



**INTERNATIONAL STUDENT  
FEE SCHEDULE**  
*and*  
**BUSINESS REGULATION  
NOTICE**

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**2022**



**KOROWA**  
ANGLICAN GIRLS' SCHOOL

# TUITION FEES for 2022

Year Level	Net Tuition
	\$
Prep	\$29,509
1	\$31,218
2	\$33,399
3	\$34,773
4	\$35,906
5	\$37,279
6	\$39,116
7	\$42,206
8	\$43,568
9	\$47,231
10	\$46,778
11	\$46,778
12	\$46,778

## Fees include:

- Classroom tuition and individual assistance
- Career and course guidance
- Cost of outdoor education camps, incursions and excursions (additional costs apply for the Year 9 experience)
- Access to the on-site Health Centre
- Use of the library
- School magazine
- School Diary
- Locker
- Physical Education
- Advice and assistance with University applications

## Fees do not include:

- Non-compulsory excursions and activities
- Health Cover
- Individual music tuition
- Personal Computing device
- Additional books and materials provided by the School

*All amounts are quoted in Australian dollars. Fees are subject to increase each year. Applicants will be notified of changes. Fully enrolled students who commence at Korowa within 12 months of paying initial fees invoice, will be charged for increases on subsequent invoices.*

## Korowa's Child Safe Policy

Korowa Anglican Girls' School is a Child Safe School. We have a zero tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. We are clear about our behavioural expectations of every person in our community.

We have developed a Child Safe Policy, and Code of Conduct to detail our comprehensive approach to protecting children from abuse. It provides a high-level statement of professional boundaries and ethical behaviour, as well as acceptable and unacceptable relationships.

Our policy and code of conduct is made available to all staff, students, families, volunteers, contractors, suppliers and the wider community. Copies of these documents are available on the Korowa website at <https://www.korowa.vic.edu.au/discover-korowa/policies-and-guidelines/>

## Korowa 孩童安全政策

Korowa Anglican Girls' School 是一个孩童安全的学校。我们对任何侵犯孩童权益的行为零容忍并且我们以保护孩童免受任何形式的侵犯为己任。我们对Korowa社区内的每个人都有着明确的行为要求。

我们制定了孩童安全政策(Child Safe Policy)和行为守则(Code of Conduct) 来进一步细化我们保护孩童不受任何形式侵犯的全面方案。其中明确规定了高要求的专业的界限和道德行为，同时也明确了可接受及不可接受关系的定义。

我们的政策和行为守则均已提供给所有的学校员工、学生、家庭、自愿者、合同工作人员、供应商和其他的社区人员。您也可以在Korowa的网站上阅读这些文件<https://www.korowa.vic.edu.au/discover-korowa/policies-and-guidelines/>

## Additional costs which may be incurred (quoted in Australian dollars)



### BOOKS & STATIONERY

The cost of books and stationery varies. Compulsory books and stationery are ordered online directly from the supplier. Books should only be ordered once subject selections are confirmed.

**Approximately \$700 per year**



### SCHOOL UNIFORMS

School uniforms are available to purchase at the Bob Stewart Uniform Shop nearby, or online, and paid for at the time of purchase. School shoes are purchased separately.

Appointments can be made for personalised service, particularly for parents new to Korowa. An interpreter is available if requested

**Approximately \$1000**

Location: 150 Waverley Road, East Malvern  
Online Shop: [www.bobstewart.com.au](http://www.bobstewart.com.au)



### EXAMINATION CHARGES (VCE students)

For students enrolled in Victorian Certificate of Education subjects, a standard government fee is charged by the Victorian Curriculum and Assessment Authority (VCAA) to cover costs of enrolment, assessment and examination procedures, printing and delivery of official results.

This fee is charged once per year, normally in May, and varies according to the subjects taken.

**Approximately \$300**



### ACCOMMODATION

Homestay generally covers meals, a furnished room and household costs excluding telephone calls.

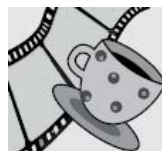
**\$345 per week**



### SETTLING IN COSTS

Students may need to purchase some items to help them settle in when they arrive in Australia. It can often take some time for money to be transferred from the home country to Australia, therefore it may be wise to bring enough money to last a few weeks upon arrival in Australia.

