on the total amount.
3. It is the obligation and responsibility of the account holder to contact the College if full payment cannot be made by the due date. The College will take all reasonable steps to recover the amount owing. All costs incurred due to placement of accounts with Collection Agencies will be passed onto all relevant parties.
4. Fee payers are considered jointly and severally responsible for the payment of fees, as per the enrolment application.
5. Account holders must notify the accounts department in writing of any changes regarding their responsibility for the school fees. Changes to the liability of fees is required in written. The change must be signed and acknowledged by all parties involved, including signatories of the student(s) enrolment form for which the changes are being made.
6. Without the provision of a custody order, tuition fees will not be split between parents/guardians. Both Parents/guardians will be responsible and liable for school fees of each child enrolled at EPIC.

Payment Methods

The following payment methods are available:
Cash, Cheque, EFTPOS, Credit Cards (MasterCard or VISA)
Direct Deposit to Bank Account

Withdrawal Procedures

1. **New enrolment:** Where a parent or guardian wishes to withdraw a student from the College, student withdrawal form must be lodged prior to the school commencement. The one term fees paid in advance are not refundable.
2. **Mid-year withdrawals:** Where a parent or guardian wishes to withdraw a student from the College, a withdrawal form must be lodged one term in advance prior to the withdrawal date. Failure to provide the one term's notice will result in payment of an extra term's fees.
3. **End-of-year Withdrawals:** Students who are not going to continue for the following year must lodge a Student withdrawal form prior to the **1st of December** in the current academic year. Failure to provide the required notice will incur an additional one term's school fee charge.
4. Upon withdrawal of a student from the College, all fees and charges incurred for that student are payable to the College in full before exit and:
 - a) Where full payment is not received, the collection procedure as detailed in this policy will take effect.
 - b) If the account has been paid in full and a refund is due to the account holder, an electronic funds transfer (EFT) payment for the refund will be made to the account holder.
5. Student Exit Forms are not required for year 12 graduate students if they complete the full academic year.

Tuition Fees

The College Board may vary Tuition Fees and Charges from time to time at its sole discretion. Parents will be notified in advance of any such variation. Tuition Fees are payable at the commencement of the year or by instalments over 4 payments at the end of the first month in each of the beginning terms. All invoices and statements are sent by email and are available on the Compass system.

Families are responsible for ensuring the College has their current email addresses and mobile phone details. Signatories to the Offer of Enrolment from the College acknowledge that they are jointly responsible for all Tuition Fees and Charges payable as a result of enrolling a child at the College. Responsibility for Tuition Fees and Charges remains with all signatories irrespective of what may happen to the relationship of the signatories and this responsibility cannot be delegated away. EPIC may agree to add new billing nominees at its sole discretion.

If the Enrolment Contract is terminated by East Preston Islamic College, the College will not be obliged to refund any pro-rata based on the proportion of the fees.

International Students

As the college receives no funding for international students residing in Australia and holding a valid visa, international students have a different Annual Tuition Fees Schedule compared to local students. Refer schedule of fees for international students: <https://www.epic.vic.edu.au/parents/pricing/>

No discounts apply to international students' fees.

Please be aware that East Preston Islamic College is not a CRICOS school and therefore can only enroll international students on their parent's visa.