

Year Level	Tuition Fee	Composite Fee	Total Annual Fee
Kindergarten	\$14,000	\$1,700	\$15,700
Preparatory	\$13,000	\$1,900	\$14,900
Year 1	\$15,000	\$1,900	\$16,900
Year 2	\$15,000	\$1,900	\$16,900
Year 3	\$16,000	\$2,500	\$18,500
Year 4	\$16,000	\$2,500	\$18,500
Year 5	\$17,000	\$2,900	\$19,900
Year 6	\$17,000	\$4,500	\$21,500
Year 7	\$20,000	\$4,600	\$24,600
Year 8	\$21,000	\$4,600	\$25,600
Year 9	\$21,000	\$5,600	\$26,600
Year 10	\$22,000	\$4,600	\$26,600
Year 11	\$22,500	\$4,600	\$27,100
Year 12	\$23,000	\$4,900	\$27,900

Business Terms and Conditions

The following Business Terms and Conditions applies to those students enrolled after 1 January 2016.

The School's Schedule of Fees are published annually. The Responsible Person or Persons that signed the enrolment contract are required to pay all tuition fees and charges in accordance with the Business Terms and Conditions.

Composite Fee

The School attempts to cover all costs associated with the compulsory curriculum within the composite levy. The composite fee is charged at all levels and covers the cost of the following:

- materials, requisites and associated lesson costs pertaining to compulsory subjects
- compulsory camps, excursions and incursions, transportation costs (excluding public transport), swimming, ID cards, padlock (Year 7 students), Student Planner
- subsidised field trip for Year 9 students
- Information Technology costs such as internet access and a \$50 printing/photocopy allowance
- the Year 12 fee includes life membership of the Old Grammarians' Association

It does not include the cost of text books, electronic devices, iPad Apps, computer software, stationery, school photographs, public transport, optional excursions or camps (except for Early Years students where books and stationery are included in the composite fee). Materials associated with elective subjects, private music lessons, private speech and drama lessons, as well as some sport and co-curricular activities, may attract a separate charge.

In the case of an extended absence of a student from the School, both the tuition and composite fees will continue to be charged. If the absence is greater than one full school term and a place is required to be guaranteed for that student upon her return, the School will consider waiving only the composite fee component if application is made to the Principal in writing at least two (2) full school terms in advance of the proposed absence.

Fees and charges will not be apportioned on a pro rata basis in any circumstances except for part time attendance at Kindergarten level or for a student who returns to complete Year 12 on a "Year 13" arrangement.

Application Fee

A non-refundable application fee of \$100 (includes GST) per student is payable on application for admission to the School.

Enrolment Fee

On acceptance by a Responsible Person (or the Responsible Persons) of an offer of enrolment for a place at the School, a non-refundable enrolment fee of \$2,000 per student is payable to secure enrolment (the Enrolment Fee). Enrolment is conditional on payment of the Enrolment Fee for each student within the time specified in the letter of offer from the School.

School Development Fund

The School Development Fund funds the Schools ongoing building improvement program. All students of the School benefit from voluntary contributions to the School Development Fund.

The School Development Fund contribution is a voluntary amount of \$700 per family per year and is tax deductible.

Private Lessons and Other Co-curricular Activities

Private lessons are available in speech, drama and music. Separate terms and conditions apply to these lessons and are available on request. Some optional cocurricular activities, such as rowing, overseas trips and overseas exchanges, incur additional charges and are billed separately. Enrolment for private lessons and other cocurricular or optional activities will not be accepted or maintained for any student if the School account for that student's family is in arrears.



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Terms of Payment

Payment of Tuition and Composite Fees

Payment Options

The Tuition Fee and the Composite Fee are charged one full term in advance. Fees for Term 1 are due and payable at the beginning of Term 4 (October of the prior year), fees for Term 2 are due and payable at the beginning of Term 1 (February) and so on. The Responsible Parties should contact the School Accountant if they wish to discuss alternative methods of payment of fees.

The following payment options are available:

Annual

Where the Full year's Tuition and Composite Fees are paid prior to the commencement of Term 4 of the prior school year, a 2.5% discount on the Net Tuition Fee component will be applied.

