



 **Girton** Grammar
School Bendigo
BUSINESS REGULATIONS
2019

Revised and approved by The Board on 23rd October 2018

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BUSINESS REGULATIONS - Revised and approved by The Board on 23rd October 2018

The **Business Regulations** form the policy of Girton Grammar School in relation to all fees, charges, the administration of fees and the procedures and processes of enrolments and are updated regularly. The Business Regulations are effective from the amendment date, as determined by the Board and listed upon each page.

For ease of reference the Business Regulations are divided into two schedules:

Schedule A – Fees, Charges and Administration of Fees.

Schedule B – Capital Fees and the Enrolment process.

Enquiries regarding any aspect of the attached schedules may be directed to the Chief Financial Officer.

Please note: The Headmaster determines the enrolment status of a student on behalf of the School.

SCHOOL FEES

FINANCE PLANS

The School recognises Deposits and Fees may be a major financial burden for some parents or even a barrier to entry of prospective students. The School does not provide credit facilities to any parent.

A number of financial institutions have financial plans specifically designed to cover Independent School fees, two of which are Edstart, 1300 139 445 and ASG Funding, 1800 337 419. Brochures for both of these institutions are available from the School's Business Office at 48 Wattle Street, Bendigo.

The School does not actively recommend any financial plan, but merely distributes brochures on behalf of Edstart and ASG Funding. At no time does the School accept responsibility for the administration and management of any financial plan and issues that may arise affecting parents.

SCHEDULE A

Fees, Charges And Administration Of Fees

GOODS AND SERVICES TAX

All Fees stated herein are exclusive of GST. Should GST be payable, in accordance with legislation, then the said amount of GST will be charged. Accounts provided to parents will list any GST that has been charged. Should you wish to know what Fees are subject to GST, please contact the Chief Financial Officer.

I. TUITION FEES (AUSTRALIAN STUDENTS)

Tuition fees can be paid annually or by four instalments. Discounts **only** apply if the payment criteria detailed below are met.

	Annual Fee without discount for 2019	Annual fee with discount if paid in full by 5pm, last business day of November	Instalment Fee with no prompt payment discount	Instalment Fee with prompt payment discount
Tuition Fee: Preparatory-Year 6	\$11,652.00	\$10,439.00	\$2,913.00	\$2,663.00
Tuition Fee: Years 7-12	\$14,384.00	\$13,116.00	\$3,596.00	\$3,346.00

1.1. **The prompt payment discount of \$250 per instalment per student will apply if your account balance is paid in full by 5pm on the last business day for the School in the months of November, January, April, and July. This discount DOES NOT apply to Withdrawal Fees.**

Please do not leave your payment to the last minute. The School is not responsible for, nor will it recognise any delays howsoever caused.

- 1.2. Where annual fees are paid by 5pm on the last business day of November the following discount will apply:
- the prompt payment discounts of \$250 (i.e. \$1000 in total)
 - a 2% reduction of the remaining annual balance after the prompt payment discounts have been deducted.
- 1.3. Parents may elect to pay fees a number of years in

advance. In such instances they will attract the discounts referred to above. However, they will still be liable for any fee increases levied in the pre-paid years. Such fee increases and any other account arrears are to be paid by 5pm on the last business day of January, or parents will forfeit the prompt payment discount for that year.

- 1.4. A request for a donation to the Building Fund/Library Fund/Scholarship Fund may accompany each instalment, or be sent separately. This amount is both voluntary and tax deductible.
- 1.5. Should any payment by a parent be dishonoured by his/her bank, the dishonour fees arising will be charged back to the parent and any prompt payment discount may be forfeited unless alternative payment is made before the discount deadline.
- 1.6. No student will be permitted to return to School at the commencement of the year if any prior year's fees remain outstanding or if any portion of annual fees for the current year are outstanding.

