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
## Fees and Charges

### Annual Tuition

<table>
<thead>
<tr>
<th></th>
<th>2017 Gross per Year</th>
<th>Less State Govt Grant (per Year) †</th>
<th>Less C/with Govt Grant (per Year) ‡</th>
<th>2017 Net Fee Full Year</th>
<th>Net Fee per billing (Oct-Jan-Apr-Jul)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3 Year Old Kindergarten</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 full days</td>
<td>7,948</td>
<td>-</td>
<td>-</td>
<td>7,948</td>
<td>1,987</td>
</tr>
<tr>
<td>3 full days</td>
<td>11,920</td>
<td>-</td>
<td>-</td>
<td>11,920</td>
<td>2,980</td>
</tr>
<tr>
<td><strong>4 Year Old Kindergarten</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 full days</td>
<td>17,282</td>
<td>562</td>
<td>-</td>
<td>16,720</td>
<td>4,180</td>
</tr>
<tr>
<td><strong>Prep–Year 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>28,736</td>
<td>624</td>
<td>2,612</td>
<td>25,500</td>
<td>6,375</td>
</tr>
<tr>
<td>Year 4–6</td>
<td>29,988</td>
<td>624</td>
<td>2,612</td>
<td>26,752</td>
<td>6,688</td>
</tr>
<tr>
<td>Year 7–8</td>
<td>33,728</td>
<td>624</td>
<td>2,612</td>
<td>30,492</td>
<td>7,623</td>
</tr>
<tr>
<td>Year 9*</td>
<td>34,088</td>
<td>624</td>
<td>2,612</td>
<td>30,852</td>
<td>7,713</td>
</tr>
<tr>
<td>Year 10–12</td>
<td>35,464</td>
<td>624</td>
<td>2,612</td>
<td>32,228</td>
<td>8,057</td>
</tr>
</tbody>
</table>

† 2017 estimated government funding per student.

*Annual Year 9 Howqua residential and activities charge – A$24,850 (A$6,212.50 per term)

The 2017 Schedule of Fees was adopted by the Lauriston School Council on 24 August 2016.
SUBSIDIES AND DISCOUNTS

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.

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.

OTHER CHARGES

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.
Books and materials

Requirements, fees and charges are provided to all families after enrolment and one term in advance prior to commencement.

Uniforms

The School operates an on-site Uniform Shop. The Uniform Shop sells the complete range of Lauriston summer, winter and sports uniforms, with proceeds raised from sales directed back into school programs. Opening times are advertised in the School Newsletter and on the School’s website.

Parents can also purchase second-hand uniform items from the Lauriston Parents’ Association’s Second-Hand Uniform Shop, located on-site at Lauriston Girls’ School. Opening times are advertised in the School’s newsletter.

Computers

Lauriston operates two laptop programs:

• Year 6 – Year 9
• Year 10 – Year 12

Students studying at Lauriston in these year levels will need to purchase a laptop as specified by the School. Information advising of computer specifications and purchase options is distributed to parents in Term 4 each year.

Camps

Year level camps are charged to parent accounts. Optional camps and activities are advised in advance and charged separately.

Curriculum Enrichment Programs

Optional co-curricular activities and fees are listed in detail in the Co-Curricular Handbook; the current version can be found at lauriston.vic.edu.au/handbooks. Enrolment is provided on a first come, first served basis via the Flexischool’s website. Students will not be able to participate in co-curricular activities where tuition fees remain outstanding.

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 at www.oshclub.com.au or from the Executive Assistant to the Head of Junior School.

Interim Billing

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

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 Farewell Dinner.

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

**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 $1,250 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 in reducing 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.

**Priority Kindergarten and Prep Entry**

If your child is commencing Kindergarten and intends to continue to Prep, you may secure a place in Kindergarten and Prep once the admission fee and holding fee has been paid. Please contact the School’s Admissions Office for further information.

By taking up the priority entry option, the $1,250 Kindergarten deposit for 3 and 4 Year Old Kindergarten is waived.

The admission fee and holding fee are non-refundable in the event of not taking up the place. The holding fee will be applied to your Term 2 Prep account.

