FEES AND CHARGES
OVERSEAS STUDENTS 2017

Live It. Learn It. Love It.
Application Process

**STEP 1**

**Application**

Complete 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 School prior to entry. Lauriston’s recommended English language school is Avalon College.

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 - B+ subject results.

**STEP 2**

**Outcome**

If the application is successful the School will request an enrolment interview. This can be done via Skype if the student is overseas. At the successful completion of the interview, the School will issue a letter of offer.

At this point the following will be required:

- Details of where the student will be residing. Students on a 571 student visa will be appointed a guardian at no cost with ISA Guardian and Welfare Services. To ensure their wellbeing, all students, regardless if they are over 18, are required to have a guardian if they do not live with their parents.
  - An admission fee of A$1,250 per student or A$2,500 per family.
  - Payment of one semester of tuition fees.

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). Information can be found at www.medibank.com.au

**STEP 3**

**Student Visa**

Once all relevant documents and payment are received, and after the successful completion of the enrolment interview, the School will issue a 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.border.gov.au.

The student must provide a copy of their visa and eCOE as soon as they are granted.
Fees and Charges

ANNUAL TUITION

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Annual Fee (A$)</th>
<th>Semester Fee (A$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep-Year 2</td>
<td>30,430</td>
<td>15,215</td>
</tr>
<tr>
<td>Years 3–6</td>
<td>35,576</td>
<td>17,788</td>
</tr>
<tr>
<td>Years 7–8</td>
<td>41,382</td>
<td>20,691</td>
</tr>
<tr>
<td>Year 9*</td>
<td>42,908</td>
<td>21,454</td>
</tr>
<tr>
<td>Years 10–12</td>
<td>44,334</td>
<td>22,167</td>
</tr>
</tbody>
</table>

*Annual Year 9 Howqua residential and activities charge – A$24,850

The 2017 Schedule of Fees - Overseas Students was adopted by the Lauriston School Council on 25 May 2016.

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 March each year and payment in full is required one month from date of issue.

Accounts will be emailed to parents. You may also access your School account by logging into the Learning Communication Portal (LCP) via https://parent.lauriston.vic.edu.au. Students may not commence each term/semester if fees are outstanding.

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 5.00pm on the due date, a charge of $200 per account will be added to defray administrative expenses and, if still in default at 5.00pm a month later (“the final date”), a further $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.
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% (incl GST and subject to change) will apply to each credit card transaction.

EFTPOS

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

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
Swift Code: CTBAU2S

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.
Terms and Conditions

Accommodation
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 $A335 – $A400 per week.

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.

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

The School requires that students:
• Live in a Lauriston-approved Homestay. The accommodation must be approved by the School and registered with Australian Homestay Network (AHN)
• register online with AHN at least 1-2 months prior to your arrival in Australia
• have a suitable guardian that the School has approved
• provide the School with accurate information about their home address, homestay address and telephone numbers
• inform the School if there are any problems with their living arrangements.

If for any reason the student is moving to new accommodation the School must receive notification from the parents that they are aware and approve of the new accommodation arrangements two weeks prior to the move.

Books and Uniforms
Students are required to have access to books and materials. The fees and charges for these items are listed in detail on separate information sheets, which are distributed to all families after enrolment and one term prior to commencement.

Camps
Year level camps are charged to your account. Optional camps/activities are advised in advance and charged separately.

Computers
Lauriston operates two laptop programs:
• Year 6 – Year 9
• Year 10 – Year 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.

Curriculum Enrichment Programs
Optional co-curricular activities and fees are listed in detail on separate information sheets, which are distributed to all families after enrolment. Enrolment is provided on a first come, first served basis via the Flexischools website. Students will not be able to participate in extra-curricular activities where tuition fees remain outstanding.
**Flexischools**

The School operates the Flexischools cashless systems for all Lauriston students (Prep – 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.

**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 if on a student visa.

**Learning Communication Portal**

Parents and Guardians may also access their School account by logging into the Learning Communication Portal (LCP) 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.

**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.

**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 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.

**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.

**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.

**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 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.

Satisfactory Progress and
Attendance
A condition of entry and continuation at Lauriston is for each
overseas student to make satisfactory academic progress and
to attend School regularly. Student attendance is constantly
monitored with any absences discussed with students,
parents and/or guardians.

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 uniforms 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.

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.

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.

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.