

Fees Schedule and Business Notice

Domestic Students

2023

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Please note that all fees and charges listed are in AUD.

Fees Schedule

Annual Tuition Fee

YEAR LEVEL	2023 Gross per Year \$	Less State Govt Grant (per Year) x \$	Less C/wealth Govt Grant (per Year) x \$	2023 Net Fee Full Year \$	Net fee per billing (Oct-Jan-Apr-Jul) \$
3 Year Old Kindergarten 3 full days	14,600	-	-	14,600	3,650
4 Year Old Kindergarten 4 full days	21,104	640	-	20,464	5,116
Prep – Year 2	29,223	675	2,548	26,000	6,500
Year 3	34,463	675	2,548	31,240	7,810
Year 4 – Year 6	35,959	675	2,548	32,736	8,184
Year 7 – Year 8	40,455	675	2,548	37,232	9,308
Year 9	40,951	675	2,548	37,728	9,432
Year 9 HRAC*	30,368	-	-	30,368	7,592
Year 10 – Year 12	42,615	675	2,548	39,392	9,848

x 2023 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).

Students admitted to the School during the year will be charged Tuition Fees on a pro-rata basis.

Other Charges

Year 9 Howqua Residential and Activities Charge

The Year 9 Howqua Residential and Activities Charge (HRAC) 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 HRAC 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 Annual Tuition Fees and the HRAC. 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.

Books and materials

Fees and charges, including books and materials requirements, are provided to all families one term in advance of commencement. For continuing students, these are issued in Term 4 for the following year.

Camps

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

Computers

Lauriston Girls' School runs a 1:1 Notebook program for students in Year 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 device, 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 a device via the LTAP also enables ongoing support from the Lauriston's IT Service Desk for this device.

Curriculum enrichment programs

Optional co-curricular activities and fees are listed in detail in the Co-Curricular Handbook. Enrolment is provided on a first come, first served basis. 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 weeks wholly within a term is required to withdraw from co-curricular activities. Your school account will be charged four weeks fees if the required notice is not provided

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 your school account.

Uniforms

The School operates an on-site Uniform Shop which sells the complete range of Lauriston's Summer uniform, Winter uniform and sport uniform, with proceeds raised from sales directed back into school programs.

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

Outside school hours care – TeamKids

Information about before and after school care and school holiday programs for Junior School children is available at www.teamkids.com.au.

Subsidies and Discounts

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 curriculum enrichment programs or the HRAC.

A discount of 10% will be applied to the Annual 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.

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 Office for further information.

Kindergarten fee subsidy (4-year-old Kindergarten only)

A parent/guardian or child holding a current and 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.

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 communication portal, Schoolbox. Please note that invoices are not sent by post.

Students may not commence a Term if fees are outstanding.

Term	Term dates 2023	Invoice date	Due date	Cumulative proportion billed
Term 1	31 January – 6 April	5 October 2022	5 November 2022	25%
Term 2	24 April – 23 June	31 January 2023	28 February 2023	50%
Term 3	17 July – 15 September	24 April 2023	24 May 2023	75%
Term 4	2 October – 8 December	17 July 2023	17 August 2023	100%

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.

Students 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.

Interim billing

The School will issue an Interim Account where significant other charges are incurred. This is most likely to occur in December.

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's Fees Schedule and Business Notice, 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.

Overwriting 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 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.

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 HRAC is exempt from GST.

Admission Fees and Processes

Application Fee

A non-refundable \$150 Application Fee is payable for each application for enrolment.

A student's place is confirmed upon successful completion of an enrolment interview with the Principal or delegate and upon receipt of the signed acceptance of a place together with the Admission Fee and Tuition Deposit (see below).

Admission Fee

Kindergarten

The Admission Fee is applicable to all students entering into any year from Prep onwards.

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 separate to Annual Tuition Fees and will not be applied against Tuition Fees payable when the student commences. The Admission Fee is non-refundable in the event of withdrawal or cancellation of the enrolment however, if a subsequent re-admission occurs, no further Admission Fee is payable.

The Admission Fee includes life membership of the Old Lauristonians' Association (OLA).

Prep – Year 12

A non-refundable Admission Fee is payable with the acceptance of a place for entry into Prep or above. The fee is \$1250 per student, with a maximum charge of \$2250 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 non-refundable in the event of withdrawal or cancellation of the enrolment however, if a subsequent re-admission occurs, no further Admission Fee is payable.

The Admission Fee includes life membership of the Old Lauristonians' Association (OLA).

