

# College Fees PROTOCOL



# Avila College

<b>Protocol Title</b>	College Fees Protocol
<b>Associated MACS Policies</b>	Avila College Enrolment Policy Avila College Enrolment Agreement
<b>Internal Associated Procedures</b>	School Fees, Levies and Charges Schedule
<b>Internal Associated Checklist</b>	N/A
<b>School Improvement Plan Sphere</b>	Leadership & Management
<b>Sponsor</b>	Principal / Business Manager
<b>Version History</b>	5 – updated for 2025

## Overview

This document is published as a general reference guide for the Avila College parents/guardians of current students as well as for parents/guardians who are considering enrolling their daughter at the College.

The College has a responsibility to ensure that all parents/guardians share equitably the education costs of the students at the College. Where parents/guardians experience financial hardship, the College will seek to engage with families to provide alternative payment options to assist them in meeting their financial obligations.

## Protocol

### [How Much Will I Pay?](#)

Annual Tuition Fees cover all compulsory camps, excursions and leasing costs associated with the College MacBook Program (excluding damage). Additional charges will apply for optional programs, including overseas study programs, Private Instrumental Tuition, some Vocational Education & Training (VET) courses, interstate immersion programs and student

conferences. Any government funding received for an elective VET course delivered by an external provider will be deducted from the fee to be charged.

The Avila College School Fees, Levies and Charges Schedule is published on the College website in November each year <https://www.avila.vic.edu.au/>. These costs remain fixed throughout the year unless significant and unforeseen circumstances arise. Ongoing enrolment at Avila College is contingent on parent/guardian acceptance of the Avila College Enrolment Agreement.

#### Enrolment Application Fee

A payment of \$300 (inc GST) is to accompany the standard application form. This fee is non-transferable and non-refundable.

#### Enrolment Confirmation Fee

Following an offer of a place at Avila College, a confirmation deposit of \$450 (GST is not applicable) is payable. This payment reserves the student's place and confirms the acceptance of an offer of enrolment at the College. This fee is non-transferable and non-refundable.

#### Debenture Deposit

A Debenture Deposit Fee of \$450 (GST is not applicable) is payable at the point of Enrolment Confirmation and is held for each student enrolled at the College. If the student remains at the College for six years, the fee is refundable at the end of their Year 12 year.

The Debenture refund amount to be paid will consider any outstanding fees owed by the family. If fees are in arrears the Debenture Deposit will be credited to the family account. Families will also be given the opportunity to donate an amount to the College Building fund. The Debenture deposit is non-refundable if the student leaves prior to the end of Year 12.

#### Re-Enrolment Fee

Late in Term 3 of each year, parents/guardians will be asked to pay a re-enrolment fee to confirm and secure a place for their Year 7-11 student at the College for the following year. The amount paid will then be deducted from the Annual Tuition Fee charged in the new school year. Payment must be included with the Re-Enrolment submission for a place to be held for your daughter. Please refer to the Avila College School Fees, Levies and Charges Schedule for the Re-enrolment amount to be paid each year. This fee is non-transferable and non-refundable should a student not return to the College at the beginning of the following year.

#### Student Enrolments during the School Year

Families who enrol a student during the school year will be charged Annual Tuition Fees on a pro-rata basis. However, please note the Enrolment Application Fee, the Enrolment Confirmation Fee and the Debenture Deposit will need to be paid in full prior to the student commencing studies at Avila College.

#### Early Payment Discount

A discount per student will be granted when the full amount of the Annual Tuition Fee is paid by the last business day in February each year. Late payments will not be entitled to

the discount. Please refer to the Avila College School Fees, Levies and Charges Schedule published on the College website for the amount to be discounted and the date the payment must be received by.

### Family Discounts

Families with more than one student at Avila College concurrently are eligible to receive a sibling discount. Please refer to the Avila College School Fees, Levies and Charges Schedule for the Family Discount applicable amount.

### How Do I Pay?

The accepted method of payment for Annual Tuition Fees is by direct debit, scheduled monthly between February - November via your nominated Credit Card or by Direct Debit.

