



Kilvington
Grammar School

2017 Tuition Fees, Charges and
Business Regulations
for Local Students
(Enrolment Agreement)



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2017 Annual Tuition Fees and Charges for Local Students

2017 Fee Schedule						
Year level	Tuition Fee	Consolidated Levy	Maintenance Levy	Camp Fee	Book Levy	Total Fees
	\$	\$	\$	\$	\$	\$
ELC – 3yo – 2 days	7,016		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.

1. DEFINITIONS

- 1.1 “**Applicant**” means the person/s set out in the Enrolment Agreement being the Parent’s and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.
- 1.2 “**Enrolment Fee**” means any fee associated with the terms of enrolment.
- 1.3 “**Enrolment Agreement**” means the Agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
- 1.4 “**Conditions of Enrolment**” means these Terms and Conditions of Enrolment including any subsequent amendments made by the School.
- 1.5 “**Student**” means the student named in the Enrolment Agreement.
- 1.6 “**The Principal**” means the Principal of the School, or the Principal’s authorised representative.
- 1.7 “**The School**” means Kilvington Grammar School
- 1.8 “**Tuition Fee**” means any fee associated with tuition.

2. CONTINUED ENROLMENT

- 2.1 In signing the Confirmation of Enrolment, the Applicant agrees to the School’s policies which may be changed during the period of enrolment at the discretion of the School.
- 2.2 The School’s policies, except for the Parent Code of Conduct, do not form part of the Enrolment Agreement.
- 2.3 If the Applicant wishes to withdraw the Student from the School, except in circumstances where the Applicant wishes to withdraw the Student from the School at the end of Year 6, the Applicant must give to the Principal one term’s written notice. For students in Year 6 who are not continuing to Year 7 at the School, the Applicant must give two terms’ written notice to the Principal.
- 2.4 Failure to give the required notice will result in a charge of one term’s fees.
- 2.5 To discontinue extracurricular activities, a term’s notice in writing to the Principal is required, or one full term’s fees will be charged.

3. STUDENT ACHIEVEMENT

- 3.1 The School encourages the Student to achieve their personal best in partnership with the Applicant but does not make specific promises or representations of any kind regarding specific academic outcomes or individual student achievement, and no such representations are to be implied on the basis of the School accepting the Student for enrolment including where a Student has been granted a scholarship or bursary.

- 3.2 Where a Student has been granted a scholarship or bursary:
- (a) then the Student's ongoing entitlement to the scholarship or bursary is dependent on the Applicant's compliance with these Conditions of Enrolment and the Student meeting the ongoing terms and conditions of that scholarship or bursary; and
 - (b) The Applicant agrees to comply with the ongoing terms and conditions of that scholarship or bursary.

4. FEES AND CHARGES

- 4.1 Where there is more than one Applicant, both persons will be equally responsible jointly and severally for the school fees and any other charges.
- 4.2 All fees are due and payable in full on the date set out in the fee statement unless another arrangement has been pre-agreed in writing between the Applicant and the School.
- 4.3 The Applicant shall be liable for payment of an Enrolment Fee at the current rate in order to confirm enrolment. This fee is neither refundable nor transferable.
- 4.4 The Applicant is responsible for providing fees and charges in relation to all excursions and camps, and all other applicable levies (e.g. laptop levy), during the enrolment period.
- 4.5 The Student will not be permitted to enter a new term while any part of the fees or charges for the previous billing period remain unpaid, unless approved by the Director of Business.
- 4.6 If the Student is admitted to the School during a term, tuition fees will be charged on a pro rata basis.

5. WITHDRAWAL

- 5.1 No refund of fees paid or waiver of any fees outstanding will be made if the Student is withdrawn from the School during a term, or is absent for any reason.
- 5.2 If the Student is withdrawn at the insistence of the School (e.g. due to the unsatisfactory conduct or behaviour of the Student), the Applicant is liable for all fees and charges to the date of notification of the Student's enrolment at the School being terminated.
- 5.3 The Director of Business is authorised to take such action deemed necessary to recover unpaid fees or charges.
- 5.4 Any overdue accounts may result in late fees, suspension of enrolment, the exclusion of the Student from certain activities, the permanent exclusion from the School and recovery via legal action which shall involve both payment of the unpaid fees and charges and costs of recovery being charged to the Applicant.
- 5.5 If a student who is privy to a concession withdraws from the School for any reason other than family relocation or hardship, the School reserves the right to seek reimbursement for the 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.

