

Wentworthville Tamil Study Centre (WTSC)



Student Fee Policy

POLICY REVIEWED	NOVEMBER 2023	NEXT REVIEW DATE	NOVEMBER 2024
POLICY Approved	9th Nov 2023 Monthly Executive Committee Meeting		
POLICY WRITTEN		NEXT REVIEW DATE	
NOVEMBER 2023			NOVEMBER 2024

WTSC Student Fee Policy

Purpose

This Policy specifies the principles for setting, calculating, charging refunding student fees and non-payment of student fee.

Scope This Policy applies to:

- All enrolled students of WTSC on all campuses
- Students previously enrolled and not currently enrolled where the relevant fee liability was incurred while they were enrolled or is directly related to their enrolment and attendance of the Term.

1. Student fee types.

WTSC fees for services provided to students as part of their enrolment and the student fee is including the Study fee for the full year and Kalai Vilah contribution.

2. The Amount of Student fee.

- a) WTSC sets the fixed amount of Student fee is **\$120** payable to **each student** in the family.
- b) Each student enrollment will be treated as a unique enrollment. No family discounts are available; however, cashback relief is available—please refer to section 5
- c) Students enrolled in terms 2-4 will pay for the remaining terms only (e.g., if a student enrolled in term 3, he/she will pay only \$60)

3. Fee paying instructions.

- d) Fee must be paid for the full year or rest of the year on enrolment date.
- e) There is no split payment or term by term payment.
- f) Parents will be issued an Invoice from the Accounting System (e.g Xero or MYOB) software at the week of Student enrolled or re-enrolled (attending to new year class) to their emails and mobile numbers.

4. Payment options.

- a) Creative Kids Voucher (If applicable)
- b) EFTPOS at the office desk in WTSC Finance Office hours
- c) Bank Transfer to our Bank account
Account Name: Wentworthville Tamil School Study Centre
BSB: 062 268 Account Number: 1042 6064
- d) PAYID to our ABN :43 062 675 091

5. Cashback relief for 3 Kids family

There is a cashback relief of \$60 If any family has more than three kids enrolled, and full year fee has been paid. This cashback relief will be treated case by case basis.

6. Refund and Credit

There will be no repayment, refund or remission and credit for any kind of fee paid.

7. Non-payment of fees

1. Outstanding payment reminders will be sent to the parent's email address every fortnight and text messages to the parent's mobile number until the end of the current term enrolled.
2. The students who haven't been paid their full fee on the last term enrolled will be suspended from following term.
3. Teachers will instruct the student to see the admin team and the Admin team will call Parents to come and pay the full year fee or take their children to home.

8. Financial assistance schemes for people with financial hardship

There is a Financial Assistance scheme for people with financial hardship and they have to satisfy certain criteria to eligibility to the scheme and it is subject to committee approval. Those in need may contact the School Administration.

9. Student Fee Policy Review Timing

The ideal time for the review of the Annual Student Fee Policy is during Term 4 of each academic year. Term 4 has been determined as the most suitable period for the following reasons:

1. **Alignment with the Academic Calendar:** Reviewing the policy during Term 4 allows for alignment with the academic calendar, ensuring that any necessary fee adjustments are made before the start of the upcoming academic year.
2. **Budgeting and Planning:** The timing in Term 4 provides ample opportunity for the incorporation of any fee changes into the budgeting and financial planning processes for the next academic year.

10. Zero Tolerance

Under no circumstances WTSC management tolerate verbal abuse and misconduct with our volunteers' team in all the Campuses, especially while the parents deal with child fee related matters.