

# School Fee Policy

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**Purpose:**

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

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**Scope:**

For parents/carers/guardians who are considering enrolling, or have enrolled a child at Phillip Island Village School

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**Implemented by:**

Principal

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**Approved by:**

PIVS Board

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**Published:**

PIVS Policy Folder, PIVS Website, Enrolment Packs sent to new families

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**Reviewed:**

Every three years or as legislative changes arise or improvements identified

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## Enrolment Fee

Upon the offer of a place in Foundation, 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 Fees

Phillip Island Village School fee amount are included in the fee schedule which is attached to this policy. They are also listed on the school's website.

Fees include all educational materials, most meals and snacks, and most camps and excursions.

Students cannot attend PIVS unless all fees are paid before the commencement of each term or a payment arrangement has been made with the Administrator.

A pro-rata charge is calculated for students who enroll after a term has commenced. Should a student withdraw from the school, term fees already 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  
Phillip Island Village School  
BSB: 313 140  
Account: 12085498  
(please include your **surname** as the transaction reference)

Payments can also be made by cheque and posted to 483 Berry's Beach Road, Ventnor, Vic 3922.

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

## Late Payment

Prompt payment of fees reduces administration costs and contributes to good planning, management and opportunities across the PIVS 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 and 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 Calendar
- School Fee Policy Schedule A