**As required**



### LIVING COSTS

Entertainment, phone calls, additional meals, clothing, daily travel costs and personal items should be budgeted for.

**Approximately \$800 per month**



### EXTRA-CURRICULAR ACTIVITIES

Individual music, swimming, tennis or other cocurricular lessons, as requested by students, attract additional charges.

**As required**

# APPLICATION PROCESS

## STEP 1 - APPLICATION

To apply for a place at Korowa please submit the following documentation through a Korowa approved Education Agent:

1. Download and Complete Application Form
2. Copy of passport
3. Student's latest school report, certified and translated in English
4. AEAS test report (AEAS can be contacted through website: <https://aeas.com.au/home/welcome/>)
5. \$150 application fee

## STEP 2 - INTERVIEW/OFFER

Korowa may request an enrolment interview. This can be arranged via Microsoft Teams if the student is overseas.

Where successful, Korowa will offer a place to the student via a formal written Enrolment Agreement.

## STEP 3 - ENROLMENT CONFIRMED

Parents accept the offer by:

- Submitting the completed Enrolment Agreement and Acceptance Form
- Paying the fees as outlined in the Enrolment Offer and Enrolment Agreement, this includes first semester's fees and enrolment fee.

The Electronic Confirmation of Enrolment will be issued to the Education Agent to finalise the visa application once we have received evidence of the following:

- Confirmation of guardianship arrangement
- Confirmation of homestay arrangement
- Confirmation of ELICOS enrolment (if required)

## STEP 4 – PRIOR TO COMMENCEMENT

Students undertake the required duration of English tuition as determined by the AEAS result. Students may sit a School English proficiency test as part of the Transition Program. Upon meeting the required level of English competency, as detailed in the Enrolment Offer and Student Agreement, the student will commence in the next available intake.

## Applying for a Place

To apply for a place, complete the Application Form and submit together with a copy of the child's passport, a copy of a recent AEAS test report and their last three (3) reports via email to [admissions@korowa.vic.edu.au](mailto:admissions@korowa.vic.edu.au)

For further information about the application process please contact the Director of Enrolments on +61 3 8808 8888 or email [admissions@korowa.vic.edu.au](mailto:admissions@korowa.vic.edu.au)

## English Language Proficiency Test

All students applying for a place who do not have English as their first language or have not attended a school in which English is the language of tuition are required to have an English language assessment which is carried out by Australian Education Assessment Services (AEAS).

## Length of English Course

The AEAS test report will advise students of the duration of their English course required.

## Guardianship & Homestay

All international students (regardless of age) who are not residing with a parent on a guardianship visa or a relative approved by the Department of Home Affairs (DHA), must have approved accommodation and a Melbourne based welfare guardian during their entire enrolment period at Korowa.

Students are required to arrange their homestay accommodation through Student Accommodation Services:

[www.student-accommodation.com.au](http://www.student-accommodation.com.au)

All homestays must be approved by Korowa.

Guardianship services should be arranged through ISA [www.studentguardians.com](http://www.studentguardians.com)

# BUSINESS REGULATIONS

## A. Application and Enrolment Procedures

The student applies for a place by completing the International Student Application Form and submitting together with last three (3) school reports, AEAS test report and a certified copy of their passport, together with a non-refundable fee of \$150 per student (up to a maximum of \$300 per family for multiple applications at the same time).

## B. Admission

Offers of enrolment may be subject to an interview with the Principal or delegate. Offers of enrolment will be made in writing and require acceptance through the completion of an Enrolment Agreement and payment of a non-refundable Enrolment Fee of \$1300, together with the initial semester's tuition fees. These are payable on acceptance of a place.

## C. Enrolment

The Responsible Parties agree to comply with, and will require their child to comply with, the School's policies, rules and procedures (as introduced, existing or amended from time to time) including those relating to: the care, safety and welfare of students; standards of dress, uniform and appearance; equal opportunity and anti-discrimination; grievances or complaints; student behaviour and conduct; parent behaviour and conduct; use of information, communication and technology systems; and discipline of students.