- 1.7. In respect of instalment fees, no student will be permitted to return to school in:
- Term 1 if the account balance due on the last business day of November is outstanding
 - Term 2 if the account balance due on the last business day of January is outstanding
 - Term 3 if the account balance due on the last business day of April is outstanding
 - Term 4 if the account balance due on the last business day of July is outstanding.

Where payments on an account are consistently overdue and outside the stated terms for payment, the School reserves its right to request that fees be paid in advance, or, impose alternative payment terms on that account. Any adjustment or alteration to the terms for payment would be advised to the parents in writing separately from these Regulations. It is an established School practice to refer overdue accounts (> 30 days) to a debt collection agency and a credit report may be obtained without any further notice to the parent. Payment of all legal costs, commissions and sundry expenses associated with the recovery of accounts outside of the stated payment terms will become the liability of the parent.

- 1.8. Where any account balance is unpaid at any other time, continued enrolment at the School is at the discretion of the Headmaster:
- 1.9. If a student is withdrawn from the School and notice, in accordance with Clause 4, has not been given, a Withdrawal Fee will apply. The Prompt Payment Discount does not apply to a Withdrawal Fee. Please refer to Clause 4 on page 4 of these Regulations for further details.

2. FEE REDUCTION POLICY

In certain extenuating circumstances, a reduction in fees may be appropriate and application should be made in writing to the Headmaster. Any concession given is at the discretion of the Headmaster. For example:

2.1 Illness

A rebate may apply resulting from absence through illness, supported by a medical certificate, for a period of fifty school days or more per year, where a continuing place in the School is to be reserved. The rebate will be 50% of Tuition Fees for the period exceeding 50 school days.

2.2 Discretionary Withdrawal

Withdrawal of a student temporarily with the Headmaster's permission does not attract a rebate of fees. Where a student is withdrawn temporarily without the Headmaster's permission, the student's place may be lost.

2.3 Official Interschool Exchange

Official exchanges, as defined by the Headmaster, of one term or longer, may qualify for a rebate of fees for the duration of the exchange. This should be discussed with the Headmaster. Any exchange less than one term will not qualify for a rebate of fees.

A \$100 administration charge applies to all exchanges.

2.4 Family Leave

When a family seeks leave in excess of two terms and a place is reserved, this may qualify for a rebate of fees. This should be discussed with the Headmaster. Such granting of leave is at the Headmaster's discretion. A pro-rata prompt payment discount will apply to the fee charged, if paid by the date specified.

2.5 Expulsion

No rebate of fees will be made should a student leave owing to misconduct, including expulsion.

3. ADDITIONAL CHARGES

It is of the utmost importance that parents are aware of these charges when accepting a place at Girton Grammar School.

3.1 Extra Subject Tuition Fees, Excursions, Camps, Co-Curriculum etc.

Excursions, camps, extensions to teaching and other activities will occur throughout the year. Such events are charged on a cost recovery basis, including any insurance, ground hire, transport etc.

Excursions, extra subjects, camps and the like are a prescribed portion of the student's tuition at the School. Unless the Headmaster gives prior approval, non-attendance will result in a student being charged the cost of the event. If the student is withdrawn from a compulsory camp after the cut off date, parents will be charged for the cost of the camp that wasn't attended as well as the alternative School based activity.

For your information, **as a guide only**, the cost of camps in 2018 were:

YEAR	1	2	3	4	5	6	7	8	9	10*	VCE
COST	\$80.00	\$190	\$282	\$336 (2017)	\$536 (2017)	\$656	\$440	\$476	\$365	\$80 - \$510	\$210

* Indicates the price depending on the choice of camp or activity undertaken.

The actual costs of camps will be charged to the monthly accounts. The costs in subsequent years may vary from the above.

Tuition fees for extra subjects are published separately and will be charged to the monthly accounts. These subjects may include: Music Tuition; other Performing Arts Courses; Contemporary Dance-Creative Movement as an Art Form; Tennis; Gymnastics; English as a Second Language; Speech Pathology and Therapy; Psychological Services and others. See the individual application forms for full details and conditions.

