2016 Annual Tuition Fees and Charges

(Includes terms and conditions)
2016 Annual Tuition Fees

Fees are payable by four instalments per annum.

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>2016 Gross per Year</th>
<th>Less State Govt Grant (per Year)#</th>
<th>Less C/with Govt Grant (per Year)†</th>
<th>2016 Net Fee Full Year</th>
<th>Net Fee per billing (Oct-Jan-Apr-Jul)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Year Old Kindergarten</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 full days</td>
<td>7,360</td>
<td>-</td>
<td>-</td>
<td>7,360</td>
<td>1,840</td>
</tr>
<tr>
<td>3 full days</td>
<td>11,652</td>
<td>-</td>
<td>-</td>
<td>11,652</td>
<td>2,913</td>
</tr>
<tr>
<td>4 Year Old Kindergarten</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 full days</td>
<td>16,505</td>
<td>505</td>
<td>-</td>
<td>16,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Prep - Year 1</td>
<td>23,155</td>
<td>464</td>
<td>2,391</td>
<td>20,300</td>
<td>5,075</td>
</tr>
<tr>
<td>Year 2</td>
<td>23,121</td>
<td>430</td>
<td>2,391</td>
<td>20,300</td>
<td>5,075</td>
</tr>
<tr>
<td>Year 3</td>
<td>27,187</td>
<td>396</td>
<td>2,391</td>
<td>24,400</td>
<td>6,100</td>
</tr>
<tr>
<td>Year 4 - 6</td>
<td>28,387</td>
<td>396</td>
<td>2,391</td>
<td>25,600</td>
<td>6,400</td>
</tr>
<tr>
<td>Year 7 - 8</td>
<td>32,189</td>
<td>618</td>
<td>2,391</td>
<td>29,180</td>
<td>7,295</td>
</tr>
<tr>
<td>Year 9*</td>
<td>32,529</td>
<td>618</td>
<td>2,391</td>
<td>29,520</td>
<td>7,380</td>
</tr>
<tr>
<td>Year 10 - 12</td>
<td>33,849</td>
<td>618</td>
<td>2,391</td>
<td>30,840</td>
<td>7,710</td>
</tr>
</tbody>
</table>

# 2015 Basic per Capita Rates
† 2014 Basic Core Rate per student.
*Year 9 Howqua Residential and Activities Charge of $23,780 also applies, payable in four instalments.

The 2016 Schedule of Fees was adopted by the Lauriston School Council on 31 August 2015. Please also refer to the Business Terms and Conditions; please contact the Business Office for further information.

Kindergarten Fee Subsidy

A parent/guardian or child that has a valid Health Care Card or Pensioner Concession Card is eligible for a kindergarten fee subsidy provided by the Department of Education and Early Childhood Development (DEECD). To obtain the subsidy supporting documentation must be sighted by the Business Office prior to the start of each term. Please contact the Business Office for further information.

Terms of Payment

Instalments

Tuition fees are paid one instalment in advance. The first instalment is paid in the year prior to entry to the School. Thereafter four instalments are paid each calendar year other than the final year when only three instalments are paid (the fourth instalment each year is for the first term of the following year).

An invoice will be issued to parents four times a year, each being one term in advance. The invoice will be issued at the beginning of the term and payment must be made in full within one month from date of issue of the invoice.
Consumer Credit (Victoria) Code (“Code”)

The Consumer Credit (Victoria) Code applies where a supplier provides money to purchase goods or services or allows a debt to be deferred. The School is not a credit provider under the Code and settlement of accounts must be made strictly in accordance with the terms of payment. Parents who require credit for the payment of School accounts should contact their own bank or credit provider.

The following overriding provision ensures that billing and collection of fees and other miscellaneous charges are exempt from the Code.

**Overriding Provision**

**Liability for fees and charges will not arise until the issue of an account.** The account will be issued approximately one month before the due date for payment. If the amount payable remains unpaid at 5pm on the due date, a charge of $200 per account will be added to defray administrative expenses and, if still in default at 5pm a month later (“the final date”), a further of $200 per account will be charged. The period from issue of the account to the final date will not exceed 62 days.

Should payment remain outstanding beyond the School’s payment terms, the account will be referred to a third party collection agency for recovery. Any costs associated with this course of action will be added to the account.

The effects of the exemption provisions of the Code, taken together with the School Council Business Terms & Conditions and Schedule of Fees and Charges, require that a student may not commence a new term while any fees due and payable remain outstanding. Where extracurricular charges remain outstanding, the student will not be permitted to participate in these activities.