If a student's progress is such that, in the opinion of the Principal, she is not benefiting from the courses and programs provided by the School, the Responsible Parties may be advised to withdraw the student from the School or the Principal may cancel her enrolment.

The School may cancel a student's enrolment on grounds of unsatisfactory conduct, for failure to obey the policies or rules of the School or for any other reason considered by the Principal to be appropriate (including if the Principal considers that a mutually beneficial relationship of trust and cooperation between the Responsible Parties and the School or any of its staff has broken down such that it adversely impacts on the ability of the School to provide a meaningful education to the student).

## D. Commencement at Korowa

Korowa seeks to ensure all international students are well supported during their time at the School.

Korowa has support programs in place for all students and provides additional special support programs for international students.

Students are expected to attend the orientation program (usually late January each year) prior to commencement of normal classes.

### *English Language Requirement:*

All enrolments are subject to the student attaining a satisfactory level of English as outlined in their Enrolment Offer. The student must therefore, have attained the required English language proficiency.

### *Guardianship:*

All international students (regardless of age) must live with a parent on a guardianship visa, a relative approved by the Department of Home Affairs (DHA) or have a Melbourne-based welfare guardian (approved by Korowa) during their entire enrolment period at Korowa. Families must organise a guardian to be in place before a student commences at Korowa.

### *Accommodation:*

Unless the student is living with a parent on a guardianship visa, a relative approved by the Department of Home Affairs (DHA), or a guardian deemed as suitable by Korowa, it is expected that all international students (regardless of age) will reside in homestay arrangements which have been approved by Korowa.

Breaches of these requirements may result in cancellation of enrolment.

## E. Fees and Charges

1. The school year is divided into two study periods defined as semesters (each made up of two terms). Tuition fees are billed in two equal instalments, one per semester in advance.
2. The initial semester's tuition fee and the enrolment fee are charged upon acceptance of a place.
3. Subsequent fees are charged each semester in advance and are payable two weeks prior to the commencement of the semester.
4. The fee aims to cover all compulsory costs associated with the school curriculum to minimise charges to parents during the school year of as many miscellaneous items as possible. The fee includes outdoor education camps, excursions and incursions, issue of school diary, specialist programs and materials, medical centre attendance as well as a levy for ICT provision. The fee does not cover optional camps and excursions.

5. The School may from time to time in its sole discretion vary and increase its fees and charges and the times at which these fees and charges are rendered.

### *Technology:*

Years 5 - 12 will be able to Bring Your Own Device but must meet the right specifications as listed in the BYOD specifications available on our website, or purchase the Korowa approved device through the School portal. Please refer to the website regarding BYOD. An antivirus and set-up fee of \$250 will apply for laptops purchased outside the BYOD portal.

## F. Overdue Fees

Parents may contact the Director of Business and enter into a written agreement for the payment of any late fees.

The amount outstanding on any school account after the due date for payment will accrue interest from the due date until it is paid at the rate for the time being fixed under section 2 of the Penalty Interest Rates Act 1983 (Vic).

Students will not be permitted to undertake any optional co-curricular school activities or be able to attend trips, study tours or student exchanges whilst the school account in relation to that student or any sibling is in arrears.

The School reserves the right to suspend or cancel the enrolment of a student from the commencement of the following school term if the school account in relation to that student or any sibling is in arrears. A student may not commence a new school year while the school account in relation to that student or any sibling is in arrears. Any enforcement expenses (including legal fees) incurred by the School in the collection process for outstanding accounts will be passed on to, and be payable by the Responsible Parties.

## G. Withdrawal of a Student

A full term's notice in writing must be given by the Responsible Parties to the Principal prior to the student leaving the School. Such notice must be delivered on or before the first day of the student's last term, otherwise a term's fee will be charged in lieu. If a student leaves during a term without the appropriate notice no refund will be made for the remaining portion of the term.

# BUSINESS REGULATIONS cont.

## H. Student Absence

For all extended absences the Principal should be notified in writing as soon as the family is aware that the absence will occur. No reduction can be made on account of absence of less than one full term, or less than ten school weeks, as the expenses incurred in maintaining the efficiency of the school are not lessened by the temporary absence of individual student or students. If a student is absent for an extended period of time, a 10% holding fee will be charged in lieu of the tuition fee for absences of one full term or more, subject to the discretion of the Principal.

