2016 Overseas Students
Schedule Of Fees and Charges

(Includes terms and conditions)

Lauriston Girls’ School
38 Huntingtower Road  Armadale VIC 3143 t: +61 3 9864 7555 f: +61 3 9822 7950
admissions@lauriston.vic.edu.au www.lauriston.vic.edu.au
CRICOS Provider No. 00152F
Application Process – Overseas Students

Location
Lauriston Girls’ School is located approximately 7 kms from the centre of Melbourne and is easy to reach via public transport.

How to apply to the School

Step 1
Complete an application form and send in with the following:
- A copy of the student’s most recent reports
- A copy of the passport photo page
- The registration fee of $A300
- An English Language Assessment from AEAS. More information can be found at www.aeas.com.au The School may require the student to complete an ELICOS course at an English Language Centre prior to entry. Lauriston’s recommended English Language Centre is The Melbourne Language Centre.

Applications should be sent to:
The Registrar
Lauriston Girls’ School
PO Box 8110
Armadale Vic 3143
AUSTRALIA

Note: Academic results need to be of a good standard, in the range of A – C subject results.

Step 2
If Lauriston is willing to accept the student enrollment, the School will issue a Letter of Offer and the following fees and information will be required from the family:

1. Letter stating that the family has sufficient funds to cover education and living expenses while the student is at Lauriston. Evidence may be requested to support this (part of eCOE document).
2. Lauriston appoints professional guardians through International Student Alliance at no cost to parents. In some instances families may seek to appoint their own guardian. If this is requested by the family a formal agreement must be signed by the family, guardian and Lauriston.
3. Admission fee of $A1,000 per student or $A1,500 per family.
The Admission Fee includes life membership of the Old Lauristons’ Association (OLA).
4. The Australian government requires health insurance to be paid in advance for the length of the student’s visa. Lauriston will arrange health Insurance on the students’ behalf (from $A580 per year and subject to change) if the family wishes. Information can be found at www.medibank.com.au

Step 3
Once all relevant documents and payment are received, and after the successful completion of the enrolment interview, the the School will issue an electronic confirmation of enrolment letter, an eCOE (required by the student to obtain a student visa), and student welfare letter. It is the students’ and their families’ responsibility to apply for and renew visas. Further information can be found at www.immi.gov.au
Fees and Charges for 2016

2016 Annual Tuition Fees – Overseas Students

<table>
<thead>
<tr>
<th></th>
<th>Annual Fee 2016</th>
<th>Semester Fee 2016</th>
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</thead>
<tbody>
<tr>
<td>Prep - Year 2</td>
<td>$29,120</td>
<td>$14,560</td>
</tr>
<tr>
<td>Year 3-6</td>
<td>$34,044</td>
<td>$17,022</td>
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<tr>
<td>Year 7-8</td>
<td>$39,600</td>
<td>$19,800</td>
</tr>
<tr>
<td>Year 9*</td>
<td>$41,060</td>
<td>$20,530</td>
</tr>
<tr>
<td>Year 10-12</td>
<td>$42,424</td>
<td>$21,212</td>
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</tbody>
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*Annual Year 9 Howqua residential and activities charge – A$23,780

The 2016 Schedule of Fees - Overseas Students was adopted by the Lauriston School Council on 26 May 2015

Terms of Payment
Upon acceptance of a place at Lauriston, payment for the first semester of attendance is required before commencement at the School. Thereafter tuition fees are billed as follows:

- Semester One – issued in July each year and payment in full is required one month from date of issue.
- Semester Two – issued in May each year and payment in full is required one month from date of issue.
- Accounts will be emailed to parents in addition to being sent as hard copies.
- Students may not commence each term/semester if fees are outstanding.

Methods of Payment
The following methods of payment are accepted.

1. Direct deposit into Lauriston Girls’ School bank account
When using this facility please ensure that you advise the bank of the student name(s) and the debtor ID you are making payment against, to ensure the payment is allocated correctly. The School’s bank account details are as follows:
   - Account Name: Lauriston Girls’ School
   - Bank: Commonwealth Bank, Malvern, Victoria, Australia
   - BSB: 063 143
   - Account Number: 00 360 584
   - SWIFT CODE: CTBAAU2S
   (For payments made from overseas)

2. 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.

3. Credit card (Visa or MasterCard only)
Secure online payment can be made online. Visit www.lauriston.vic.edu.au, click on Quick Links, then select Online Payments. A credit payment authority is located on the back of the payment advice at the bottom of your School account. Please return this advice 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. BPAY from cheque, savings or credit card (Visa or MasterCard only - credit card surcharge applies) via telephone or internet banking.
To use this facility you must register as a phone/internet banking customer with your participating bank, credit union or building society. Once registered, payments can be made directly from your cheque, savings or credit card account. Each bank, credit union or building society will have its own contact BPAY telephone number. When prompted enter the School’s biller code (# 18085 – located on the first page of your School account) then enter your unique customer reference number (also located on the first page of your account).

5 EFTPOS
The School has EFTPOS facilities available for payments made in person at the school. Please note the school does not accept cash payments of tuition fees.
A charge of $60 will apply to each cheque, credit card or direct debit payment which fails.

