2019 Fees Schedule and Business Regulations Notice

STRATHCONA
BAPTIST GIRLS GRAMMAR

2019 Fee Schedule

FEE SCHEDULE

Year Level	Annual Fees	Annual Composite Fee	Full Payment* (3% discount)	By Quarterly Instalment	By Monthly Instalment (10)
Prep	$17,572	$720	$17,743	$4,573	$1,829
1	$18,372	$720	$18,519	$4,773	$1,909
2	$19,820	$720	$19,924	$5,135	$2,054
3	$21,068	$1,236	$21,635	$5,576	$2,230
4	$22,260	$1,504	$23,051	$5,941	$2,376
5	$22,500	$1,808	$23,579	$6,077	$2,431
6	$22,744	$2,624	$24,607	$6,342	$2,537
7	$27,372	$2,037	$28,527	$7,352	$2,941
8	$27,408	$2,608	$29,116	$7,504	$3,002
9	$29,248	$2,868	$31,153	$8,029	$3,212
10#	$28,936	$2,452	$30,446	$7,847	$3,139
11	$29,696	$1,372	$30,136	$7,767	$3,107
12	$29,696	$1,196	$29,965	$7,723	$3,089

An additional Outdoor Education Camp Fee may apply

Overseas Full Fee Paying Students	$38,480	Per year Lvl	$37,326	$9,620	$3,848
(CRICOS No: 00577C)			PLUS Composite fee per year Level		

ELC FEES

Year Level	Annual Fees	Annual Composite Fee	Full Payment (3% discount)	By Quarterly Instalment	By Monthly Instalment (10)
3yo - 2 days	$9,044	$290	$9,054	$2,334	$933
3/4yo - 3 days	$12,736	$414	$12,756	$3,288	$1,315
4yo - 4 days	$14,612	$546	$14,703	$3,790	$1,516
4yo - 5 days	$18,268	$666	$18,366	$4,734	$1,893
Pre Prep - 4 days	$16,480	$546	$16,515	$4,257	$1,703
Pre Prep - 5 days	$20,552	$668	$20,583	$5,305	$2,122

OTHER CONTRIBUTIONS

OSA Life Membership Fee (new students only - one off fee)	$205
Voluntary Building Fund (Annual Tax Deductible Contribution)	$1,000 (per annum)
Strathcona Family Association (Annual Voluntary Contribution)	$60 (per annum)

SPEECH AND DRAMA

Lesson	Fees
Group (30min)	$515
Individual (30min)	$700
Individual (45min)	$1,050

MUSIC FEES

Lesson	Fees
Pair (30min)	$515
Individual (30min)	$700
Individual (45min)	$1,050
Individual (60min)	$1,400
Instrument Hire	$145

ROWING FEES

	Lesson	Rower	Cox
Junior	Season Cost	$1,340	$725
	Rowing Camp	$340	$340
Inter	Season Cost	$1,635	$775
	Rowing Camp	$455	$455
Senior	Season Cost	$1,845	$925
	Rowing Camp	$565	$565

* The annual full fee payment discount only applies where the total payment is made by 30 November 2018. The rounded discount above is calculated against the 2019 Tuition Fee and Composite Fee (less sibling discounts and scholarships)

Payment Terms and Conditions

Fees are invoiced in advance in November in the year prior to the new school year. Families are required to select one of three (3) payment options:

1. Annual Payment - in full by 30 November 2018 (attracts a 3% discount on 2019 Net Tuition Fee and Composite Fees)
2. Quarterly Payment – in four (4) equal payments are due by 30 November 2018, 28 February 2019, 31 May 2019 and 30 August 2019.
3. Monthly Payment – in ten (10) equal payments due on the last business day of each month from November 2018 to August 2019.

The Fees and Levies referred to in this notice are applicable for the 2019 school year and are subject to annual review. The administration of all fees and levies accord with these Terms and Conditions, the Business Regulations Notice and Enrolment Agreement.

