

School Fee Policy

Purpose:

To provide clear guidelines regarding the payment of school fees and to outline the process for recovering school fees not paid.

Scope:

For parents who are considering enrolling, or have enrolled a child at Village High School

Implemented by:

Principal

Approved by:

VHS Board

Reviewed:

Every three years, as regulatory changes arise or improvements are identified through internal review.

**Communicated
via:**

VHS Website, Parent Handbook, Enrolment Agreement, Policies and Procedures Manual

Enrolment Fee

Upon the offer of a place, a payment of \$250 per child is required to confirm your acceptance. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if an offered place is not taken.

Tuition Fee

Village High School fees are included in Schedule A (Fee Schedule) which is attached to this policy. They are also listed on the school's website. Fees are set by the VHS Board annually, and fee increases will be guided by a number of factors including CPI, enrolment numbers and organisation and environmental conditions.

Fees include most educational materials, camps and excursions. Some programs and specialist classes may attract an additional fee, eg. equipment hire.



Students cannot attend VHS unless all current term fees are paid before the commencement of each term or an arrangement has been made with the Principal.

A pro-rata charge is calculated for students who enrol after a term has commenced. Should a student withdraw from the school, term fees paid are not refundable.

Payment Options

Term fees are to be paid in full prior to the commencement of each term.

Our preferred method of payment is via direct deposit to the following account:

Bank Australia
Village High School
BSB: 313 140
Account: 12171939
(please include your **surname** as the transaction reference)

Payments can also be made by cheque and posted to 450 Dalyston-Glen Forbes Road, Ryanston, Vic 3992 or left in the school office.

If you wish to pay by instalments please discuss this with the Principal before the due date.

Late Payment

Prompt payment of fees reduces administration costs and contributes to good planning, management and opportunities across the VHS community. A 10% charge may be added to your account for late payment of fees. Students may not be permitted to attend school unless fees are up to date.

Fees During Family Holidays & School Closures

School fees are still payable during family holidays or other periods of absence which are taken outside cycle breaks. The school is not obligated to refund fees for any periods of unexpected school closure, periods of online learning or cancelled events.

Related Policies and Documentation

- School Fees Payment Flowchart
- Enrolment Policy
- Concerns and Complaints Policy
- Privacy Policy
- School Fee Policy - Schedule A