6. DISCLOSURE

- 6.1 The Applicant acknowledges that the Application for Enrolment Form has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Application for Enrolment Form.
- 6.2 The Application for Enrolment Form forms part of the Enrolment Agreement, and failure to complete the Application for Enrolment Form honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the School.
- 6.3 The School reserves the right to obtain further information regarding the Student including all academic information, school reports and all medical and other reports regarding the Student, if applicable.
- 6.4 The Applicant declares that the Student is either an Australian citizen; has Australian residency status; or, has a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

7. DISCIPLINARY ACTION

- 7.1 The continued enrolment of students is dependent on their behaviour being in accordance with the School's policies, rules and regulations, as amended from time to time as well as the behaviour of the parents being in accord with relevant policies.
- 7.2 The School reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the School.
- 7.3 Disciplinary action may be implemented against the Student (including detention, suspension, and up to expulsion from the School) if in the opinion of the Principal the Student is found to have breached the School policies or is found to have engaged in behaviour detrimental to the School, its staff or students.
- 7.4 If the Principal suspends the Student, the Applicant shall be notified to that effect and the period for which the suspension shall operate.
- 7.5 If suspended, the Student shall not enter upon any of the School's grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of the Applicant during such period.
- 7.6 The Applicant is expected to support the aims, objectives, ethos, rules and policies and discipline of the School. Disciplinary action may be implemented against the Applicant if in the opinion of the Principal the Applicant is found to have breached the Parent Code of Conduct.

8. HEALTH AND MEDICAL TREATMENT

- 8.1 The School will notify the Applicant of any injury or illness the Student may suffer at the School, which warrants staff intervention or a visit to the school sick bay.

- 8.2 Each Applicant hereby releases 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.
- 8.3 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 Applicant does hereby consent to such assistance being rendered in the circumstances so defined.
- 8.4 The Student is permitted to access school specialists including the school nurse and school Chaplain. The Applicant consents to those services being provided to the Student and understands there is confidentiality between the Student and specialist (if the specialist deems that to be appropriate in accordance with his or her obligations).
- 8.5 The Applicant will ensure that the Student is appropriately immunised in accordance with the applicable laws. The School reserves its right to exclude a student where the School is not satisfied regarding the immunisation status of the prospective Student.

9. PERSONAL POSSESSIONS

- 9.1 It is the responsibility of the Student and the Applicant to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the School is not liable for any loss or damage to this property.
- 9.2 The Applicant will indemnify the School for any loss or damage to school property arising from the use or possession of such property by the Student.

10. ATTENDANCE

- 10.1 The Student must attend the School on the dates and between the hours advised by the School. In addition, the Student, and the Applicant if required, must attend and participate in all co-curricular activities which may be held on the weekend or before or after normal school hours including sporting activities, House sporting carnivals, camps, excursions, celebrations, debating, open days, drama rehearsals and performances, and musical rehearsals and performances.
- 10.2 After holiday periods it is expected that the Student will join and return to School on the dates fixed for resuming unless permission is obtained from the Principal.
- 10.3 The Student is not permitted to leave School at the end of term until the published closing date unless permission is obtained from the Principal.
- 10.4 It is the responsibility of the Applicant to advise the School as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.
- 10.5 The Student will not be able to attend School for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the Student not attend.

- 10.6 The Applicant will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education.
- 10.7 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 until the fees are paid.