In cases where there has been substantial non-compliance with the School’s terms of payment, the School may impose special conditions, including payment of up to two years fees before the commencement of the year.

For account enquiries please contact the Finance Officer-Accounts Receivable on 9864 7555 or email your enquiry to accounts@lauriston.vic.edu.au

Applying for Admission

Kindergarten

**Registration**
An Application for Admission form must be completed for each child and should be returned with the Registration Fee of $100 together with a copy of your child’s birth certificate.

For entry into the 3 year old program - all children must be 3 years old by 31 January in year of entry.
For entry into the 4 year old program - all children must be at least 4 years old by 30 April in year of entry.

**Deposit**
Upon acceptance of a Kindergarten place a deposit of $1000 will be payable. This amount is non-refundable or transferable in the event of not taking up the place but otherwise will be deducted from the first account.

Kindergarten Fee Subsidies
Current Commonwealth Concession Card holders may be eligible for the Kindergarten Fee Subsidy to assist eligible families reduce the cost of Kindergarten fees. Please contact the School’s Finance Officer-Accounts Receivable for further details.

For girls continuing on to Prep or entering the School at a later year level, the School admission fee will apply. Please refer to the next page.
Schedule of Fees and Charges for 2016

Kindergarten to Prep Early Payment Option
If your child is commencing 3 or 4 Year Old Kindergarten, you may secure a place in Prep by pre-paying half the estimated Term 1 Prep Tuition Fees. This amount is non-refundable in the event of not taking up the place but otherwise will be credited to your Term 1 Prep account.

By taking up the early payment option, the $1000 Kindergarten deposit for 3 and 4 Year Old Kindergarten is waived as well as the $1000 Admission Fee for entry into Prep.

Prep - Year 12
Registration
An Application for Admission Form must be completed for each child and should be returned with the Registration Fee of $100.

Admission
A non-refundable Admission Fee of $1000 per student, with a maximum charge of $1,500 per family, will apply.

The admission fee includes life membership of the Old Lauristians Association (OLA).

The Admission Fee must be paid for any child continuing on from Kindergarten. This fee is payable with the acceptance of an offer of a definite place. The Admission Fee is separate to tuition fees that are charged and is not applied against tuition fees that are payable.

The Admission Fee is non-refundable in the event of withdrawal or cancellation of the enrolment but if subsequent re-admission occurs, no further Admission Fee is payable.

Family Sibling Discount Policy
There is a discount for families with three or more children attending Lauriston. This discount will apply to tuition fees only and not to any other fees or charges such as the curriculum enrichment programs or the Howqua Residential and Activities Charge.

A discount of 10% will be applied to the tuition fee of the first child and 15% for each additional child where there are three or more siblings simultaneously attending Lauriston. This includes boys and girls attending Kindergarten.

Year 9 Howqua Residential and Activities Charge
The Year 9 Howqua Residential and Activities charge covers the cost of food, board and laundry plus additional staffing and resources required on a residential campus. This charge is payable in advance.

All parents are invited to choose from the available payment options when their daughters are in Year 7. In the case of new students in Year 8 or 9, the Howqua Residential and Activities Charge will be due for payment in line with the usual instalment billing dates.

Outdoor activities and expeditions such as canoeing, horse-riding and skiing (up to four days in the case of downhill skiing) are covered by the tuition fees and the Howqua Residential and Activities Charge. In a good ski season, a charge of approximately $200 per day will apply to downhill skiing in excess of four days. Where applicable, this will be added to your School Account.

Students travel to and from the Howqua Campus by charter bus at a fixed charge of $480 (incl GST) per year. This will be charged in advance to your School Account in two equal instalments in October and April.

Other Charges
Books / Uniforms / Laptops (Years 10-12)
Requirements, fees and charges are listed in detail on separate information sheets, which are distributed to all families after enrolment.

The School operates a Uniform Shop located on the 1st floor of the Gym. The Uniform Shop sells the complete range of Lauriston summer, winter and sports uniforms. Opening times are advertised in the School Newsletter and on the School's website. Second-hand uniforms can be purchased from the Lauriston Parents' Association Second Hand Uniform Shop located on the first floor of the Gym. Opening times are advertised in the School's newsletter.

Camps
Year level camps are charged to your account. Optional camps/activities are advised in advance and charged separately.
Schedule of Fees and Charges for 2016

Curriculum Enrichment Programs
Optional curriculum enrichment programs and fees are listed in detail on separate information sheets, which are distributed to all families after enrolment.

