



OXLEY

CHRISTIAN COLLEGE

Business Statement

Please read this document in conjunction with
Oxley's Application for Enrolment Form and Fees Schedule



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Vision Statement

To delight in God's love through inspired learning.

Mission Statement

To provide an education for excellence within a Biblical Christian worldview.

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Enrolment Fees and Process

1. Enrolment Application Fee

An *Application for Enrolment* form must be filled out completely before it can be processed. The completed form, together with the non-refundable Enrolment Application Fee (per family) as advised on the current year *Fees Schedule*, should then be forwarded to the College marked to the attention of the Enrolment Registrar.

2. Required Enrolment Documents and Medical Information

Copies of the following documents must be submitted and properly completed before an application is processed:

- Victorian Student Number (VSN)
- Student's Birth Certificate (certified copy)
- NAPLAN test reports (where applicable)
- Most recent School Reports
- 'Immunisation Status Certificate' (available from your local Council), or 'Immunisation History Statement' (available from Medicare or MyGov website)
- Copies of Court Orders and parenting plans for any custody or access arrangements
- Medical information listing all known medical conditions, allergies, and other relevant information, as well as any health management plans
- Any other relevant reports or documents, especially relating to educational needs and assessments, psychological and behavioural assessments.

Please note that the College requires all relevant documentation in order to differentiate and deliver its duty of care. If relevant information is withheld, or not disclosed at the time of enrolment, the College may ask a family to withdraw the enrolment, requiring all arrangements relevant to school fees being applied in accordance with this *Business Statement*.

3. Enrolment Interview

Prior to an enrolment interview with parents/guardians, or offer of enrolment being made, it may be necessary for the student to have an academic assessment. Please note that all students entering Year 7 are required to sit an assessment test prior to entry, which assists the College to identify specific learning abilities.

4. Offer of Enrolment

Offers of enrolment are at the Principal's discretion. If your *Application for Enrolment* is successful, you will be provided with an *Offer of Enrolment* letter and an *Acceptance of Offer* form for signing and returning to the College Registrar.

5. Acceptance of Offer of Enrolment

Your acceptance of an offer for your child(ren) to attend Oxley Christian College will be deemed to be acceptance of all the conditions contained in this *Business Statement*, the College *Enrolment and Admissions Policy*, the *Application for Enrolment*, as amended from time to time, the *Offer of Enrolment* letter, and the *Acceptance of Offer* form. An offer will remain valid for 30 days from date of offer, or as otherwise specified in the offer.

If an Offer of Enrolment is made by the College and not accepted, any subsequent request for enrolment at the College must be resubmitted on a new *Application for Enrolment* form, together with the required Enrolment Application Fee.

Once an *Offer of Enrolment* has been accepted, this is deemed a confirmed enrolment and the College will commence planning and preparation of teaching materials and other resources in readiness to admit your child(ren) into the College's quality educational program. The procedures for subsequently not taking up the enrolment are covered by Clause 8 'Family Bond' and Clause

10 'Withdrawal of a Student from the College'. Please be aware that the Family Bond will be forfeited if your child(ren) do not commence at the College, after you have accepted an *Offer of Enrolment* by completing the *Acceptance of Offer* form and paying the Family Bond.

6. Students Transferring from Interstate

If you are enrolling your child(ren) from an interstate school, you should note this on the *Application for Enrolment* form and ask the Enrolment Registrar for the appropriate consent forms (to release information) for you to complete.

7. Application for Enrolment for more than two years in advance

If lodging an *Application for Enrolment* for more than two years in advance, you may be required to provide additional information at a later date to take into account any changes to the enrolment conditions at the proposed time of enrolment. There will be no extra cost to you, provided the pre-entry fees (i.e. Enrolment Application Fee and Family Bond) have been paid.

8. Family Bond

A Family Bond of \$2,000 is payable upon the signed Acceptance of Offer form being received by Oxley Christian College for the first child in the family.

Prior to Commencement

The Family Bond of \$2,000 is not refundable or repaid if the confirmed enrolment is relinquished prior to the commencement of the student at the College.

Post Commencement

There are two halves of the Family Bond:

First half (\$1,000)

Refunded (credited to the school fees account) upon the payment in full of the first year's Tuition Fees, after the end of Term 3 in the first year of enrolment.

If the first year's Tuition Fees are not paid by the end of Term 3 in the first year of enrolment, or not up-to-date in accordance with approved repayment arrangements, the first half of the Family Bond will only be credited to the school fees account, at a later time, on the first occasion the account is deemed to be up-to-date.

If the account is not brought up-to-date in accordance with repayment arrangements approved by the College, the first half of the Family Bond will not be refunded and will be forfeited.

Should the student be withdrawn from the College before the end of Term 3 in the first year of enrolment, the first half of the Family Bond is not refundable and will be forfeited.

Second half (\$1,000)

Refunded to the family by way of bank transfer, or credited to the school fees account when the last child in a family is about to complete their time at the College, subject to the school fees account being fully up-to-date in accordance with the billing schedule or approved repayment arrangements.

