

FEES AND CHARGES

OVERSEAS STUDENTS 2021



Lauriston
GIRLS' SCHOOL

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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:

- Students on a student visa will be appointed a student support person 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 support person if they do not live with their parents.

- Students will be required to register for homestay with the School's provider, Australian Homestay Network (AHN).
- 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 payments 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 (CAAW - confirmation of appropriate accommodation and 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 as soon as it is granted.

Fees and Charges

ANNUAL TUITION

Year Level	Annual Fee (A\$)	Semester Fee (A\$)
Years 5-6	41,720	20,860
Years 7-8	48,540	24,270
Year 9	50,320	25,160
Year 9 HRAC*	28,400	14,200
Years 10-12	51,980	25,990

The 2021 Schedule of Fees - Overseas Students was adopted by the Lauriston School Council on 27 August 2020.

The School operates on a not for profit basis and a proportion of the fees charged may be used to support the operation of the Early Learning Centre (including 3 year old and 4 year old kindergarten programs).

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 1 – issued in July each year and payment in full is required one month from date of issue.
- Semester 2 – 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 Parent Portal (Schoolbox) 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.

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Methods of Payment

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

Secure online payment can be made at www.lauriston.vic.edu.au (Click on 'Quick Links', then Payments and select Payment Portal). Please ensure your Debtor ID and name is included when completing the transaction.

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.

CASH

The School does 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 National Australia Bank (NAB) branch.

Please ensure that your Debtor ID and name is included with your payment.

Account Name: Lauriston Girls' School

BSB: 083 004

Account Number: 73744-1572

Swift Code: NATAAU3303M (for payments from overseas only)

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

Books

Students are required to have access to books and materials. The fees and charges for these items are provided in the orientation email sent 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 uniforms from the Lauriston Parents' Association's Second-Hand Uniform Shop, located on-site at Lauriston Girls' School. Opening times are advertised on the School's website.

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

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.

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.

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.

Flexischools

The School operates the Flexischools cashless system 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.

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.

Parent Portal (Schoolbox)

Parents and Guardians may also access their School account by logging into the Parent Portal (Schoolbox) <https://parent.lauriston.vic.edu.au>.

For information concerning your School Account please contact the School's Finance Officer- Accounts Receivable on 9864 7555.

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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.

Accommodation

Lauriston is a day school and does not provide boarding. The School can help arrange Homestay through AHN (Australian Homestay Network) – and at the time of writing, the approximate weekly cost ranges from \$A335 – \$A400 per week.

Lauriston will assist families to locate suitable Homestay. 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 student support person 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.

Student Welfare

All students are required to have a student support person, 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 support person. Lauriston appoints professional carers through International Student Alliance at no cost to parents if on a student visa.

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.

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.

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.

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.

Year 12 Students

When a student is in Year 12, the final account will be rendered in March of that year and will be due for payment 30 days after the invoice date.

The School Council Business Terms and Conditions and Schedule of Fees and Charges require that a student may not commence a new school term while any fees due and payable remain outstanding. Furthermore, where Year 12 students have outstanding fees as at the due date for the final account rendered in March, their enrolment will be encumbered resulting in the following restrictions:

- loss of access to teaching support during the end of year VCE/IB exam preparation period including participation and marking of exams and assessments
- loss of access to Lauriston Girls' School computer systems, including internet, intranet and Schoolbox
- loss of access to library borrowing and other library services

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.

Lauriston Girls' School

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