



**2022 FEE SCHEDULE** *and*  
**BUSINESS REGULATION NOTICE**

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**KOROWA**  
ANGLICAN GIRLS' SCHOOL

# TUITION FEES for 2022

Year Level	Net Tuition	Net Consolidated Fee	Total Per Annum	Amount Per Bill
\$	\$	\$	\$	\$
ELC - 2 days	\$14,299	\$1,446	\$15,745	\$3,936
ELC - 3 days	\$16,017	\$1,446	\$17,463	\$4,366
ELC - 4 days	\$19,447	\$1,446	\$20,893	\$5,223
ELC - 5 days	\$21,160	\$1,446	\$22,606	\$5,652
Prep	\$17,160	\$1,446	\$18,606	\$4,652
1	\$17,160	\$1,446	\$18,606	\$4,652
2	\$17,160	\$1,446	\$18,606	\$4,652
3	\$21,592	\$1,670	\$23,262	\$5,816
4	\$21,592	\$2,106	\$23,698	\$5,925
5	\$27,447	\$2,106	\$29,553	\$7,388
6	\$28,595	\$2,442	\$31,037	\$7,759
7	\$30,308	\$3,190	\$33,498	\$8,374
8	\$31,451	\$3,190	\$34,641	\$8,660
9	\$33,742	\$4,090	\$37,832	\$9,458
10	\$33,742	\$3,190	\$36,932	\$9,233
11	\$33,742	\$2,442	\$36,184	\$9,046
12	\$33,979	\$2,442	\$36,421	\$9,105

All mandatory camps ('Trips and Tours') are included in the School fees, with the exception of the Trek Program which is an additional \$6,100, billed in three instalments of \$1050 - deposit, \$2,525 - Term 3 Bill, \$2,525 - Term 4 Bill.

## TECHNOLOGY SUPPORT LEVY

This yearly levy will be applied to the Term 1 fee statement.

Year Level	Net Tuition	Inclusions
	\$	
Prep - Year 4	\$545	iPad and apps for use at school
Years 5 - 12	\$495	Bring Your Own Device (Purchased through Portal)

## PAYMENT DATES 2022

Term Fees	Due for Payment
Term 1, 2022	Friday 29 October 2021
Term 2, 2022	Friday 4 February 2022
Term 3, 2022	Friday 15 April 2022
Term 4, 2022	Friday 15 July 2022

Outstanding fees may incur an additional charge. Please refer to the School's Business Regulations for more information.

# BUSINESS REGULATIONS

## Application for Admission

An Application for Admission form must be completed for each student and forwarded to the Director of Enrolments 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).

## Admission

Offers of enrolment are 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 form and payment of a non-refundable Enrolment Fee of \$1300 within the period specified.

## 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).

## Scholarships

It is an expectation that successful candidates will participate fully in school life and commit to the School through to the end of Year 12.

Scholarships are tenable up to and including Year 12 and are open to prospective and current students.

All scholarships are offered at the Principal's discretion. In addition to the application and enrolment fees, the School requires a holding fee of \$2500 per scholarship place for new students. 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.

Please note, should the Principal offer your child a scholarship, acceptance of the scholarship is required within two business days of the offer together with full payment of the application fee, enrolment fee and holding fee.

Should the student withdraw from Korowa for any reason prior to the completion of Year 12, including as a result of any decision of her parents/guardians or by reason of Korowa cancelling the student's enrolment due to a significant breach of School policy or policies, you will be required to repay the Scholarship fee remission received in respect of her enrolment up to her last day of enrolment.

## Holding Deposits

The School requires a holding deposit of \$2500 per confirmed enrolment, excluding those awarded a scholarship, please refer to the Scholarship Terms & Conditions. The deposit will be charged on March 1 in the year preceding commencement, if the enrolment is confirmed after this date the holding deposit will be payable within the period specified in the confirmation of enrolment form. The \$2500 holding deposit will be credited in full against Term 2 tuition fees in the year of entry. Should the student not take up the place, the holding deposit is non-refundable and non-transferable.

