

Fees Schedule and Refunds Policy

This policy outlines IDEAcademy's fee schedule, payment obligations, discounts and refund conditions. It ensures transparent, fair, and consistent application of fees in alignment with the IDEA Enrolment Agreement and Student Handbook.

IDEA Program

Securing Enrolment

Payment of the Enrolment fee and Program Fee deposit

IDEA Program

The following fees apply:

Enrolment Fee

A once-off, non-refundable administrative fee payable upon acceptance of enrolment.

Program Fee

Program fees for participation in the IDEAcademy program.

Resource Fee

An annual, non-refundable fee covering learning materials, digital platforms and program resources.

Deposit

A non-refundable (10% program fee) required to secure enrolment, This amount is deducted from total fees payable.

OTHER FEES AND CHARGES

While IDEA aims to minimise additional expenses, families may incur costs in addition to the program fee such as, camps, excursions and annual Gala.

These activities will be offered the opportunity to opt in or out of these non-essential activities; however activities are designed as part of the program, and every attempt will be made to ensure all students have access.

Fees remain payable while a student is enrolled at IDEAcademy. Including during periods of absence, suspension, leave arrangements, or loss of good standing unless otherwise approved in writing by the Directors.

PAYMENT RESPONSIBILITY

Where more than one parent/guardian signs the Enrolment Agreement, each party is jointly and severally liable for all fees and charges associated with the student's enrolment, unless otherwise agreed in writing by IDEAcademy.

FEE REVIEW

Fees are reviewed annually. Families will be notified in writing prior to the commencement of the new academic year.

DISCOUNTS & CONCESSIONS

A discount of 5% is applied when:

- Full payment of annual fee made by December of the year prior to enrolment.

A discount of 4% is applied when:

- Full Payment of annual fee made by the Term 1 invoice date.
- Second and subsequent sibling fees when enrolments coincide.
- Financial Hardship Consideration – available upon application with supporting documentation.

Conditions

- Discounts are not cumulative unless explicably stated.
- Sibling discounts cease when a sibling leaves the program.
- Students receiving scholarships are not eligible for additional discounts.

SCHOLARSHIPS

Scholarships are administered through the IDEAcademy Foundation and are subject to available funding.

- Scholarships are typically offered as part scholarships.
- Availability varies annually and is not guaranteed.
- Application required:
- Scholarship Application Form
- Means Test Documentation

Scholarship allocations are reviewed annually. While previous recipients may reapply, priority is generally given to new applicants to ensure equitable access to available funding. Ongoing scholarship support is not guaranteed and is subject to annual review, availability of funds, and reassessment of financial need.

Forms are available on the Parent Portal under Fees and Payments

PAYMENT OPTIONS

Fees and Charges may be paid by:

- Credit Card
- Direct debit
- Bank Transfer

- Approved payment plans via Pinch Payments

PAYMENT SCHEDULES

Frequency	Payment Timing
Annual	Due prior to Term 1 (date advised annually)
Termly	January, April, July
Monthly	January - October (10 Months)
Weekly	January - September (39 weeks)

PAYMENT PLANS

Payment plans:

- Must be approved by IDEACademy
- Require adherence to agreed schedules
- May be cancelled if payments fall into arrears
- Please contact accounts@ideacademy.com.au to discuss plans outside of current schedule.

OVERDUE ACCOUNTS

Accounts not paid by the due date may incur the following actions:

- 14 days overdue - Reminder notice issued
- \$50 Late fee applied monthly while overdue beyond 30 days
- 60 days overdue - enrolment suspended

IDEACademy reserves the right to:

- Restrict participation in activities
- Withhold assessments and credentials
- Suspend enrolment until payments are up to date.
- Refer outstanding accounts to a third-party debt collection agency and recover any reasonable costs associated with debt recovery.
- Outstanding fees remain payable after a student leaves the program and may result in student credentials, certificates or records being withheld until accounts are settled.
- Continued non-payment may result in permanent exclusion from the program.

WITHDRAWAL and NOTICE

Notice Requirements

- A full term's notice in writing, together with a completed Student Exit For, must be submitted to admin@idecademy.com.au
- Failure to provide required notice will result in a term's fees charged in lieu of notice.

Families intending not to return for the following academic year must notify IDEAcademy in writing no later than 1st November of the preceding year. Failure to provide notice may result in fees charged in lieu of notice.

REFUND – Program Fee

Timing of withdrawal	Refund Outcome
Before commencement	Full refund (excluding non-refundable fees)
Weeks 1-2	Partial refund (pro-rata, less administrative costs)
Weeks 3-4	Limits refund (case-by-case)
After week 4	No refund
*No pro-rata refund applies for withdrawals occurring at the end of Term 3 or during Term 4.	

Special Consideration

Refund requests outside standard conditions may be considered in exceptional circumstances, including

- Medical circumstances (with supporting evidence)
- Family relocation
- Significant hardship
- Program delivery changes initiated by IDEAcademy

All applications must be submitted in writing to the Directors.

Refund processing

Approved refunds will be processed within 14-21 business days.

Non-Refundable

- Enrolment Fee
- Resource Fee
- Deposit
- Optional activity fees once confirmed

EXCLUSION OR TERMINATION OF ENROLMENT

IDEAcademy reserves the right to suspend or terminate enrolment where a student or parent breaches the Student Code of Conduct, Parent Code of Conduct or other IDEAcademy policies.

In cases of exclusion or termination due to significant breach:

- Outstanding fees remain payable
- Non-refundable fees remain non-refundable
- Optional activity fees already incurred remain payable.

- Any refund or unused program fees is at the sole discretion of IDEAcademy

Financial Hardship

Families experiencing financial difficulty are encouraged to contact IDEAcademy confidentially to discuss support options at admin@ideacademy.com.au

Privacy

All personal and financial information is managed in accordance with IDEAcademy's Privacy Policy.

Definitions

Enrolment Fee: One off administrative fee payable upon enrolment

Program Fee: Tuition fees for participation in the program

Resource Fee: Annual fee for materials and learning resources

Deposit: Portion of Program Fees paid to secure enrolment

GST

All fees are GST free unless otherwise stated, in accordance with Australian taxation legislation.

Pinch

A list of applicable fees and charges are outlined via the following link: [Pinch Fees & Charges](#)

Nothing in this policy limits or excludes any rights available under Australian Consumer Law.

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