Tuition Deposit

Kindergarten

Upon acceptance of a place in 3-year-old or 4-year-old Kindergarten, a \$1000 Kindergarten Tuition Deposit is payable.

When a student commences at the beginning of the school year, the Kindergarten Tuition Deposit will be credited to the second tuition fee instalment of the year of entry. Where a student commences part way through a school year, the Kindergarten Tuition Deposit will be credited towards the second tuition fee instalment after the student commences.

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

Prep – Year 12, excluding Scholarship recipients

Upon acceptance of a place, in addition to the Admission Fee, a Tuition Deposit of \$2500 is payable for all new students.

The Tuition Deposit provides confirmation of the parents' intention that their child will commence at the School on the agreed date. When a student commences at the beginning of the School year, the Tuition Deposit credited to the second tuition fee instalment of the year of entry. Where a student commences part way through a school year, the Tuition Deposit will be credited towards the second tuition fee instalment after the student commences.

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

Scholarship recipients

For students who are awarded a scholarship, a Scholarship Tuition Deposit as outlined in the Scholarship Letter of Offer is payable upon acceptance of the scholarship.

When a student commences at the beginning of the school year, the Scholarship Tuition Deposit will be credited to the second tuition fee instalment of the year of entry. Where a student commences part way through a school year, the Scholarship Tuition Deposit will be credited towards the second tuition fee instalment after the student commences.

If the scholarship recipient does not commence at the School in the agreed year level, the Scholarship Tuition Deposit is non-refundable.

No student will receive more than one concession and the greater discount (whether a sibling discount of a scholarship) will apply.

Tuition Fees

The School Council will set Tuition Fees on an annual basis taking into account the School's financial position and its future operational and capital requirements. The School will publish a Fees Schedule on an annual basis.

Scholarship recipients

Scholarships entail partial remission of academic tuition fees except Music Scholarships which provide full remission of music tuition fees and instrument hire (where relevant) only. The school reserves the right to request financial information from families during the scholarship process.

All scholarships are awarded on the basis that the scholarship recipient will complete their education to Year 12 at Lauriston Girls' School. If a student is withdrawn from the school early, all scholarship funds awarded must be repaid in full. The Principal may reconsider this requirement if the withdrawal is the result of circumstances beyond the family's control.

All scholarships are subject to recipients maintaining academic standards, behavioural standards and an overall contribution to the school. Failure to meet expectations in either academic performance or behaviour may result in the discontinuation of the scholarship.

Deferred enrolment

A student's year of entry and year level may be deferred to a later year of entry and year level by the applicant a maximum of three occasions. The Admission Fee already received will be applied to any ensuing enrolment.

A request for a deferral of commencement must be provided in writing to the Principal with one full term's notice.

The Head of Admissions will place the Application for Admission on a waitlist for the requested year level and entry year and this will be considered by the School in the order in which it is received, along with all other Applications for Admission forms for the same year level and entry year. There is no guarantee that a place will be offered.

Cancellation of enrolment

A full term's notice in writing must be received by the Principal prior to the withdrawal of a student.

Where less than one full term's notice of withdrawal is given, the School will charge a Fee in Lieu of Notice equivalent to one term's tuition fee.

Extended absence

The Principal must be notified in writing when a student is going to be absent for extended leave of one Term or less. Full fees will be payable. The request can be granted only where all fees, charges and any other amounts owing to the School at the time of the request have been paid in full.

When a student is going to be absent for extended leave of more than one Term, parents/guardians must notify the Principal in writing. A non-refundable Holding Fee equivalent to 10% of the Tuition Fee for each term a student is absent will be applied in order to retain the student's place upon return to the School. Failure to pay a Holding Fee may lead to cancellation of the student's enrolment.

Accounts and Information

It is a requirement that families advise the School of any change to their contact details, family circumstances or other relevant particulars. Personal details can be updated via the My Details tab on Schoolbox that each family has secure access to and can login at any time during the course of the year.

Lauriston Parent Portal (Schoolbox)

Parents and Guardians may access and pay their School account by logging into Schoolbox and selecting My Details.

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 helpdesk@lauriston.vic.edu.au.

Flexischools

The School uses 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.

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 Parent Central page on Schoolbox.

Log into the portal, select Tuition Fee Payments, then select the Finance tab and then 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.

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.

Use of personal information

Information provided to the School will be treated in accordance with the School's Privacy Policy, available on the School website. Information provided may also be provided to relevant Commonwealth and State Government agencies.

Enquiries

All fee and payment enquiries should be directed to the Business Office.

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