



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 of 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 needs.

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 a *Letter of Offer of Enrolment* and an *Acceptance of Offer* form for signing and returning to the Enrolment 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*, and the *Application for Enrolment*, as amended from time to time. 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, the procedures for subsequently not taking up the enrolment are covered by Clause 10 'Withdrawal of a Student from the College'.

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 \$1,000 is payable upon acceptance of enrolment at Oxley Christian College for the first child in the family. The Family Bond is refunded on the final school account issued by the College, when the final child in a family is about to complete their time at the College. The Family Bond will then be offset against any outstanding amounts owed on the school account. Any credit amount left on the account after all fees and charges have been paid will then be refunded by bank transfer or cheque. (Refer also to clauses 17 and 18.)

The Family Bond is not refundable if the confirmed enrolment is relinquished prior to the commencement of the student at the College. The Family Bond is also not refundable if Tuition Fees for the first or second Term are not paid in advance of the commencement of your child(ren) at the College, in accordance with the payment dates detailed in the *Letter of Offer of Enrolment*, or other enrolment documentation, including the *Fees Schedule* and the *Summary of Fees and Charges Payable – New Families*.

For Pre-Entry Fees or Family Bonds that may have been billed and paid prior to 2018 in relation to any enrolment, the terms and conditions relevant to the Pre-Entry Fee or Family Bond as detailed in the Letter of Offer of Enrolment will continue to apply. For example, if the Letter of Offer of Enrolment recorded that 50% of the required Family Bond is refundable and 50% of the Family Bond is non-refundable, then upon withdrawal of the final child in the family (who has commenced their studies at the College), only 50% of the Family Bond will be returned to the family.

The Family Bond may be offset against any outstanding monies on the final 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 or Levies 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 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 may choose to hold open an enrolment by continuing to pay 50% of Tuition Fees applicable, or otherwise 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

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, one Term’s Tuition Fee is payable whether or not the Tuition Fee has been billed to your account. If the first Term’s Tuition Fee has been billed to your account and paid by you, the fee will not be refunded.

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.

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.
- Levies are billed by the Term and payable as of the start of each Term.

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 31 May (in the year preceding the first school year) and the Term 2 Tuition Fee will be billed on 30 September (in the year preceding the first school year). Payment is required within 14 days of billing. 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.
- Levies are billed by the Term and payable as of the start of each Term.

Billing Date	New Students/Families		Existing Students/Families	
	Tuition Fee	Levies	Tuition Fee	Levies
31 January		Term 1	Term 2	Term 1
31 March		Term 2	Term 3	Term 2
31 May	Term 1*			

30 June		Term 3	Term 4	Term 3
30 September	Term 2*	Term 4	Term 1	Term 4

* 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.

Accounts 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 *Letter of Offer of Enrolment* 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 beginning of Term 4 of the previous year. Accounts must be paid within 14 days from date of invoice, or in accordance with any approved arrangement.

12. Account Payment Options

The College offers a range of payment options, including credit card, direct debit (weekly, fortnightly, or monthly, but by prior approved arrangement only), BPAY, cheque, and cash. Families wishing to take advantage of our direct debit 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 fee 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 account.

17. Refunds

At each year level, the College charges Tuition Fees and Levies, 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, or otherwise by cheque sent to the last known address of the account holder.

18. Unclaimed Refunds

Where a refund has been made to a debtor and any payments or cheques returned, because the debtor's bank account details are incorrect, or the debtor is no longer at the last known address, the College will only keep the refund for 3 months. If after 3 months the refund remains unclaimed, the refund will be forfeited and will be paid into the Oxley Christian College Building Fund. Parents, guardians, and international students should, therefore, make every effort to ensure that the bank account details or address details on the College database are correct.

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 Assistant 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 Letter of Offer/Acceptance*.

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.