A late fee charge of $100 will be levied where a family fails to make a valid payment by the chosen payment plan due date and where no prior advice has been provided to the School. For example, if the fee instalment is not paid by the due date, a $100 late fee will be charged 7 days later and a reminder statement sent. If it remains unpaid, the late fee will be charged each month thereafter. The enrolment position will be reviewed where no payment or communication is made by the family.

Fees & Levies

The Tuition Fee and Composite Fee covers all curriculum related costs including excursions, camps and activities. Students admitted to the School during the year will be charged fees on a pro-rata basis and other levies and charges as appropriate.

Some additional charges do apply in respect of curriculum and technological resources including booklist levies, class group software license subscriptions, etc.

Any additional activities or electives voluntarily undertaken will be itemised separately on your invoice, for example: Private Music Tuition, Private Speech and Drama, Rowing, Rhythmic Gym, Aerobics, Kayaking, Compass and Duke of Edinburgh's Award.

A 10% sibling discount applies to the second member of a family and a 15% fee concession to subsequent members of a family who are attending the School at the one time. It does not apply to the first family member or to students in receipt of any other concession or scholarship.

Methods of Payment

Fees and charges are to be paid via the School's online payment portal. The portal can be accessed via the School's website or MyStrathcona using the login credentials provided. The payment portal provides families with the ability to choose their preferred payment timing option. Additional charges may be billed via your Sundry Account during the course of the year and are payable separate to the Tuition Account on the portal and due by their respective due dates.

Instructions on how to use the payment portal can be found on the home page of the portal. The portal ensures the School administers all transactions in accordance with privacy and banking legislation.

The payment plan section of the portal will open on **Thursday 1 November 2018** and close on **Wednesday 14 November 2018**. The 'Make a Payment' module will remain open all year for on-off payments, using credit cards.

Fees and levies can also be paid by the following methods:

1. Direct Deposit/EFT – BSB: 083-004 Account No. 39 600 6299 (include your Account Code in payment reference)
2. Cheque – made payable to Strathcona Baptist Girls Grammar School and returned to the Business Office attached to the Fee Notice or Monthly Statement
3. BPAY – using a Net Bank facility to transfer the funds using the Biller Code of 1941 and the Reference Number as detailed on your Fee Account Statement
4. EFTPOS/Cash – the School has debit and credit card payment facilities in the Business Office
5. Please note that AMEX transactions incur a 1% surcharge

Fees are strictly due and payable by the listed dates. Where tuition or sundry fee accounts are in arrears (or on an approved payment plan is not adhered to), a student will not be permitted to undertake co-curricular activities such as music, rowing and international tours.

The Principal reserves the right to refuse to allow a student to either commence a new term, or to remain at the School while any fees or charges remain unpaid.

Annual Voluntary Contributions

Families may choose to donate to the School Building and Maintenance Fund to support the Master Plan and future facility development when choosing their payment option via the online payment portal. This additional contribution will be included in the payment plan chosen. All donations ($2 or more) to the Building and Maintenance Fund are eligible for a tax deduction via the donors' annual income tax return.

All families are encouraged annually to contribute to the efforts of the Strathcona Family Association (SFA) by paying a $60 contribution fee. The contribution supports the efforts of the SFA in supporting the advancement of the School Community.

Annual Booklist/Other levies

All students in Prep to Year 12 are issued with an annual booklist in Term 4 each year. The booklist details all resources and stationery requirements for the new school year.

In some year level instances, subject or resource levies exist where the School has been able to administer or negotiate a better prices outcome. These levies will be charged to relevant families in Term 1 (2nd Quarter Instalment). Some additional camp and co-curricular levies are billed throughout the year and are to be paid via the payment portal by the listed due dates.

Early Learning Centre (ELC)

Fees for the ELC will be charged in line with the Prep to Year 12 system. All ELC families will pay a holding fee of $800 upon confirmed entry to the School. It should be noted that this fee will be credited in Term 1 of the entry year.