## Fees and Charges

The net tuition fee and the consolidated fee are charged one full term in advance please refer to fee schedule for payment dates and payment methods.

The consolidated fee covers all compulsory costs associated with the School curriculum. The fee includes mandatory school camps, excursions, incursions, school diary, materials, medical centre attendance and student insurances. Parents will be advised of any additional charges for programs outside of the mandatory camps and programs such as private music tuition, exchange programs, social learning programs etc not covered in the consolidated fee on an approval basis.

The School may from time to time and in its sole discretion vary and increase its fees and charges (including tuition and consolidated fees, the IT Levy and VCE subject charges) and the times at which these fees and charges are rendered.

A proportion of funds raised or fees collected by the school may be used to support the operation of the Korowa Early Learning Centre.

## Technology Levy

A Technology Levy will be charged on the Term 1 fee account for each year level and includes the use of an iPad for students from Prep to Year 4. Years 5 to 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.

## VCE Subject Charges

Additional VCE subject charges apply for highly specialised subjects with identifiable direct costs. These may include Visual Communication and Design, Art, Studio Arts and Media Studies. These charges are billed in Term 3 of the billing cycle.

## Fees Paid in Advance

A discount of 2% is applicable on a full year's net tuition fees paid in advance by the due date for Term 1 (October of prior year). Parents wishing to pay in this manner should contact the Business Office for details.

## Family Discount

Discount of 10% on the tuition fee is allowed for the second sibling. For third or subsequent siblings, the discount is 25%. This does not apply where the second or subsequent sibling is on a scholarship or bursary. The sibling must be attending the School at the same time. Only one discount or concession, other than a discount for payment in advance, may be held by a student and the greater discount will apply.

## 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 attend Korowa Anglican Girls' School or 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.

### **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 may 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.

### **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.

### **Payment Methods**

Payment methods accepted by the School are cash, cheque, BPay, EFTPOS for all debit cards. The following credit cards will attract a surcharge: MasterCard and Visa (0.4%), and American Express (0.95%).

### **Instalment Plans**

You can arrange to pay your fees via one of the following instalment plans:

- Ten (10) monthly instalments commencing in November of the prior year of enrolment.
- Four (4) termly instalments commencing in November of the prior year of enrolment with each subsequent instalment due at the beginning of the preceding school term.

These options are only available by direct debit to one nominated bank account or credit card and are only available if all the required direct debit authorities are returned to the School. Unless advised to the contrary by the Responsible Parties, the direct debit will remain in place and will be amended in November of each year to reflect any change to fee levels set by the School Council. The Responsible Parties will be notified of any such change. Please contact the Business Office on (03) 8808 8805 as all such arrangements need to be confirmed in writing.

An administration fee of \$50 will be applied if the instalment is dishonoured. Three dishonours during the term of the monthly instalment agreement will void the agreement and the outstanding balance will become immediately due and payable.

### **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.

### **Acceptance of Business Regulations**

The person or persons signing the Enrolment Agreement document (the Responsible Parties) are liable (and jointly and severally liable if more than one) for all fees and charges payable to the School. This agreement applies regardless of any changes in the relationship between co-signatories, any child support arrangements or any private agreement with a third party regarding payment of fees. In the absence of an agreement with the School in writing signed by all Responsible Parties to the contrary, invoicing will remain with the Responsible Parties.

### **Privacy Policy**

Personal information related to students and parents/guardians is collected by the School through the admissions process at the time of enrolment and during a student's time at Korowa.

The School will update this information when they become aware of a change, however parents/guardians must notify the School immediately of any changes in these details. Personal information will be used in a responsible manner that complies with the Australian Privacy Principles (APP's) contained in the Privacy Act 1988 (Cth) as amended by Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth).

Korowa has a detailed Privacy Policy which sets out the manner in which Korowa collects, uses, protects, updates and provides access to the Personal Information it collects. The Policy also sets out the process for managing complaints about privacy. A copy of the Policy can be found on the School's website: [www.korowa.vic.edu.au](http://www.korowa.vic.edu.au)

### **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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