## I. Refund of Fees

The Enrolment Fee is non-refundable. Parents enter into an agreement with the School as outlined in the Enrolment Offer. In the event of a default on this Agreement by either the student or the School, refund of fees already paid is governed by the ESOS Act 2000 and ESOS Regulations 2001.

Refunds prior to commencing at Korowa:

Requests for refunds received more than 90 days prior to the commencement of the course will receive a refund of ninety per cent (90%) of the tuition fee.

Please note: A course is defined as the total length of your enrolment at Korowa.

Full refund:

A full refund of tuition fees paid in advance may be given in special circumstances. The following reasons are grounds to apply for a full refund:

- the student is refused a student visa and the student produces evidence that the application made by the student for a student visa has been refused by the Australian immigration authorities,
- the offer is withdrawn or an enrolment terminated because the School is unable to provide the course of study,
- the government has limited Korowa's right to conduct courses for international students,
- the student is unable to fulfil the conditions of an offer,
- the student fails to meet progression rules and is not permitted to re-enrol.

In order to receive a refund, the student or intending student must pay any outstanding debts to the School or authorise any outstanding debts to be deducted from the refund.

Methods of refund:

An application for a refund in special circumstances must be made in writing to the Principal.

If approved, a refund will be made within four weeks of the school receiving the application. Refunds can be made in Australian dollars either by cheque or by EFT to an overseas bank account only. Refunds may be made to a nominated person/sponsor who initially paid the student's fees.

In the unlikely event that Korowa is unable to deliver a student's course in full, the student will be offered a refund of all the course money paid to date. The refund will be paid within 2 weeks of the day on which the course ceased being provided.

## J. Payment Methods

Payment methods accepted by the School are cash, cheque, BPay, EFTPOS for all debit cards and the following credit cards: MasterCard, Visa and American Express.

## K. Voluntary Donations

To enable parents to contribute to the Korowa Scholarship Fund or the Korowa Building Fund, a voluntary donation will be added to each Fee Billing Statement. Donations to both the Korowa Scholarship Fund \$250 and the Korowa Building Fund \$225 are tax deductible.

## L. Obligation to Update Contact Details

Korowa must be advised of a student's current contact details at all times, both prior to commencement and during the period of study at the School.

## M. Grievances

Students have access to appropriate dispute and grievance procedures. If a dispute arises, this agreement does not remove the right to take further action under Australia's consumer protection laws.

## N. Privacy Policy

Personal information related to students, parents/guardians is collected by the School through the admissions process at the time of enrolment, on acceptance of an offer and during a student's time at Korowa in the course of its normal events. The School will update this information on a regular basis but parents/guardians must notify the School immediately of any changes to maintain the student's current contact details at all times. This is a requirement of the student visa.

Personal information will be used in a responsible manner in accordance with the Information Privacy Act 2000 (Vic). This information will be disclosed to government agencies pursuant to reporting and other obligations,

including disclosures to the Department of Immigration and Citizenship and the Department of Education, Science and Training.

Personal information will also be disclosed to the student's overseas student health cover provider and to their guardian appointed pursuant to the National Code made under the Education Services for Overseas Student Act 2000.

You may gain access to the personal information held about you by the School. Requests for access are managed in accordance with the Freedom of Information Act 1982 (Vic) and may be directed to the Principal.

The collection and use of personal information is governed by Korowa's Privacy Policy which can be found on the School's website:

[www.korowa.vic.edu.au](http://www.korowa.vic.edu.au).

## O. Use of student images and recordings

As part of the normal operation of a school, Korowa may photograph or record students for publishing within our community to an internal audience including via the School's app, class photos and electronic and hard copy communications. In addition, images and video footage may be used for marketing and promotional purposes to a broader audience through a range of mediums such as Korowa's social media platforms, website and other publications which are widely available to the public. Parents who do not wish to give permission for the publication of photographs or recordings of their child must confirm denial of permission via the Korowa Parent Portal, <http://portal.korowa.vic.edu.au>

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