Please note that to attend the ELC all children must turn three (3) or four (4) by 1 February of the entry year.

Uniform / Second Hand Uniform Shop

All students are required to wear the prescribed School uniform that is available for purchase at Dobsons, 667 Glenferrie Road, Hawthorn. Tel: +61 3 9819 1122. Open business hours from Monday to Saturday.

The SFA operates a Second Hand Uniform Shop located at 35 Scott Street (opposite main entry to School). It is open one afternoon each week from 3.15pm to 4.30pm during the term. Please note that the Uniform Shop operates on a donation basis only.

Technology

A 1:1 iPad Program operates in the Junior School and the devices are fully owned and supported by the School. In the Senior School, for Year 7 and 8 they are required to bring their own iPad and for Year 9 and above, they can bring their own notebook device (BYOD – minimum specifications apply) to support them in their studies. Details are available in the Parent Handbook on MyStrathcona.

From 2020, Year 7 and 8 students will move to a 1:1 pen enabled touch notebook program. In 2019, new Year 7 and 8 students may choose to rent a school owned iPad. Refer to the School's iPad Booklet on MyStrathcona for details.

Enquiries

All general fee and payment enquiries should be directed to the Business Office. Specific fee or business related matters (including advice of changes in enrolment and/or family circumstances) are to be directed to the Business Manager.

Business Office

A: Level 1 Old Mellor House, 34 Scott Street, Canterbury
T: +61 3 8779 7500
E: businessoffice@strathcona.vic.edu.au

Business Manager's Office

T: +61 3 8779 7541
E: busmgr@strathcona.vic.edu.au

2019 Fees Policy & Business Regulations Notice

A. Application

Applications for entry to Strathcona, from the Early Learning Centre (ELC) to Year 12, must be submitted on the School's Application for Enrolment Form. The form is to be accompanied by a non-refundable Application Fee. The following Application Fees apply: ELC ($50), Prep-Year 12 ($150), International Students ($175).

While application is a pre-requisite for enrolment, it is not a guarantee of admission and the School reserves the right to reject any application, and offer a place to any student irrespective of date of application.

ELC enrolment interviews are conducted by the Director of ELC in the year prior to entry. Entry to the School for ELC students is subject to the same conditions as detailed for Prep to Year 12 applicants.

B. Confirmation of Enrolment

Following the application and interview process, and subject to the School Enrolment Policy and position availability, a formal offer may be made. The offer process for Year 7 begins approximately 3 years' prior to the year of commencement with applicants invited in for interview. Places are provided in order of the following priorities, siblings, alumnae children and then date of application. For the other intake years' of Prep and Year 5 the enrolment process may commence up to 2 years prior to entry. With all other year levels, the offer process begins approximately 1 year prior to commencement.

Parents/Guardians are required to sign and return the acceptance offer for their child with a non-refundable enrolment fee of $1,000 (Year 11, Year 12 and International student Enrolment Fee - $500). The person/s signing the Acceptance Agreement is/are completing an agreement to abide by the Terms and Conditions and Business Regulations. For ELC students a holding fee of $800 is charged in lieu of the enrolment fee. This Holding Fee is credited to the family's fee account in Term 1 of the entry year.

A place is confirmed for a child only after an offer has been made and the Enrolment Confirmation Fee is paid. An Enrolment Confirmation Fee payment received after the due date may mean the place may no longer be available.

Strathcona's enrolment offer includes an agreement on payment of fees and acceptance of Schools policies. If a place is not immediately offered, the family will be advised of their addition to the waiting list.

Each new student will be charged a Life Membership fee of $205 to automatically join the Old Strathconian's Association (OSA). This fee is billed to new students at the commencement of their school year and allows the OSA to undertake a range of Alumnae activities that support the School community such as reunions, networking and special events and contributing to the Strathcourier and other School activities.

