

## **Fees Schedule and Business Notice**

### **International 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 Annual Fee \$A	2023 Semester Fee \$A
Year 5 – Year 6	44,610	22,305
Year 7 – Year 8	51,894	25,947
Year 9	53,766	26,883
Year 9 HRAC*	30,368	15,184
Year 10 – Year 12	55,534	27,767

\*HRAC – Howqua Residential and Activities Charges

The 2023 Schedule of Fees - Overseas Students was adopted by the Lauriston School Council on 31 August 2022

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***

### **Accommodation and living expenses**

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 \$A345 – \$A410 per week.

Lauriston Girls' School has strict accommodation requirements outlined in our Homestay Policy. All students are required to live in accommodation approved by the School including students over 18 years of age.

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 and the Australian government requires health insurance be paid in advance for the length of the student's visa. Further information can be found at [www.medibank.com.au](http://www.medibank.com.au)

Lauriston will arrange health insurance on your behalf – and at the time of writing, the approximate cost is \$580 per year. 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.

### **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 they are on a student visa.

### **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 accounts. 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 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.

If choosing the BYOD / self-acquisition option, it is a requirement 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, 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 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](mailto: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.

## ***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.

No student will receive more than one concession and the greater discount 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.

## **Terms of Payment**

### ***Instalments***

Tuition Fees are paid in advance. 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.

An invoice will be issued to parents twice a year 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.

### **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.

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 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.

### **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 \$A300 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***

A non-refundable Admission Fee is payable with the acceptance of a place for entry into Lauriston Girls' School. The fee is \$A1250 per student, with a maximum charge of \$A2250 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).

### ***Acceptance of Offer***

When the School issues a Letter of Offer, the following will be required together with the Acceptance of Place:

1. A non-refundable Acceptance Fee of \$A1250 per student, with a maximum charge of \$A2250 per family.

The Acceptance Fee:

- is separate to the annual tuition fees and will not be applied against tuition fees which are payable when the student commences,
- is non-refundable in the event of withdrawal or cancellation of the enrolment,
- includes life membership of the Old Lauristonians' Association (OLA).

2. One full Semester's fees for the year level of entry. Any change in fees prior to the student commencing will be added to the next Semester's fee account once the student has commenced.
3. A copy of the Overseas Student Health Cover (OSHC) policy certificate, valid for the full duration of the student visa.

Once all relevant documents and fees are received, the school will issue a Confirmation of Enrolment (eCOE), which is required by the student to commence the online student visa application. It is the responsibility of the student and their family to apply for and renew visas.



### ***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.

### ***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 and/or their support person 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.

### ***Refund policy***

Refund provisions apply if a student does not successfully gain a visa to study at the School and either cannot start a course on the agreed date or withdraws before the commencement of the course.

In this instance, Lauriston will refund all payments other than the Application Fee.

## **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 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](mailto:helpdesk@lauriston.vic.edu.au).

### **Flexischools**

The School uses the Flexischools cashless systems for all Lauriston students.

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).

## Methods of Payment

To assist the School in allocating payments, please email a copy of your transaction receipt to [accounts@lauriston.vic.edu.au](mailto:accounts@lauriston.vic.edu.au) whenever a payment is made.

### 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.

### 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 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)

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

Please contact the School's Finance officer – Accounts Receivable on 9864 7555 for more information.

## **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.

## **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**

For overseas student enrolment enquiries, please contact the Admissions Office via [admissions@lauriston.vic.edu.au](mailto:admissions@lauriston.vic.edu.au). All fee and payment enquiries should be directed to the Business Office.

Last updated October 2022