Should the school fees account not be brought up-to-date within 30 days of the last child leaving the College, the second half of the Family Bond will be forfeited.

At the discretion of the College, the second half of the Family Bond refund may be offset against any final outstanding amounts of less than or equal to \$1,000 owed on the school account.

9. Student Absences

In Victoria, education is compulsory for children aged between 6 and 17. When children are enrolled, it is expected they will attend school every day of each Term.

All absences are, therefore, required to be notified to the College. Absences of students in Years 7-12 must be reported to the College using the absence reporting line on 9727 9992.

Absences of students in Years Prep-6 must be reported to the classroom teacher. No refund of Tuition Fees is made for absences within a Term.

Sometimes it may be necessary for students to request leave of absence from the College for long periods for family reasons. In these circumstances, the College may, at the discretion of the Principal, agree to hold open an enrolment, where the absence exceeds one Term, but will charge 50% of the Tuition Fees applicable at the time.

Families who choose not to hold open an enrolment by continuing to pay 50% of Tuition Fees applicable, may choose to discontinue the student's enrolment and reapply for enrolment on return to school. However, students will not be guaranteed a place on return if enrolment is discontinued.

Provided the period of absence does not exceed one year, the Enrolment Application Fee and Family Bond will not be charged again.

10. Withdrawal of a Student from the College

Prior to Commencement

For new students enrolled to enter their first year of study at the College, if the confirmed enrolment is relinquished for any reason prior to the commencement of the student at the College, as mentioned under clause 8, the whole amount of the Family Bond will be forfeited and will not be refunded.

Post Commencement

If, for any reason, a student who has commenced their studies at the College leaves the College, a full school Term's notice in writing to the Principal is required in all circumstances. If the written notice is not received at least one full school Term before the withdrawal of a student, the College will charge a Term's Tuition Fee in lieu of that notice. A full school Term's notice means that notice of withdrawal is given to the College prior to the start of the last Term in which the student will attend a full school Term at the College.

The following examples provide clarification.

Example 1 – If a student is being withdrawn on the last day of Term 4, then notice must be given before the first day of Term 4.

Example 2 – If a student is being withdrawn during Term 4 (say, mid-term), then notice must be given before the first day of Term 3.

It is also a requirement that the College is notified of the school that the student will be transferring to.

If a student who has commenced their studies at the College leaves the College before the end of Term 3 of the first year of enrolment, the first half of the Family Bond (\$1,000) will be forfeited.

Payment of Accounts

11. Billing Cycles

For new students and families, prior to commencement, Tuition Fees for the first two school Terms are billed in advance.

New families commencing at the start of the school year are required to pay for Term 1 and Term 2 Tuition Fees before the commencement of the school year. Generally, the Term 1 Tuition Fee will be billed on or before 31 May (in the year preceding the first school year) and the Term 2 Tuition Fee will be billed on or before 30 September (in the year preceding the first school year). Payment is required within 14 days of the end of the month in which the fees are billed. The *Letter of Offer of Enrolment* will advise the amount(s) due and the date(s) for payment. Please also refer to the *College Summary of Fees and Charges Payable – New Families*.

For existing students and families, Tuition Fees are billed by the Term and payable one full Term in advance.

Billing dates and payment dates are detailed in the table that follows.

	NEW STUDENTS / FAMILIES		EXISTING STUDENTS / FAMILIES	
	BILLING DATE	PAYMENT DATE	BILLING DATE	PAYMENT DATE
TERM 1	By 31 May * (in the year preceding commencement of the first year's study)	14 days from the end of May	In the last week of Term 3 (usually in September)	14 days from the end of the month in which billed
TERM 2	By 30 September * (in the year preceding commencement of the first year's study)	14 days from the end of September	31 January	14 days from the end of January
TERM 3	In the last week of Term 1 (usually in March or April)	14 days from the end of the month in which billed	In the last week of Term 1 (usually in March or April)	14 days from the end of the month in which billed
TERM 4	In the last week of Term 2 (usually in June)	14 days from the end of the month in which billed	In the last week of Term 2 (usually in June)	14 days from the end of the month in which billed

* For new students / families, Tuition Fees for Term 1 and Term 2 (for the first year of study at the College) are billed in the year preceding the commencement of study at the College. Once the student has commenced their studies at the College, Tuition Fees for Term 3 and Term 4 are then billed in accordance with the billing cycle for existing students / families.

Account statements are issued every month and account balances are due and payable 14 days from date of invoice, unless you have received prior approval (from an authorised representative of the College) for a payment arrangement.

Students entering the College for the first time after a Term has commenced will be charged pro-rata fees for the current term, plus one full Term's Tuition Fee in advance. The *Offer of Enrolment* letter will advise of the amount(s) due and the date(s) for payment.

Continuing students will be billed for Term 1 of the next year at the end of Term 3 of the previous year. Accounts must be paid within 14 days from the end of the month in which billed, (or in accordance with any approved arrangement). For example, if the last day of Term 3 is 17 September, payment of the Tuition Fee will be due 14 days from 30 September.