Interim Billing
The School will issue an Interim Account where significant Other Charges are incurred (ie: Snowsports, Adventure Club, etc). This is most likely to occur in December.

Printing
The School has allocated an amount of $100 per student to cover the student's printing requirements. This credit is included in the tuition fees. Additional usage beyond this allocated amount will be notified to parents and charged to the School Account.

Outside School Hours Care
Information about After School Care, Before School Care and School Holiday Programs for Junior School children, together with fee details, is available on the website at www.lauriston.vic.edu.au (Click on ‘About Us’, then select Outside School Hours Care) or from the Executive Assistant to the Head of Junior School.

GST
Most educational courses and registered childcare services are GST free. However, some items are taxable, including food at camps, transport to and from school and certain recreational activities such as the Year 12 Dinner.

The Year 9 Howqua Residential and Activities charge is exempt from GST.

Withdrawal or absence of students

Notice
One full term's notice in writing to the Principal must be given to withdraw a student from the School, or one full term's fees (i.e. one quarter of the annual fee) will be charged.

To discontinue extra-curricular activities, four (4) weeks' notice in writing wholly within a term is required or four (4) weeks' fees are payable.

Extended absence from School
If a student is to be absent from School for an extended period of time, the Principal should be notified in writing. Full fees will be payable. Where the student will be absent for a year or a substantial period of time (for example due to relocation or for health reasons), the parents/guardians should make an application in writing to the Principal for a 10% holding fee to be charged in lieu of full tuition fees. This fee is non-refundable in the event of withdrawal or cancellation of a place.

Insurance
The School carries limited insurance in respect of student accidents. Our Student Accident policy includes cover for non-Medicare medical expenses (i.e. Expenses that are NOT subject to any full or partial Medicare rebate, including the Medicare Gap). For full details of the policy please contact the Business Office. This insurance is not intended to take the place of Private Health Cover.

Loss of equipment or personal belongings will not be covered by the School's insurance policy.

The School does not carry insurance in respect of the non-payment of fees resulting from the death or disablement of a parent or guardian.
Schedule of Fees and Charges for 2016

Methods of Payment

The following methods of payment are accepted.

1. BPOINT from a credit card account (Visa or MasterCard only)

   When paying your account please complete all the fields indicated with an asterisk.
   The Account ID is your Debtor ID located on the front of your School account.
   A credit card surcharge of 1.0% (GST inclusive and subject to change) will apply to each credit card transaction.

2. BPAY from cheque, savings or credit card account (Visa, or MasterCard only) via telephone or internet banking.

   Please use the School’s BPAY biller code 18085 and your reference number located on the front of your School account.
   A credit card surcharge of 1.0% (GST inclusive and subject to change) will apply to each credit card transaction.

3. Credit card (Visa, or MasterCard only)

   Secure online payment can be made at www.lauriston.vic.edu.au (Click on ‘Quick Links’ then select Online Payments). Alternatively, complete the credit card payment authority located on the back of your School account and return it to the Business Office, Lauriston Girls School, PO Box 8110, Armadale, 3143.
   A credit card surcharge of 1.0% (incl GST and subject to change) will apply to each credit card transaction.

4. EFTPOS

   The School has EFTPOS facilities available for payments made in person at the School.

5. Monthly Direct Debit from your nominated cheque, savings or credit card account (Visa, or MasterCard only)

   A credit card surcharge of 1.0% (GST inclusive and subject to change) will apply to each credit card transaction. This method is available on written arrangement with the School.

6. Cheque

   Cheques should be made payable to Lauriston Girls School. Please ensure that the payment advice at the bottom of your School account is attached to the cheque and return to the Business Office, Lauriston Girls School, PO Box 8110, Armadale, 3143.

7. Cash

   The School will not accept cash payments. Parents who would like to pay in cash may do so by depositing the cash directly into the School’s bank account at any branch of the Commonwealth Bank. Please ensure that your Debtor ID is included with your payment.

   Account Name: Lauriston Girls’ School
   BSB: 063 143
   Account Number: 00360584

   To assist the School in allocating cash deposits please email a copy of the transaction receipt to accounts@lauriston.vic.edu.au

   Please contact the Business office for an application form.
   A charge of $60 will apply to each cheque, credit card or direct debit payment which fails.

Enquiries

Any concerns or queries about payment of fees and charges may be discussed in confidence with the Finance Officer/Accounts Receivable or the Business Manager.

Account enquiries may also be directed to accounts@lauriston.vic.edu.au