



FEES AND CHARGES

LOCAL STUDENTS 2022



Lauriston
GIRLS' SCHOOL

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Fees and Charges

ANNUAL TUITION FEE

	2022 Gross per Year	Less State Govt Grant (per Year) †	Less C/wlth Govt Grant (per Year)†	2022 Net Fee Full Year	Net Fee per billing (Oct-Jan-Apr-Jul)
	\$	\$	\$	\$	\$
3 Year Old Kindergarten					
3 full days	14,040	-	-	14,040	3,510
4 Year Old Kindergarten					
4 full days	20,295	615	-	19,680	4,920
Prep-Year 2	28,149	636	2,513	25,000	6,250
Year 3	33,189	636	2,513	30,040	7,510
Year 4-6	34,629	636	2,513	31,480	7,870
Year 7-8	38,949	636	2,513	35,800	8,950
Year 9	39,429	636	2,513	36,280	9,070
Year 9 HRAC*	29,200	-	-	29,200	7,300
Year 10-12	41,029	636	2,513	37,880	9,470

† 2022 estimated government funding per student

*Year 9 HRAC: Howqua residential and activities charge

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).

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SUBSIDIES AND DISCOUNTS

Kindergarten fee subsidy (4 year old kindergarten only)

A parent/guardian or child holding 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 Annual 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.

Please note no student will receive more than one concession and the greater discount (whether a sibling discount or scholarship) will apply.

Payment of tuition fees in advance

The School offers a discount on Annual Tuition Fees that are paid in advance. The discount only applies if the Annual Tuition Fee is paid in full by the due date for the instalment one account. Please contact the Business Manager for further information.

OTHER CHARGES

Books and materials

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

Camps

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

Computers

Lauriston Girls' School runs a One-to-One Notebook program for students in Years 5 and above.

Parents have the option to acquire a new device for their daughter through the Lauriston Technology Acquisition Program (LTAP) or via a Bring Your Own Device (BYOD) / self-acquisition option. The school provides parents with the opportunity to leverage reduced pricing for a MacBook, 3 years warranty, optional accidental loss/theft cover and a protective case for less than recommended retail price.

When purchased through the LTAP, your daughter's MacBook will be delivered to the Lauriston IT Department and configured with the required applications, security software and network settings for use at school. Purchasing the MacBook via the LTAP also enables ongoing support from the Lauriston's IT Service Desk for this device.

Further information is listed in the Student Devices Handbook located on our website lauriston.vic.edu.au/enrolments/handbooks.

Curriculum enrichment programs

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

Cancellation in writing to the Business Office (accounts@lauriston.vic.edu.au) of four (4) weeks wholly within a term is required to withdraw from co-curricular activities. Your school account will be charged four (4) weeks fees if the required notice is not provided.

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.

Interim billing

The School will issue an Interim Account where significant other charges are incurred (i.e. Snowsports etc.). This is most likely to occur in December.

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.teamkids.com.au or from the Executive Assistant to the Head of Junior School.

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.

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 on the School's website.

Parents can also purchase second-hand uniform items from the Lauriston Parents' Association Second-Hand Uniform Shop, located on site at Lauriston Girls' School.

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.

Student travel to and from the Howqua Campus by charter bus is 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.

YEAR 12 STUDENTS

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

The School Council Business Terms & 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 July, 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

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.

Term	Term dates 2022	Invoice date	Due Date	Cumulative proportion billed
Term 1	28 January - 8 April	5 October 2021	5 November 2021	25%
Term 2	26 April - 24 June	28 January 2022	28 February 2022	50%
Term 3	18 July - 16 September	26 April 2022	26 May 2022	75%
Term 4	3 October - 8 December	18 July 2022	18 August 2022	100%

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, unless written permission has been granted by the Principal or Business Manager prior to the commencement of the term. 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.

Admission Fees and Processes

KINDERGARTEN

Application Fee

An Application for Admission form must be submitted online for each child together with the \$100 Application Fee and 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 4 years old by 30 April in year of entry.