Acceptance of an enrolment is acknowledgement that each signatory on the Enrolment Form is jointly and severally liable to the School for payment of all accounts. This applies even if the accounts are usually paid by one parent or guardian, and regardless of whether the accounts are addressed only to one parent or guardian. A parent or guardian of a child may not delay or refuse to pay an account on the basis that another parent or guardian of the child is responsible for payment of all or part of any account.

C. Cancellation of Enrolment

One full term's notice is required, in writing to the Principal, before the cancellation of enrolment or withdrawal of a student from the School. If the required notice is not given, a fee of up to one full term's fees may be charged.

D. Tuition Fees and Accounts

1. Tuition fees are billed in advance in November for all students enrolled in the following year. Tuition fees must be paid either in full by 30 November, by four (4) equal instalments in November, February, May and August or by monthly payment (10 instalments) from November to August.
2. Accounts are payable by the listed instalment due dates. Additional charges must be paid by due date listed on your Sundry account. A late fee of $100 per month will be charged is payment is not received by the due date.
3. The School may choose to not permit a student to re-enter classes in a new term when fees remain outstanding.
4. For financial arrangements regarding the absence of students, contact the Business Manager on +61 3 8779 7541 or busmgr@strathcona.vic.edu.au
5. If a student is absent through illness, there will be no reduction in fees. Every effort will be made to remain in close contact with the family and arrange home study for the student where possible.
6. Students that undertake vocational subjects or subjects by Distance Education may be charged an additional levy by the School or external provider.
7. Parents are responsible for payment for avoidable breakage or damage to School property caused by the student.
8. The Principal may authorise particular expenditure (for example student programs or school materials) to be charged to the family fee account.
9. Fees are subject to annual review. Parents will be notified if the School Board alters these fees and conditions. A full copy of the School Tuition Fee Policy is available upon request.

E. Early Payment Discount

Payment of the annual tuition fees in full by 30 November will receive a 3% discount. Discounts are not applicable to families with Bursary or Special Concession arrangements.

F. Late Payment Fee

Fees are due for payment in accordance with the billing schedule that accords with the Fees Policy. In the event that fees have not been received by the due date, an administration fee (a flat fee as determined by the Finance & Risk Committee on an annual basis) will be charged in the week after payment is due and for each subsequent month the fees are outstanding (where no communication has occurred and agreed payment plan reached). A reminder notice will be dispatched on each occasion advising of the charge.

G. Overseas Exchange/Extended Approved Absences

Where leave is granted for student absence of varying periods (min. 5 weeks) and a place is reserved for return, a non-refundable holding fee of one third of the tuition fee applicable for that period of absence is payable in advance.

H. Deferred Enrolment

An enrolment may be deferred to another year level and/or year of entry by providing notice *in writing* to the Principal. Confirmation of a place in a year level other than what was originally noted, will be subject to availability. Where a place becomes available, payment of the non-refundable Enrolment Fee by the due date will confirm the student's place in the deferred year level. Where a student formally withdraws from the School, but returns to Strathcona at a later date, a new Application for Enrolment form must be lodged and the non-refundable Application Fee paid.

I. International Tours/Co-curricular Programs

A student will not be permitted to participate in overseas tours or fee based co-curricular activities where tuition or other sundry fees are outstanding or the approved Payment Plan is not being adhered to by the family.

J. VCE Students on an Approved Varied Education Program

Strathcona covers the cost of one approved Vocational Education (VET) or Distance Education (DECV) subject. A DECV subject will only be considered where the School does not offer the subject or where there are timetable constraints. Additional subjects attract a fee.

K. Goods and Services Tax (GST)

GST is not charged on School Fees, ELC and Co-curricular activities and School cost and charges have been calculated on the basis that they are GST free. Other activities, however may attract GST.

L. Change of Family Details

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 Care Monkey App that each family has secure access to and can login at any time during the course of the year. This App is also used for activity permissions such as Excursions and Camps. A change in family circumstances should be reported to the Deputy Principal or Business Manager (eg: family separation).

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