12. Account Payment Options

The College offers a range of payment options, including BPAY, cheque, cash, and direct debit (weekly, fortnightly, or monthly, but only by prior approved arrangement). Direct payments may be arranged from your bank account or credit card. Families wishing to take advantage of our direct payment system will need to apply for documentation which will be forwarded separately.

13. Discounts

The College offers discounts where more than one child from the same family also attends the College. The discounts do not apply to children in the family who may be attending Oxley Kids (Early Learning Centre). In addition, the College also offers a discount for the payment of fees annually in advance. Refer to the *Fees Schedule* for details.

14. Lost or Damaged College Property

It is the responsibility of the student to take care of all College equipment and property. If it is considered that the student has not fulfilled this responsibility, the cost of replacing or repairing the property will be added to the relevant family's school fees account.

15. Overdue Accounts

Late payment of accounts (where there is no approved payment arrangement) will attract an Administration Fee of \$25 per week.

Where fees remain outstanding for 60 days or longer without appropriate approval, you are advised that your account may be passed to the College's Debt Collection Agency or other representative, and details recorded against your name with a credit rating agency. All costs incurred by the College will be passed on to your account.

When fees are outstanding, the College also reserves the right to suspend the enrolment of the child(ren) at any time, but especially where outstanding fees become delinquent (90 days or more) and the College has not been contacted by you and an approved payment arrangement has not been entered into.

If at any time you experience financial difficulty affecting your ability to pay your account, you are required to contact the College to discuss your situation. The application of our late payment policies will normally be applied to your account.

16. Default on Credit Card or Direct Debit Payments

Where credit card, cheques, or other payment methods are rejected by a financial institution, the cost incurred by the College, plus an Administration Fee of \$25, will be passed on to your school fees account.

17. Refunds

At each year level, the College charges Tuition Fees which are intended to cover all classroom activities for the year on a global basis. Refunds for non-participation are not provided. Only in exceptional medical circumstances are refunds considered.

Monies left on accounts at the conclusion of a student's schooling, or on the withdrawal of students, will be refunded to the account holder by bank transfer using bank account details provided by the account holder.

18. Unclaimed Refunds

Where a refund has been made to a debtor but the payment has been returned to the College, because the debtor's bank account details are incorrect, the College will attempt to contact the debtor to seek updated bank account details. However, if after 3 months the College has not received updated details, and the refund remains unclaimed, the refund will be forfeited.

Other Matters

19. Bankruptcy

You must notify us if either parent or guardian is an undischarged bankrupt or has been a bankrupt person in the last 5 years.

20. Notifying the College of Changes

By signing the *Application for Enrolment*, you agree to advise us of all changes of contact details, including residential and postal address, telephone number, email address, family and student medical circumstances, as soon as they occur to enable the College to meet its duty of care. You may be asked to complete a new *Student Contact Details* form from time to time.

21. Fees owing to Another School

Prior to a student taking up an enrolment at Oxley, it is expected that all fees and charges relating to the student's prior enrolment at another school or early learning centre have been paid in full.

Similarly, if your child(ren) are withdrawn from Oxley, you are required to have paid all fees and charges payable to the College before your child(ren) take up enrolment at another school.

22. Pastoral Care

By signing the *Application for Enrolment*, you acknowledge and agree that your child(ren) may receive pastoral care counselling from teachers and other members of the staff, including the College Chaplains and members of the Student Welfare team.

23. Photographs and Student Work

At the time of completing the *Application for Enrolment*, and thereafter on an annual basis (usually at the start of a school year), you will be requested to provide your permission to use your child(ren)'s photographs and other images and work produced by them in the College's newsletters and promotional materials.

24. Privacy Statement

The College collects personal and sensitive information, including medical information, about students and parents and / or guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child(ren), or as may be required to satisfy the College's legal obligations and to discharge its duty of care. We collect this information in accordance with the principles and requirements of the *Privacy Act 1988* (Cth). The College's full *Privacy Policy and Collection Notice* are available on the College website. The *Collection Notice* is also included in the *Application for Enrolment*. Information collected by the College is not shared with the school community without your consent.

25. Dispute Resolution Procedure

If a parent / guardian has any issue of concern on any matter affecting the student or the College at any time during the enrolment period, including matters concerning fees and charges, then the parent / guardian should refer to the College *Resolution of Complaints and Appeals Policy*, available on the College website.

For matters relating to international students, a parent / guardian may also refer to the following documents for additional information:

- *International Student Handbook*, Student Concerns and Grievances section, Policy for the Resolution of Complaints and Appeals section, Overseas Students Ombudsman sub-section;
- *International Student Enrolment Application*, International Students Enrolment Terms and Conditions, Dispute Resolution section; and
- *International Student Offer of Enrolment* letter and *Acceptance of Offer* form.

26. Parent Code of Conduct

Parents, guardians and other parties associated with your child(ren) are expected to abide by the *Parent Code of Conduct*, relative to the school environment.

27. Student Code of Conduct

Students are expected to abide by the *Student Code of Conduct Policy*, relative to the school environment.