**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 is payable with the acceptance of an enrolment place for entry into Prep or above. The fee is $1,250 per student, with a maximum charge of $2,250 per family. The admission fee must be paid for any child continuing on from Kindergarten. The admission fee is separate to tuition fees that are charged and is not applied against tuition fees that are payable.

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

The admission fee is required to be paid before entry. The student’s place is confirmed on receipt of the admission fee and the holding fee (see below) and on successful completion of an enrolment interview with the Principal. The admission fee is not refundable in the event of withdrawal or cancellation of the enrolment but if a subsequent re-admission occurs, no further admission fee is payable.

Holding Fee

The $2,500 holding fee is payable by 1 March of the year prior to commencement or on acceptance of a place if commencing within 12 months.

The holding fee provides confirmation of the parents’ intention that a student will commence at the School. The holding fee will be offset against the Term 2 tuition fee of the year of entry which is billed to parents in January of that year.

The holding fee is non-refundable in the event that a student does not commence at the School.

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 co-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.
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 emailed at the beginning of each term and payment must be made in full within one month from date of issue of the invoice. Invoices are also available from the School’s Learning Communication Portal. Please note that invoices are not sent by post.

<table>
<thead>
<tr>
<th>Term</th>
<th>Term dates 2017</th>
<th>Invoice date</th>
<th>Due Date</th>
<th>Cumulative proportion billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>30 Jan - 31 Mar</td>
<td>4 October 2016</td>
<td>4 November 2016</td>
<td>25%</td>
</tr>
<tr>
<td>Term 2</td>
<td>20 Apr - 30 Jun</td>
<td>30 January 2017</td>
<td>2 March 2017</td>
<td>50%</td>
</tr>
<tr>
<td>Term 3</td>
<td>18 Jul - 15 Sep</td>
<td>20 April 2017</td>
<td>20 May 2017</td>
<td>75%</td>
</tr>
<tr>
<td>Term 4</td>
<td>9 Oct - 12 Dec</td>
<td>18 July 2017</td>
<td>18 August 2017</td>
<td>100%</td>
</tr>
</tbody>
</table>

CONSUMER CREDIT 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 overriding provision (see right) ensures that billing and collection of fees and other miscellaneous charges are exempt from the Code.

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.

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.
Accounts and Information

LEARNING COMMUNICATION PORTAL

Parents and Guardians may access their School account by logging into the Learning Communication Portal (LCP) via [https://parent.lauriston.vic.edu.au](https://parent.lauriston.vic.edu.au). For information concerning your School Account please contact the School’s Finance Officer - Accounts Receivable on 9864 7555.

For any technical issues concerning logging into the LCP please phone the School’s Helpdesk on 9864 7511 or email lcp@lauriston.vic.edu.au.

FLEXISCHOOLS

The School operates the Flexischools cashless systems for all Lauriston students (3 Year Old Kindergarten - Year 12). On entry to the School, parents should register for a Flexischools account and link it to their child’s student number and class via [www.flexischools.com.au](http://www.flexischools.com.au).

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](http://www.lauriston.vic.edu.au). Information provided may also be provided to the relevant Commonwealth and State Government agencies.

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.
Methods of Payment

**BPOINT**
*Visa or MasterCard only*


Please use the School’s BPOINT biller code 1400151. 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.

**BPAY**

BPAY is available from cheque, savings or credit card accounts (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.

**CREDIT CARD**
*Visa or MasterCard only*

Payment can be made over the phone or in-person at the School’s Armadale campus.

A credit card surcharge of 1.0% (GST inclusive and subject to change) will apply to each credit card transaction.

**EFTPOS**

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

Monthly direct debit from your nominated cheque, savings or credit card account (Visa or MasterCard only) is available for payment of fees.

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. Please contact the Business Office for an application form.

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 returned to the Business Office, Lauriston Girls’ School, PO Box 8110, Armadale, 3143.

CASH

The School does not physically accept cash payments on-campus. 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

A charge of $60 will apply to each cheque, credit card or direct debit payment which fails.