



Unity College
**Fees
Policy**

#YOUbelong

DEFINITIONS

"APPLICANT"

Means the person/s set out in the Application for Enrolment Form being the parents and/or caregiver/s of the child seeking enrolment at the College.

"COLLEGE BOARD"

Means the Governing body of the College.

"CONFIRMATION OF ENROLMENT"

Means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

"SCHEDULE OF FEES"

Means the list of fees due payable by the enrolling parties.

"STUDENT"

Means the person named on the Enrolment Application Form.

"THE FINANCE ADMINISTRATION AND MANAGEMENT TEAM"

Means the Business Manager, Finance Manager and finance staff of the College.

"THE PRINCIPAL"

Means the Principal of the College, or the Principal's authorised representative.

"THE COLLEGE"

Means Unity College Inc (ABN 30 770 601 765).

"UNITY COLLEGE WEBSITE"

Means www.unitycollege.sa.edu.au.

Unity College Fees Policy

WHO ARE WE?

Unity College is a Reception to Year 12 College of the Lutheran Church of Australia, affiliated with Lutheran Education Australia and the Lutheran Schools of South Australia, Northern Territory and Western Australia (LESNW).

Situated in the heart of the Murraylands, we strive for excellence in education and spiritual growth for our students in a safe, caring, forgiving environment. The College aims to model Christian values and community in action through the way the staff, students and their families relate to each other.

RATIONALE

The intention of the Unity College Fees Policy is to offer clear and transparent guidelines to ensure parents/caregivers of students enrolled at Unity College fully understand the fee payment procedures and requirement to pay their fees on time.

PRINCIPLES

Unity College is committed to providing a high-quality education to our students whilst maintaining an affordable fee structure for our families.

PRIVACY

The College collects personal information, including sensitive information before, during and after the course of a student's enrolment at the College.

The Unity College Privacy Policy can be viewed on the Unity College website or obtained on request from the College.

HONESTY

If false or misleading statements are made on enrolment or financial information forms or if relevant information was not disclosed at the time, the College reserves the right to terminate the enrolment at any time, or suspend the enrolment until all relevant facts are known.

It is an offence under Section 307B of the Crimes Act 1900 to provide false or misleading information to an educational institution when making an application for enrolment.

ENROLMENT APPLICATION FEE

The Application for Enrolment incurs a non-refundable \$50.00 administration fee per student.

ENROLMENT CONFIRMATION DEPOSIT

To secure a place at Unity College, a formal offer of a place at the College must be made and a deposit of \$250.00 is required by the due date advised.

Upon commencement, \$200.00 of this deposit will be offset against the student's first fee account and \$50.00 will be allocated to Unity College Old Scholars of which the student will become a life member.

SCHOOL FEE STRUCTURE

School fees are reviewed, structured, and announced annually by the College Board, seeking to balance the cost of the College's operations in line with the College's operational budget.

The Schedule of Fees will be provided to parents/caregivers of enrolled students prior to the commencement of the school year.

It is also available on the Unity College website or upon request.

All school fees are billed at the beginning of the school year, or commencement of enrolment to allow families to plan their repayment program.

TUITION FEES

Covers the cost of teaching, teaching resources and assessments for students per year level.

COMPOSITE FEES

Covers the cost of various additional items supplied by the College. There is no refund or deduction for non-attendance or variances in student requirement.

The Composite Fee includes (but is not limited to);

- a. Year level camps
- b. Excursions
- c. Student competitions
- d. Swimming
- e. Knockout sport
- f. Music band program
- g. Project material products
- h. Student accident insurance cover
- i. Student ID cards
- j. Unity College whole College magazine (Synergy)
- k. Student stationery / text books (Junior Campus only)
- l. Activity days

- m. Student awards
- n. Mentor expenses
- o. Guest speakers
- p. Student wellbeing program

Composite fee exclusions (but not limited to):

- a. Outdoor education camps
- b. Laptop damage repairs
- c. Lost or damaged resources/facilities
- d. Pedal Prix
- e. Bus fares (refer Bus Guide)
- f. Excess printing costs
- g. Excess project material products (year 9-12) (refer Schedule of Fees)
- h. Music instrumental program (refer Music Information booklet)
- i. Service trips
- j. Replacement student ID cards
- k. Interstate Ski Trip
- l. International trips
- m. Student stationery / text books (Middle/Senior campus only)
- n. Graphics calculator (senior maths)
- o. Year 12 Formal
- p. Year 12 personalised jumper / jacket
- q. Additional camp items (eg jumper, photos)
- r. VET and associated courses

CONNECTED FOR LEARNING FEES

To support their learning, all students are provided with a personal device and monitored internet access for use during their time studying at the College.