11. COMMUNICATION & PRIVACY

- 11.1 The Applicant is required to provide copies of all existing court or parenting orders at the time of enrolment and during the period of enrolment. The School will abide by such orders.
- 11.2 The provision of misleading representation in relation to the guardianship of the Student or relating to living arrangements may result in the School suspending or terminating the enrolment of the Student.
- 11.3 From time to time the School may wish to include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within the School community. The Applicant consents to such use and disclosure of the Student's photographs and/or audio/visual unless such consent is expressly withdrawn via written notification to the School
- 11.4 The School will not disclose any information in relation to the Student to any party other than the Applicant, subject to the Privacy Policy and its other legislative obligations.
- 11.5 In the event the Applicant is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the Student must be supplied to the School with the Application for Enrolment Form.
- 11.6 The Applicant consents to the School using their personal information and the Student's personal information for the purposes of receiving marketing communication. The Applicant may at any time opt out of receiving any marketing communication by the School. There is no charge or penalty for opting out from any marketing communication. Marketing material does not include fundamental information, including the School Newsletter delivered to the Applicant whilst the Student is enrolled at the School.
- 11.7 All information pertaining to the Student and the School will be provided to the Applicant in accordance with the Privacy Policy.
- 11.8 In order to ensure the ongoing health, wellbeing and enrolment of the Student at the School, the Applicant agrees to keep the School informed and maintain open communication in regard to all relevant information and issues relating to the Student (including relevant court orders).

12. EXTENDED ABSENCE FROM SCHOOL

- 12.1 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.
- 12.2 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.

12.3 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.

13. TERMS OF PAYMENT

13.1 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.

13.2 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:

14. 2017 TUITION – INVOICE & PAYMENT 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

15. METHODS OF PAYMENT

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

15.2 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).

15.3 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.

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

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

16. MONTHLY INSTALMENTS

16.1 Fees may be paid in ten equal instalments, either by direct debit from a nominated bank account, or by credit card.

16.2 All instalments are due by the fifteenth day of each month, the first on 15 November and the final payment on 15 August of each year. 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.

17. ADVANCE PAYMENTS DISCOUNT

17.1 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.

18. LATE FEE CHARGE

18.1 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.

19. TECHNOLOGY REQUIREMENTS

19.1 iPad Program (Prep – Year 6)

Prep – Year 2 iPad class sets provided by the School.

Year 3 – Year 6 iPad provided by parent.

19.2 iPad & Laptop Program (Year 7 – 12)

Year 7 – Year 9 iPad and laptop chosen from a list of approved devices.

Year 10 – Year 12 iPad and/or laptop chosen from a list of approved devices.

Purchase of an approved device is strongly recommended through the approved School supplier as advertised on the School website. Any warranty or insurance claims cannot be facilitated by the IT support office for devices not purchased through the Kilvington supplier. A device from the approved device list purchased elsewhere will incur a \$200 levy for installation and support of School software.

20. UNIFORM

20.1 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.

20.2 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.

21. APPLYING FOR ADMISSION

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

22. ENROLMENT FEES

- 22.1 An Enrolment Fee of \$2,000 per student will apply.
- 22.2 This fee is due when a place is offered and formally accepted for the Student. \$1,100 will be credited against your Term 2 tuition fees.
- 22.3 The balance of \$900 is non-refundable. In the event of a mid-year commencement, \$1,100 will be credited against the second instalment of fees charged.
- 22.4 In the event of withdrawal or cancellation of the enrolment, the Enrolment Fee of \$2,000 is non-refundable. If subsequent re-admission occurs, no further Application or Enrolment Fees are payable
- 22.5 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.

23. PREP HOLDING FEE

- 23.1 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.
- 23.2 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.
- 23.3 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.

24. SCHOLARSHIP HOLDING FEE

- 24.1 In addition to our Application and Enrolment fees, the School requires a Holding Fee of \$2,000 per scholarship place. This fee will be credited against Term 2 tuition fees in the year of entry. Should the student not take up the place, the Application, Enrolment and Holding fees are non-refundable (\$3,000 in total).
- 24.2 Should the Principal offer your child a scholarship, acceptance of the scholarship is required within two business days of the offer together with payment in full of the Application, Enrolment and Holding fees.

25. ENQUIRIES

- 25.1 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.