



*2017 Tuition Fees, Charges and
Business Regulations*

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2017 Annual Tuition Fees and Charges

2017 Fee Schedule						
Year level	Tuition Fee	Consolidated Levy	Maintenance Levy	Camp Fee	Book Levy	Total Fees
	\$	\$	\$	\$	\$	\$
ELC – 3yo – 2 days	7016		596			7,612
ELC – 3yo – 3 days	10,272		892			11,164
ELC - 4yo - 4 days	13,444		1,196			14,640
Year Prep	11,452	492	1,500		270	13,714
Year 1	12,548	492	1,500		270	14,810
Year 2	13,744	492	1,500		270	16,006
Year 3	15,052	492	1,500	370	270	17,684
Year 4	16,492	492	1,500	370	270	19,124
Year 5	17,620	1,328	1,500	1,250	270	21,968
Year 6	19,276	1,328	1,500	1,250	270	23,624
Year 7	21,028	1,412	1,500	490		24,430
Year 8	22,072	1,412	1,500	936		25,920
Year 9	23,116	1,360	1,500	834		26,810
Year 10	23,892	1,360	1,500	964		27,716
Year 11	23,892	1,508	1,500	750		27,650
Year 12	23,892	1,508	1,500	600		27,500

The **Consolidated Levy** aims to cover all compulsory costs associated with the School curriculum and to minimise charges throughout the year. The fee includes the cost of materials, incursions, excursions, classroom resources, eLearning and other miscellaneous charges. The fee does not cover laptop purchases or leases.

The **Maintenance Levy** contributes to the cost of maintenance of facilities and the improvement of existing facilities at the School.

Year level **Camp Fees** are charged to your account. Optional camps/activities are advised in advance and charged separately.

The **Book Levy** covers books and periodicals supplied by the School.

Sibling Discounts

A sibling discount for families with two or more children attending the School is available as follows:

- 5% applies for the second child
- 10% for the third and
- 15% for the fourth.

This discount will apply to Tuition Fees only and not to any other fees or charges. A sibling allowance will not apply if a student is awarded a scholarship, bursary or any other similar concession.

Terms of Payment

Fees are paid a term 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).

All fee payments are due within 14 days from the date of issue of the invoice. The 2016 and 2017 invoice and payment dates are as follows:

2017 Tuition – invoice & payment due dates

Term	Term Dates 2017	Invoice Date	Due Date
Term 1	31 January to 31 March	1 November 2016	15 November 2016
Term 2	17 April to 23 June	1 February 2017	15 February 2017
Term 3	18 July to 22 September	1 May 2017	15 May 2017
Term 4	9 October to 12 December	1 August 2017	15 August 2017

Methods of payment

The Methods of payment acceptable to the School are Bpay, cheque, credit card, EFTPOS and cash. A monthly payment plan is also available.

BPAY is the preferred option and may be used with savings, cheque or credit card accounts. When prompted, enter the School's biller code (#202002 – located on the front of your School account) then enter the unique customer reference number (also located on the front of the School account).

Payment may be made by cheque or credit card. Acceptable credit cards are MasterCard, Visa and American Express. Visit www.kilvington.vic.edu.au to securely pay the account.

Payment by cash is not preferred, however, cash payments (correct amounts only) can be made between 9.00am and 4.00pm at Main Reception.

EFTPOS facilities are available for payments made in person at the School.

Monthly Instalments

Fees may be paid in ten equal instalments, either by direct debit from a nominated bank account, or by credit card. All instalments are due by the 15th of each month, the first on the 15th November and the final payment on the 15th August. Please contact the Business Office on 9578 6231 to make the necessary arrangements, or complete the tear-off slip attached to your School account, indicating your preferred option of payment and return to the Accounts Department, Kilvington Grammar School, P.O Box 144, Ormond, 3204.

Advance Payments Discount

Payment of the total annual fees (including Tuition Fees and other charges) within 14 days of the first account being issued will attract a 3% discount on the total annual fees paid. Any optional extras (i.e. Music tuition) and the Book Levy will not attract the discount and will be payable within 14 days of billing dates. Please contact the Business Office on 9578 6231 if you wish to make a payment in advance.

Late Fee Charge

Unless a payment plan has been approved, accounts overdue more than 30 days after the due date, will be charged a late fee of \$200 together with any costs incurred in collecting the outstanding amount.