In the Junior School, a touchscreen tablet is supplied and is to remain always on College grounds unless otherwise negotiated.

In the Middle and Senior Schools, a laptop computer is issued and maintained for students by the College. Whilst enrolled at the College, the students can take their laptops home to ensure ongoing access to schoolwork. This also affords the student the opportunity to exercise responsibility and authentically helps them to take control of their learning whilst enriching their schooling experience through the use of technology.

The laptop model issued to students in Years 6 to 12 features touch screen technology which is extremely functional and flexible. However, should screens be broken or damaged, the repairs or replacement screens are expensive. For this reason, the College has sourced accidental damage insurance cover for these devices. The insurance will cover your child's machine for three major breakages per year with the excess charged to the enrolling parent/caregiver (refer Schedule of Fees).

Unity College reserves the right to pass on costs to caregiver/s for damage, which is deemed to be negligent, malicious and/or excessive. All student laptops are the property of Unity College and should the student cease enrolment at the school, the device is to be returned immediately.

If laptops are not returned, the cost of replacement will be charged to the parent/caregiver and is deemed due payable within 30 days of the student's exit.

ADDITIONAL CHARGES (BUT NOT LIMITED TO)

BUS FARES

Please refer to the Bus Guide for all information regarding bus runs at Unity College. The guide is available on the Unity College website or upon request.

LIBRARY RESOURCES AND STUDENT TEXTS

Unity College reserves the right to pass on costs to parents/caregivers for the replacement of library resources and student texts in the event that they are lost or damaged, or the library resource/text returned is other than the one on loan to the student (these are identified by an individual barcode and copy number).

MUSIC TUITION

Please refer to the Music Information Program for all information regarding the music program fees payable at Unity College. The booklet is available from the Music department at Unity College upon request or on the Unity College website.

PROJECT MATERIALS / PRODUCTS

Some project materials and/or products are included in the Composite Fee. If the enrolled student chooses a project that uses resources over and above the standard requirements, an additional charge may apply. Please refer to the Schedule of Fees for more information.

CANTEEN

The College canteen price list and on-line ordering information is available via the Unity College website or parent portal.

Payments for online canteen orders are processed via the My Student Account platform.

UNIFORM

The Unity College uniform shop is outsourced and managed by Alinta Australia.

PAYMENT OF FEES

Unity College invoices annual school fees to the enrolling parents/caregivers at the beginning of the school year or commencement of enrolment. At this time, the school fees become due and payable.

Unity College provides alternatives for payment of fees.

ANNUAL PAYMENT DISCOUNT

Tuition fees paid in full by the last day of February in the year that they are invoiced, will receive a 3% discount when the payment is made. Payments received after this date are not eligible for the discount.

PAYMENT BY INSTALMENTS AND FINANCIAL AGREEMENT

Parents/Caregivers who choose to not pay by the last day of February enter a repayment plan for the annual school fees.

As part of the enrolment acceptance process, enrolling parents/caregivers will be required to nominate their preferred payment method on the "Payment Terms and Financial Agreement". This authority will remain in place for subsequent years that the student/s are enrolled.

Parents/caregivers are to adhere to a repayment plan that is mutually accepted by Unity College for the repayment of the annual fees. If a mutual agreement is not made or adhered to, Unity College can request that full payment of the fees be made.

DEFAULT OF PAYMENTS LODGED AS DIRECT DEBIT

If payment of a Direct Debit is dishonoured by the financial institution, you may be charged a fee and/or interest by your financial institution. Parents/caregivers are to contact the Unity College Finance Administration team to discuss when the catch-up payment will be made. Unity College may charge a \$20.00 fee penalty to the school fees account for a dishonoured Direct Debit for reasonable costs incurred by the College.