Periodically the School will offer students the opportunity to participate in an overseas tour. Attendance on such tours is voluntary; however, once committed, the full cost of the tour will be payable even if the student is withdrawn. Where any account is in arrears at the time of the tour, the student will not be permitted to attend and all costs associated with the trip will be forfeited. It is recommended that parents take out appropriate travel insurance or accept the risk themselves.

The cost of printing is charged on a cost recovery basis. An initial printing charge of \$25 per student is made at the commencement of Term 1. Balances are reviewed at the end of each term and top up charges are made as necessary for usage.

The School applies an annual fixed charge to meet ICT costs. The charge in 2018 will be: Prep \$10; Year 1 and Year 2 \$30; Year 3 and Year 4 \$40; Year 5 and Year 6 \$50; Years 7 to 10 \$75; and Years 11 and 12 \$70.

4. WITHDRAWAL OF STUDENTS

To withdraw a student from the School, at least **one complete** term's notice, **including the preceding vacation**, must be given in writing to the Headmaster.

If the required minimum notice of one complete term's notice, including the preceding vacation period (in writing to the Headmaster), as described in the following examples, is not given for withdrawal from the School, a Late Withdrawal Fee equal to one tuition fee instalment per student will apply. There is no Prompt Payment Discount for a Late Withdrawal Fee.

For example,

- (a) Students leaving at the end of the school year (except Year 12 students) or during the following vacation or during First Term the following year will need to have provided notice in writing to the Headmaster no later than 5 p.m. on the last school day of Third Term (in September).
- (b) Students departing at the end of Second Term or during Third Term will need to have provided notice in writing to the Headmaster by the last school day of the First Term.

Once the signed Confirmation of Enrolment Form is received, and the first instalment of the Capital Fee is paid, the student is deemed to be enrolled in the School. Hence the notice of withdrawal period as described in Clause 4 is required to be given if a parent subsequently decides not to proceed.

5. SCHOLARSHIPS AND BURSARIES

Scholarships and Bursaries are awarded at the discretion of the Headmaster. Enquiries should be made to the Registrar or Headmaster.

6. OVERSEAS STUDENTS (Years 7-12)*

Annual Tuition fees \$29,145
Annual Homestay fees Price on Application

The annual tuition fee includes all charges for tuition, school liaison with the homestay provider, and compulsory excursions during term time, as well as the compulsory Medicare Levy. The Tuition Fee, and Homestay Fee, if applicable, is payable annually in advance and prior to the student's arrival in Australia. Under the agreement with the Commonwealth Government, the School will pay the School-arranged Homestay Accommodation Fee directly, which will be charged to the Overseas Student Trust Account, as invoiced by the service provider. Withdrawal from Homestay requires a full term's notice in writing, in accordance with Clause 4, to the homestay service provider; otherwise a full month's fee is payable.

Monies received from parents on behalf of overseas students will be placed in the School's trust account. Any interest earned, less bank fees and an administration charge, is assigned to each individual's account.

Overseas students are required to reside in school approved Homestay accommodation during term unless a guardian or family member resides in Bendigo. Permission to live with the guardian or a family member is at the Headmaster's absolute discretion.

Overseas students must have an adult guardian who is resident in Australia.

*This should be read in conjunction with the Refund Policy for Overseas Students. Copies are available from the Business Office by request.

7. TAX DEDUCTIBLE FUNDS

The School operates three tax deductible funds. These are the Building Fund, the Library Fund and the Scholarship Fund. Donations to date have been instrumental in funding the Campus development and providing new technology and books for the Library. The Scholarship Fund will be used to make a Girton education available to a broader range of students.

All donations will be issued with a receipt that will enable the donor to claim a tax-deduction.

In addition, non-deductible payments can be made in sponsorship of Speech Night Awards, or in providing named scholarships to assist students with tuition costs.

Further details are available from the Headmaster or Chief Financial Officer.

8. INSURANCE – STUDENTS AND PROPERTY

The School does not insure either students or the property of students against damage or loss.