ICT Devices

iPad Program (Prep – Year 6)

- Prep – Year 2 iPad class sets provided by the School
- Year 3 – Year 6 iPad provided by parent

BYOD Program (Year 7 – Year 12)

Kilvington offers a Bring Your Own Device (BYOD) program for Senior School students:

- Year 7 – Year 9 iPad and laptop/surface provided by parent
- Year 10 – Year 12 iPad/tablet or laptop/surface provided by parent

Uniform

The complete range of Kilvington summer, winter and sports uniform can be purchased from Bob Stewart in Malvern. All trading hours and location details are listed on the School's website.

Secondhand uniforms can be purchased from the Kilvington Parents' & Friends' Association (PFA). The Secondhand Uniform Shop is located at the School. Opening times are advertised on the School's website.

Applying for Admission

Registration

An *Application for Admission Form* must be completed for each student and should be returned with the registration fee of \$100.

Enrolment

An Enrolment Fee of \$2000 per student will apply. This fee is due when a place is offered and formally accepted for the student. \$1100 will be credited against your Term 2 tuition fees. The balance of \$900 is non-refundable. In the event of a mid-year commencement, \$1100.00 will be credited against the second instalment of fees charged.

In the event of withdrawal or cancellation of the enrolment, the Enrolment Fee of \$2000 is non-refundable. If subsequent re-admission occurs, no further Application or Enrolment Fees are payable.

Acceptance of an offer of enrolment can be deferred for entry in a later year but no guarantee can be given that a place will be available at that time.

At the time an offer of a place in our Early Learning Centre is made, families have the opportunity to confirm a place in the relevant Prep year, should places still be available. Should families wish to take up this option, a Holding Fee of \$2,000 will be required. The Holding Fee will be held and credited against the Prep Term 2 fees in the relevant year. Should the Prep place not be taken up, the holding fee is non-refundable.

When families elect not to accept a confirmed place in Prep, or Prep is fully subscribed, the option of being placed on the waitlist for Prep entry is available.

Withdrawal or Absence of Students

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 Tuition Fee will be charged.

To discontinue extracurricular activities, a term's notice in writing to the Principal is required, or one full term's fees will be charged.

Students on Concessions

If a student withdraws from the School for any reason other than family relocation or hardship, the School reserves the right to seek reimbursement for that proportion of fees covered by the scholarship, concession or bursary from the date the scholarship, concession or bursary was accepted until the date of withdrawal.

Extended Absence from School

All requests for an extended leave of absence from the School must be submitted in writing to the Principal for approval at least one term in advance.

If a student is to be absent from School for an extended period of time (i.e. less than 12 months), full fees will be payable.

Where the student is to be absent for a year or longer (eg. parent/guardian is relocated for work or for health reasons), the parents/guardians should make an application in writing to the Principal for a 30% holding fee to be charged in lieu of full Tuition Fees. This fee is non-refundable in the event of withdrawal or cancellation of enrolment.

Attendance

Students shall follow the course of study prescribed at the School and shall attend the School regularly and punctually. Each parent or guardian agrees to co-operate in ensuring these requirements are met.

Medical

Each parent or guardian does hereby release Kilvington and its Staff (on whose behalf the School is authorised to conclude this Agreement) from all claims, suits, costs and demands arising in any way from medical assistance being rendered to the student in respect of an injury or in respect of any suspected injury sustained while the student is participating in School activities. Where such assistance is rendered in circumstances where, in the opinion of Kilvington or its Staff, it would be impossible or too difficult or too dangerous to obtain the prior consent of the parent or parents or guardian of the student prior to such medical assistance being rendered, each parent or guardian does hereby consent to such assistance being rendered in the circumstances so defined.

Co-Curricular Camps/Tours

If there are outstanding fees due and an approved repayment arrangement is not in place, students are not permitted to attend study tours, social service trips and co-curricular camps such as Ski Camp until the fees are paid.

Dismissal or Suspension of a Student

A condition of entry to Kilvington is that parents or guardians agree to abide by the regulations of the School. The Principal reserves the right to dismiss or suspend any student from the School on the grounds of unsatisfactory conduct or performance or failure to comply with the Code of Behavior or for any other reason considered by the Principal to be sufficient.

Enquiries

Any queries about the payment of fees and charges may be discussed in confidence with the Business Office. Please contact 03 9578 6231 to arrange a suitable time.