Overriding Provision
Liability for fees and charges will not arise until the issue of an account. The account will be issued one month before the due date for payment. If the account payable remains unpaid at 5pm on the due date, a charge of 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.
Account Enquiries
For account enquiries please contact the Schools Finance Officer - Accounts receivable on +61 3 9864 7555 or email your enquiry to accounts@lauriston.vic.edu.au

Terms and Conditions – Overseas Students

1. Guardianship
All students are required to have a guardian, to ensure their wellbeing. Students under 18 years of age are required to do so by their visa conditions. Students over 18 attending the School are also required to have a guardian. Lauriston appoints professional guardians through International Student Alliance at no cost to parents. In some instances families may seek to appoint their own guardian. If this is requested by the family a formal agreement must be signed by the family, guardian and Lauriston. The School must be informed and approve of any change in guardianship arrangements.

2. Use of Personal Information
Information provided to the School will be treated in accordance with the School’s Privacy Policy – a copy of which is available on the School website www.lauriston.vic.edu.au. Information provided may also be provided to the relevant Commonwealth and State Government agencies.

3. Health Insurance
To obtain a student visa it is compulsory for full fee paying overseas students to have health insurance with Medibank Private. The Australian government requires health insurance to be paid in advance for the length of the student’s visa. Students may pay the the health insurance membership fees to the School on enrolment and the School will then transfer these fees to Medibank Private. Medibank Private will issue cover notes until membership cards are available.

4. Refund Policy
Refund provisions apply when a student does not start a course on the agreed date or withdraws before the commencement of the course.

Before the student commences:
- Lauriston will refund all payments, other than the registration fee, if a student does not successfully gain a visa to study at the School. The registration fee is currently $A300.
- Where fees for an overseas student have been paid in advance and the enrolment is subsequently cancelled by the student, her parents or guardian, more than one term prior to the due commencement date, all fees paid will be refunded except for the initial registration fee.

For withdrawal after the commencement of a student please see point 13 Withdrawal or Absence of Students – Notice.

Note: This agreement does not remove the right to take further action under Australia’s consumer protection laws or to pursue other legal remedies. The Schools’ grievance procedure does not circumscribe the student’s right to pursue other legal remedies.

5. Insurance
The School carries insurance in respect of students’ accidents. Loss of equipment or personal belongings will not be covered by the School’s insurance. 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.

6. Accommodation
Lauriston Girls’ School has strict accommodation requirements. ALL students are required to live in approved accommodation by the School. This also applies to students over 18 years of age.

The School requires that students:
- Live in approved Homestay or with a family member.
- Provide the School with change of accommodation arrangements prior to moving.
- The School must receive notification from the parents that they are aware and approve of the new accommodation arrangements, 4 weeks prior to the move.
- Have a suitable guardian or relative as guardian. The School MUST approve this person.

Lauriston is a day school and does not provide boarding. The School can help arrange Homestay – and at the time of writing, the approximate weekly cost ranges from $A300 – $A400 per week. As Lauriston is a day school, suitable accommodation in Australia must be assured at the time of application (eg with a relative or close friend of the family) and details including guardian’s name, address and telephone numbers should be supplied. A supporting letter from the appointed guardian clarifying the arrangements is also required.
Lauriston will assist families to locate suitable Homestay or private boarding facilities. Our Homestay and Accommodation guidelines can be located on our website www.lauriston.vic.edu.au.

7. Living Expenses
Students will need a minimum of $100 per week to cover extra expenses such as transport, stationery and entertainment costs. There are many school social functions which students would be expected to attend which will require a payment of between $10 to $100.

8. Satisfactory Progress and Attendance
A condition of entry and continuation at Lauriston is for each overseas student to make satisfactory progress. Student attendance is constantly monitored with any absences discussed with students.

9. Books and Uniforms
Students must allow for the additional expenses of books and uniform – booklist and uniform list with specific pricing will be supplied prior to enrolment. Requirements, fees and charges are listed in detail on separate information sheets, which are distributed to all families. Secondhand uniforms can be purchased from the Lauriston Parents’ Second Hand Uniform Shop. Opening times are advertised in the School’s newsletter.

10. Laptops (Yr 10–12)
It is a requirement of enrolment that each student’s laptop is compatible with Lauriston’s specific software. Laptops brought from overseas are likely to be installed with different software to that required by Lauriston. If it is found that a student’s laptop is not compatible with Lauriston’s specific software a charge will be levied to have the required software installed by Lauriston’s IT Department.

11. Camps
Year level camps are charged to your account. Optional camps/activities are advised in advance and charged separately. Payment in advance is required for all camps undertaken.

12. Curriculum Enrichment Programs
Optional extra curricular activities and fees are listed in detail on separate information sheets, which are distributed to all families. Payment in advance is required for all extra curricular activities undertaken.

13. 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 for the tuition fees and where applicable, the Howqua residential and activities charge.

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

Overseas Student Enquiries
For overseas student enquiries please contact Donna Galloway, Registrar on +61 3 9864 7555 or email your enquiry to admissions@lauriston.vic.edu.au