Monthly

Ten monthly instalments commencing 20 October 2018. This option is only available by direct debit to one nominated bank account or credit card and is only available if all the required direct debit authorities are returned to the School by 30 September 2018. Unless advised to the contrary by the Responsible Parties, the direct debit will remain in place and will be amended in October of each year to reflect any change to fee levels set by the School Council, the Responsible Parties will be notified of any such change.

Four Instalments

The net tuition fee and the consolidated fee are charged one full term in advance. Fees for Term 1 are due and payable at the beginning of Term 4 (October of the prior year), fees for Term 2 are due and payable at the beginning of Term 1 (February) and so on. Parents should contact the School Accountant if they wish to discuss alternative methods of payment of fees.

Term One 2019 Instalment

Payable on or by 9 October 2018

Term Two 2019 Instalment

Payable on or by 29 January 2019

Term Three 2019 Instalment

Payable on or by 23 April 2019

Term Four 2019 Instalment

Payable on or by 17 July 2019

Other Discounts

A ten percent [10%] reduction on the Net Tuition Fees applies for second and subsequent sisters attending the School concurrently and is applied to the younger student's Tuition Fees.

All discounts including scholarships apply only to the Tuition component of school fees. The Composite fee is not subject to discount.

Non-Payment of Fees

The School relies upon the Responsible Person or Persons to pay on or by the due date for payment.

Any deviation from this compliance requires valuable resources to be allocated to debt collection rather than facilitating education services. If required, the School will take measures to recover fees, charges and the costs of recovering such debt.

The following conditions apply in relation to the payment of any School account or default in payment by the due date:

- The Responsible Persons who require financial assistance for the payment of School accounts should contact their own bank or credit provider.
- The amount outstanding on any School account after the due date for payment will accrue interest from the due date until it is paid at the rate for the time being fixed under Section 2 of the Penalty Interest Rates Act 1983 (Vic).
- Students will not be permitted to undertake any optional co-curricular school activities or be able to attend trips, study tours or student exchanges whilst the School account in relation to that student or any sister of that student is in arrears.
- The School reserves the right to suspend the enrolment of a student from the commencement of the following school term if the School account in relation to that student or any sister of that student is in arrears.
- A student may not commence a new school year while the School account in relation to that student or any sister of that student is in arrears.
- In cases where it is considered by the Principal that a Responsible Person/s has a history of substantial non-compliance with the School's terms of payment, the School may impose special conditions upon the continuing enrolment of the student/s of that/those Responsible Person/s for the payment of any outstanding accounts and future fees and charges including, but not limited to, requiring payment of all school fees and charges for the full year in advance before the commencement of the next school year.
- If a student is withdrawn at the insistence of the School then the Responsible Person/s are responsible for full payment of the School account and are liable for all fees and charges up to and including the date of notice of the student's enrolment cancellation.
- No reductions in school fees are available for absences unless previously agreed to by the Principal in writing. The Holding fee will apply.
- Any enforcement expenses (including legal fees) incurred by the School in the collection process for outstanding accounts will be passed on to and be payable by the Responsible Person/s.

Notice of Withdrawal

Two terms' notice in writing must be given by the signatories to the Form of Application and Entry when a student is removed from the School, or two terms' fees are payable in lieu.

Payment Methods

The following payment methods are accepted by the School:

- BPay facility.
- EFTPOS facility for all debit cards and including credit cards: MasterCard, Visa and American Express only. Diners Club is not accepted.
- Cheque or Cash.

A 1% surcharge applies for the use of any credit card.

In the event of an unsuccessful direct debit from a nominated bank or credit card account, the Business Office will make contact to arrange an alternative payment.

An administration fee of \$10 (including GST) will be applied to each failed direct debit attempt.

Insurance

The School carries insurance cover for school activities including camps, excursions, travel and accidents that may occur on school premises. However, we recommend that parents take out their own private medical insurance for their daughter, as well as ambulance cover, as not all circumstances may be covered (for example pre-existing illnesses).

Acceptance of Business Regulations

The person or persons signing the Form of Application and Entry [the Responsible Person/s] are liable (and jointly and severally liable if more than one) for all fees and charges payable to the School. This agreement applies regardless of any changes in the relationship between co-signatories, any child support arrangements or any private agreement with a third party regarding payment of fees.

In the absence of an agreement in writing with the School to the contrary and signed by all Responsible Persons, invoicing will remain to the Responsible Person/s.

