



## **Purpose**

East Preston Islamic College (EPIC) is committed to providing the on-going, high standard of education. The charging of fees is necessary to ensure the school can provide an appropriate standard of educational service to students.

Enrolment of students at East Preston Islamic College carries with it the undertaking by parents/guardians to accept the obligation to pay all school fees. Families have the responsibility to pay their school fees in a timely manner. It is therefore expected families to meet their fee payment obligations as levied.

## **Definition & Principles**

- School fee policy shall be considered as tuition fees, levies and all other charges paid to East Preston Islamic College.
- Parents/guardians responsible for the payment of school fees are hereinafter referred to as the Account Holder.
- This policy should be read in conjunction with the College Conditions of Enrolment and the current Fee Schedule.
- Tuition Fees invoices are sent out to all families each year. College will not bear responsibility if the invoices sent are not received by the account holder.
- The School



## Payment Methods

The following payment methods are available:  
Cash, Cheque, EFTPOS, Credit Cards (MasterCard or VISA)  
Direct Deposit to Bank Account

## Withdrawal Procedures

1. **New enrolment:** Where a parent or guardian wishes to withdraw a student from the College, student withdrawal form must be lodged prior to the school commencement. The one term fees paid in advance are not refundable.
2. **Mid-year withdrawals:** Where a parent or guardian wishes to withdraw a student from the College, a withdrawal form must be lodged one term in advance prior to the withdrawal date
3. **End-of-year Withdrawals:** Students who are not going to continue for the following year must lodge a Student withdrawal form prior to the **1<sup>st</sup> of December** in the current academic year. Failure to provide the required notice will incur an additional school fee charge.
4. Upon withdrawal of a student from the College, all fees and charges incurred for that student are payable to the College in full before exit and:
  - a) Where full payment is not received, the collection procedure as detailed in this policy will take effect.
  - b) If the account has been paid in full and a refund is due to the account holder, an electronic funds transfer (EFT) payment for the refund will be made to the account holder.
5. Student Exit Forms are not required for year 12 graduate students if they complete the full academic year.

## Tuition Fees

The College Board may vary Tuition Fees and Charges from time to time at its sole discretion. Parents will be notified in advance of any such variation. Tuition Fees are payable at the commencement of the year or by instalments over 4 payments at the end of the first month in each of the beginning terms. All invoices and statements are sent by email and are available on the Compass system.

Families are responsible for ensuring the College has their current email addresses and mobile phone details. Signatories to the Offer of Enrolment from the College acknowledge that they are jointly responsible for all Tuition Fees and Charges payable as a result of enrolling a child at the College. Responsibility for Tuition Fees and Charges remains with all signatories irrespective of what may happen to the relationship of the signatories and this responsibility cannot be delegated away. EPIC may agree to add new billing nominees at its sole discretion.

If the Enrolment Contract is terminated by East Preston Islamic College, the College will not be obliged to refund any pro-rata based on the proportion of the fees.

## International Students

As the college receives no funding for international students residing in Australia and holding a valid visa, international students have a different Annual Tuition Fees Schedule compared to local students. Refer schedule of fees for international students: <https://www.epic.vic.edu.au/parents/pricing/>

No discounts apply to international fees.

Please be aware that East Preston Islamic College is not a CRICOS school and therefore can only enroll international students on their