The initial statement of account issued by mid-February of each year will identify the total Annual Tuition Fee payable. The monthly instalment amount required over the period February to November will be 1/10th of this total.

### Scheduled Payment Plan Options

- Credit Card | Regular monthly payments  
February to November - 10 instalments: either 15<sup>th</sup> or 30<sup>th</sup> of each month (or following business day)
- Direct Debit | Regular monthly payments  
February to November - 10 instalments: either the 15<sup>th</sup> or 30<sup>th</sup> of the month (or following business day)
- Payment in Full | Single payment  
Processed on the last business day in February of each year (Early Payment Discount applies).

### Finalising Annual Tuition Fee Accounts by the End of the School Year

It is an expectation of the College that all family Annual Tuition Fees accounts are to be paid in full by the end of the school year to ensure that the College is able to meet its financial obligations to both staff and external suppliers.

### Withdrawal of a Student during the year

If a student will not be continuing at the College, a letter addressed to the Principal is required to advise the College of the student's withdrawal. It is an expectation that parents/guardians will give the equivalent of one term's notice in writing to the Principal for any student's withdrawal at the end of the year or during the year, otherwise the equivalent of one term's Annual Tuition Fees may be charged in lieu of notice. This amount charged will be due and payable within 14 days of the student exiting the College.

### Extended Student Absence

Where a student is expected to be absent for a term or more due to prolonged illness or injury, notice of advice should be addressed to the Principal. A level of fee remission may be applicable, subject to the nature and level of ongoing support provided by Avila College for the student's ongoing learning and wellbeing.

Where a student will be absent for two terms or more, a place can be held provided a return date is known and the parents/guardians provide a minimum of one term's notice in writing to the Principal.

Please submit any other requests for variations to full time enrolment to the Principal.

### College MacBook Program

The College leased MacBook is to be returned to the College by the student on her last day of attendance. If this does not occur, the cost of the device at the current market rate will be levied to your Annual Tuition Fees account and payable immediately. A buy out option may exist. Information will be sent home to parents/guardians where this option is available.

### What Assistance Is Available?

The school offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with Business Manager. Consideration of Fee Assistance is made based on a short application form which can be requested from the Family Accounts Office by telephoning 9831 9600 or emailing [familyaccounts@avilacollege.vic.edu.au](mailto:familyaccounts@avilacollege.vic.edu.au)

A meeting with the Business Manager will then be arranged to discuss how we can support you during this period.

### Legal Obligation to Pay Fees

As outlined in the Avila College Enrolment Agreement, at the time of acceptance of enrolment a student's parents/guardians sign the Enrolment Agreement which incorporates obligations and agreements about the payment in full of all fees annually. Fees must be paid for a student to enrol and to continue enrolment at the school. The payment of fees is binding upon each signatory to the agreement. Each signatory will be jointly and severally responsible for the timely payment of fees.

The College has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid school excursions, ticketed events, overseas or domestic trips or extracurricular school activities whilst fees remain due and payable.

### What If Our Family Situation Changes?

The Avila College Enrolment Agreement remains as legally binding upon each signatory to the agreement for enrolment terms including payment of fees. If family and parental/guardianship arrangements alter and the arrangement for the payment of tuition fees needs to be changed *for convenience* during the course of the student's time at Avila College, each party is expected to notify the College so that a new arrangement can be mutually nominated. A Change of Status form is available from the Business Manager on request. This document captures a *change in preference for convenience* between parties when family circumstances have altered, together with the effective date of that change. It does not replace the legally binding Enrolment Agreement.

### General Enquiries

For any general enquiries regarding Annual Tuition Fees and or any other charges please contact the Finance Officer (Family Accounts) on 9831 9600 or email [familyaccounts@avilacollege.vic.edu.au](mailto:familyaccounts@avilacollege.vic.edu.au)

#### Related school policies

- [Avila College Enrolment Policy](#)
- [Avila College Enrolment Agreement](#)

#### Related documents

- [Avila College School Fees, Levies and Charges Schedule](#)