If property is damaged or stolen whether from a locker, a bag or any other place at School or at any School programme, the School does not accept responsibility for repair or replacement. All students' or families' property is the responsibility of the student or the family, not the School.

If a student is injured or becomes ill, either at School or attending a School event, then any medical, hospital, ambulance (including air ambulance) and other expenses associated with that illness or injury are the responsibility of the student or his/her family.

In all cases, the parents have the responsibility to insure or take the risk ("self-insuring") for loss or injury etc. associated with the student's activities at the School and its associated programmes. Parents may wish to consult their insurance broker, insurance company or other professional for advice.

SCHEDULE B

Capital Fees And The Enrolment Process

GOODS AND SERVICES TAX

All Capital Fees stated herein are exclusive of GST. Should GST be payable, in accordance with legislation, then the said amount of GST will be charged. Accounts provided to parents will list any GST that has been charged. Should you wish to know what fees are subject to GST, please contact the Chief Financial Officer.

1. APPLICATION FEE

A \$110 GST inclusive non-refundable Application Fee is payable per child and will place the child on a list for the relevant year of entry.

2. CAPITAL FEE

The Capital Fee is:

- \$1250 for the first child in the family
- \$500 for the second and subsequent children in the family.

Payment dates for the Capital Fee are advised in the letter of offer:

FEE	First Child	All other children	Payment Due
First instalment	\$750	\$300	Upon acceptance of Enrolment Offer
Second Instalment	\$500	\$200	On or before 31st August in the year prior to entry
Total fee	\$1250	\$500	

The Capital Fee will only be refunded if the School fails to offer a place in the original year of entry.

Where a family first enters the School with a student in Year 10 or above, the family will only pay the Application Fee and the first instalment, as detailed above, of the Capital Fee.



Where a family re-enters the School after departure (applicable if no other siblings are currently in the School) the difference between the previous Capital Fee paid and the current Capital Fee will be payable. Should the School hold a capital deposit, then the capital deposit may be transferred to offset the Capital Fee. Please note this Capital Fee is not tax deductible.

3. APPLICATION FORM

The Application Form must be signed by both parents or guardians of the child seeking entry to the School. Joint and several responsibility for the enrolment of the child at Girton Grammar School is required in all applications for enrolment. Space is provided at the foot of the Application Form for joint signatures. The signing of the form acknowledges acceptance of the Business Regulations, including fees and charges. If circumstances permit only one party as signatory, then that person is solely responsible for all fees and charges.

4. PROVISIONAL LISTING

Acknowledgment of an Application Form shall include information regarding enrolment procedures. Acceptance of an Application Form guarantees consideration of the application, but does not guarantee an offer of a place, any more than being on the list can guarantee a place.

5. CONFIRMATION OF ENTRY

A place is offered if the Enrolment Interview is successful and a vacancy exists in the required Year level. This place must be confirmed by accepting within 14 days and by paying the first instalment of the Capital Fee.

6. WAITING LIST

Students will remain on the *Waiting List* when all places in the year level sought have been allocated, unless, at the request of parents, they are deleted from our pre-enrolment system. **If a place does not become available in the requested year of entry, all students on the Waiting List will be rolled over to the next year of entry.**

7. OFFER OF ENROLMENT

A Formal *Offer of Enrolment* at Girton Grammar School shall be made in writing, over the signature of the Headmaster or his delegate. It will include details

of payments due and expectations of the School should the Offer of Enrolment be accepted by the parents or guardians.

Thirty days is normally given to accept an *Offer*. However, if the *Offer* is to fill a vacancy, owing to the departure of an existing student or non-acceptance by another applicant, immediate confirmation may be required.

Please note that should no response to an *Offer of Enrolment* be received within the specified period from the date of posting of the Letter of Offer, the Offer shall be withdrawn and the place provided to another child, without further notice from the School. This regulation applies to all enrolments.