Kindergarten Tuition Deposit

Upon acceptance of a Kindergarten place, a Tuition Deposit of \$1,000 will be payable. The Kindergarten Tuition Deposit provides confirmation of the parents' intention that the student will commence at the School on the agreed date.

The Tuition Deposit is non-refundable and non-transferable in the event the student does not commence in the agreed year level but will be offset against the first year of enrolment's Term 2 tuition fee provided the student commences as agreed.

Admission Fee

For girls wishing to secure their place in Prep at the time of accepting a Kindergarten place, a non-refundable Admission Fee of \$1250 will be payable per student, with a maximum charge of \$2250 per family. The Admission Fee is applicable to all students entering into any year from Prep onwards (see below).

The Admission Fee is separate to Annual Tuition Fees and will not be applied against tuition fees payable when the student commences. The Admission Fee is also non-refundable in the event that a student does not commence at the School on the agreed date.

Kindergarten fee subsidies (4 year old kindergarten only)

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.

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PREP–YEAR 12

Application Fee

An Application for Admission form must be submitted online for each child together with the \$100 Application Fee and a copy of your child's birth certificate.

Admission Fee

Upon acceptance of a place into any year level from Prep onwards, a non-refundable Admission Fee of \$1,250 is payable per student, with a maximum charge of \$2,250 per family.

The Admission Fee is separate to Annual Tuition Fees and will not be applied against tuition fees payable when the student commences. The Admission Fee is also non-refundable in the event that a student does not commence at the School on the agreed date. The Admission Fee includes life membership of the Old Lauristonians' Association (OLA).

Tuition Deposit

A Tuition Deposit of \$2,500 will be payable for all new students commencing from Prep onwards. This Tuition Deposit also applies to children continuing from Lauriston's Kindergarten into Prep.

The \$2,500 Tuition Deposit is payable along with the Admission Fee on acceptance of a place and provides confirmation of the parents' intention that the student will commence at the School on the agreed date. The Tuition Deposit is offset against the first year of enrolment's Term 2 Tuition Fee.

The Tuition Deposit is non-refundable and non-transferable in the event that a student does not commence at the School on the agreed date.

For new students entering Prep, Year 5 and Year 7, a Letter of Offer and subsequent acceptance of a place may be up to three years in advance of the year of entry. For all other year levels, acceptance of a place usually occurs up to 12 months prior to commencement.

Scholarship Recipients

Students who are awarded a scholarship are required to, at the time of acceptance, pay the Admission Fee and a Scholarship Tuition Deposit as outlined in their scholarship offer.

Please note no student will receive more than one concession and the greater discount (whether a sibling discount or scholarship) will apply.

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.

Accounts and Information

ONLINE PORTALS

Lauriston Parent Portal (Schoolbox)

Parents and Guardians may access and pay their School account by logging into the Lauriston Parent Portal (Schoolbox) at 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 portal 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.

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.

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

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.

CREDIT CARD

Visa or MasterCard only

Secure online payments can be made through the Lauriston Parent Portal at lauriston.vic.edu.au. Log into the portal, select tuition fees in the top menu, then select the FINANCE tab and then select Make a Payment.

A credit card surcharge of 1.0% (GST inclusive and subject to change) will be applied to the transaction at the time of making the payment.

MONTHLY DIRECT DEBIT

Monthly direct debit from your nominated cheque, savings or credit card account (Visa or MasterCard only). This method is available on written arrangement with the School. Please contact the Business Office on 9864 7555 for an application form.

A credit card surcharge of 1.0% (GST inclusive and subject to change) will be applied to the transaction at the time of making the payment.

CASH

The School will not accept cash payments.

Parents who would like to make a cash payment may do so by depositing the cash directly into the School's bank account at any NAB branch. Please contact the School's Finance officer – Accounts Receivable on 9864 7555 for more information.

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

Lauriston Girls' School

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