In the event no communication is received after a direct debit is dishonoured, the Finance Administration team will proceed to the next level of debt recovery.

NON-PAYMENT OF FEES – DEBT RECOVERY

The College Board authorises the Finance Administration and Management team to take any necessary steps to recover outstanding fees.

The Finance Administration and Management team will undertake a reasonable course of action to pursue outstanding fees owing before proceeding, at their discretion, to the next level of debt recovery, which may include debt collection by an external provider.

Referral of an account to an external debt collection agency may result in legal costs to the enrolling parents/caregivers. In addition, the credit file of the referred account holder may be affected for up to five years.

STUDENT ABSENCE

Students who are absent from school for extended periods of time due to illness, injury or other reasons are still liable for payment of full fees for the period of their absence.

FEE SUPPORT AND CONCESSIONS/ REMISSIONS

FAMILY CONCESSIONS

For families who have more than one child at the College, a family remission may apply, applicable to tuition fees only. Please refer to the Schedule of Fees and page 6 for the "Definition of a Family".

INDIGENOUS STUDENT REMISSION

The College offers a remission to enrolled Indigenous students.

Please refer to the Unity College Schedule of Fees for more information.

FINANCIAL ASSISTANCE

Unity College offers financial assistance towards school fees, to eligible fee-paying parents/caregivers of enrolled students, on an annual basis.

Parents/caregivers who consider that they cannot meet the full payment of the annual fees, are invited to apply for financial assistance. To be considered for financial assistance, a Financial Assistance Application form is to be completed and submitted to the Finance Management team.

Financial Assistance Application forms are available via email finance@unitycollege.sa.edu.au or a printed copy can be collected from the school.

Before returning to the Finance Management team, this form is to be signed and witnessed by a Justice of the Peace or other authorised independent and objective witness.

STATE GOVERNMENT SCHOOL CARD

Students who are eligible for South Australian State Government School Card will receive a fee concession per approved child.

Please refer to the Schedule of Fees for more information.

FINANCIAL HARDSHIP

We are mindful of the financial challenges that some families do experience in providing a Unity College education for their child/ren. Financial hardship assistance is available to eligible enrolled students on a case-by-case basis.

Please contact the Finance Management team for more information.

STUDENT SCHOLARSHIPS

Unity College offers a range of scholarships for new and existing middle and senior school students.

An application process is undertaken to select the scholarship recipients. Scholarships are awarded by way of a part or full remission of tuition fees.

Please refer to the Academic Scholarships Information handout for more information.

VOLUNTARY BUILDING FUND

In 2007, Unity College introduced the Voluntary Building Fund to assist in the capital building costs and expansion of the College.

We encourage all new families to give this consideration and select the option on the 'Payment Terms & Financial Agreement' form to make this tax-deductible donation.

Receipts will be issued for those that choose to contribute to the Building Fund.

We are thankful for the families who support this program with the funding being used to support the facilities that the students are provided.

Please refer to the Schedule of Fees for more information.

DEFINITION OF A FAMILY

Given the legal implications that can occur in split family scenarios, schools are advised that unless court or custody orders are in place, a family will be defined as those living under one roof and those that are financially responsible for the children. Should your family situation change, no adjustments or changes can be made to your existing school fee or other charges account until the existing debt/s is finalised and both parties' consent in writing to enable a change of financial responsibility.

SPLIT FAMILY FEE ACCOUNTS

Fee accounts will not be split unless there is a legal requirement to do so.

Parents/caregivers are requested to make their own arrangements regarding payment of accounts. It is the legal responsibility of each signatory on the Confirmation of Enrolment to pay all school fees. Dual statements can be arranged for enrolling parents/caregivers on request.

SOURCES

- + Education and Early Childhood Services (Registration and Standards) Act 2011
- + Education and Children's Services Act 2019
- + Privacy Act 1988
- + Crimes Act 1900

REVIEW

The policy will be reviewed annually by:

- + Management
- + Employees
- + Interested Parties

Reviewed: 28 May 2024

Education is the most powerful weapon which
YOU can use to change the world. Nelson Mandela

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