Once the signed *Confirmation of Enrolment Form* is received, and the Capital Fee is paid, the student is deemed to be enrolled in the School. Hence the notice of withdrawal period is required to be given if a parent subsequently decides not to proceed. (See Schedule A, Clause 4: “To withdraw a student from the School, at least **one complete term’s notice, including the preceding vacation, must be given in writing to the Headmaster.”)**

8. OFFERS MADE DURING THE DECEMBER-JANUARY SUMMER VACATION:

If a parent is not contactable by telephone/letter within a forty-eight hour period, the Offer shall be made to the next person on the list.

9. ENROLMENT PROCEDURES

- 9.1 Parents enquire via the website or telephone or in person.
- 9.2 Parents receive an Information Package which includes the Application Forms and Business Regulations.
- 9.3 Parents are invited to attend an Open Day (May and September), or a Headmaster's Tour Morning (March and November), or arrange a tour with the Registrar on another suitable day.
- Or
- If parents wish to proceed immediately they should complete and return the Application Form together with payment of the non-refundable Application Fee of \$110.
- 9.4 The School will contact families, in order of receipt of the Application Form and Application Fee, to arrange an Enrolment Interview approximately 18 months prior to entry. Both parents (if possible) and the child should attend the enrolment interview. Parents seeking an immediate place in the School can ring the Registrar to arrange an interview.
- 9.5 The Enrolment Interview is a necessary requirement for any enrolment at the School. Exceptions may be made for overseas and interstate applicants at the Head's discretion and telephone interviews can be arranged as an alternative. Follow up interviews will be arranged upon arrival in Bendigo.
- 9.6 Following the Enrolment Interview and at the discretion of the Headmaster, an offer of a Place in the School will be made if a vacancy exists.
- 9.7 Parents are asked to accept, defer or decline the offer within 14 days of the offer being made.
- 9.8 Upon acceptance of the offer parents are asked to pay the first instalment of the Capital Fee and return the signed Confirmation of Enrolment form. The Capital Fee is a non-refundable amount used by the School to purchase capital items within the School. The second instalment of the Capital Fee is due and payable on or before the 31st August the year prior to entry or, in the case of an immediate start, prior to commencement.



9.9 **Capital Fee Instalments**

9.9.1 For the First Child entering the School:

1st Instalment of the Capital Fee	\$750
2nd Instalment of the Capital Fee	\$500
Total	\$1250

9.9.2 For the Second and Subsequent Child(ren) entering the School

1st Instalment of the Capital Fee	\$300
2nd Instalment of the Capital Fee	\$200
Total	\$500

9.10 Copies of the Birth Certificate (or Passport) and Immunisation Certificates must be on file prior to the student's commencement at the School. We prefer these to be provided at the interview.

9.11 Where an Enrolment Offer cannot be made, students will be placed on a waiting list in order of receipt of the Application Form and payment of the Application Fee. Students must have attended an enrolment interview to be placed on a waiting list.

9.12 Where a vacancy occurs in a full Year level, an Enrolment Offer will be made from the Waiting List, in order of receipt of the Application Form and

Application Fee. The time given for acceptances of these offers may vary, depending on the time of the year the offer is made. (See points 9.5 and 9.14).

9.13 Where an Enrolment Offer is deferred, the student will be placed next on the list of the requested year level but not ahead of students already on that list. Any monies paid will roll over with the enrolment.

9.14 Fourteen days is given to accept an Enrolment Offer. However, if the Enrolment Offer is to fill a vacancy, owing to the departure of an existing student or non-acceptance by another applicant, an immediate acceptance will be required.

10. ENROLMENT ADMINISTRATION

The Headmaster has the right and responsibility to accept or reject enrolment applications. When a student is enrolled, that student and his/her parents are bound by the Business Regulations, policies, rules and practices of the School that may be amended from time to time.

The Headmaster also has the responsibility to ensure the smooth operation of the School, and is the arbiter of all issues that relate to a student's continuing enrolment, other than a parent's voluntary withdrawal.





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