



**KOROWA**  
ANGLICAN GIRLS' SCHOOL



**2024 INTERNATIONAL FEE SCHEDULE  
AND BUSINESS REGULATION NOTICE**



# TUITION FEES for 2024

Year Level	Net Tuition
Prep	\$33,600
1	\$35,550
2	\$38,030
3	\$39,600
4	\$40,890
5	\$42,450
6	\$44,540
7	\$48,060
8	\$49,610
9	\$53,800
10	\$53,260
11	\$53,260
12	\$53,260

## 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
- 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.*

## Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Korowa Anglican Girls' School have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child safety and wellbeing laws and regulations and maintaining a child safe culture.

Each member of the School community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

We have developed a Child Safe Policy and Child Safe Code of Conduct as part of our Child Protection Program. Our policy details our comprehensive approach to protecting children from all forms of harm. Our Code of Conduct provides a high-level statement of professional boundaries and ethical behaviour, as well as acceptable and unacceptable behaviours.

Our child safe policies are available on our website - <https://www.korowa.vic.edu.au/discover-korowa/child-safe-policies/>

## Korowa 对儿童安全和福祉的承诺声明

所有来到Korowa Anglican Girls' School的青少年均有权感到安全并获得安全。我们注重所有儿童和青少年的安全和福祉。我们致力于提供一个对儿童安全和友好的环境，让儿童和青少年安全并感受到安全，以使他們能够积极参与影响他们生活的决策。

我们对虐待和其他伤害儿童的行为零容忍，并致力于从学生的最大利益出发行事与确保他们免受伤害。

学校非常重视其保护儿童的责任，并致力于提供必要的资源，以确保所有相关的儿童安全和福祉法律法规得到遵守，而且儿童安全文化得到维护。

学校社区的每位成员都有责任明确他们个人和集体所扮演的重要而具体的角色，以此确保所有学生的福祉和安全处于他们一切行动和决策的最前沿。

作为我们儿童保护计划的一部分，我们制定了儿童安全政策(Child Safe Policy)和儿童安全行为准则(Child Safe Code of Conduct)。我们的政策详细说明了我們保护儿童免受各种形式伤害的全面方法。我们的行为准则提供了专业界限和道德行为以及可接受和不可接受的行为的概括声明。

我们的网站提供了我们的儿童安全政策。 - <https://www.korowa.vic.edu.au/discover-korowa/child-safe-policies/>

# 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>)
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 student advocate 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 latest school report 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.

## Welfare Arrangements

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 student advocate during their entire enrolment period at Korowa.

Homestays are arranged by the school. Students may be placed through a homestay placement service. A placement fee may be charged to the student's account if this service is used.

A paid professional student advocate can be arranged by the school at a cost to the family.

# BUSINESS REGULATIONS

## A. Application and Enrolment Procedures

The student applies for a place by completing the International Student Application Form and submitting together with their latest school report, 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 \$1,400, 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, they are 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 their 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 student advocate (approved by Korowa) during their entire enrolment period at Korowa. Families must organise a student advocate 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 (excluding the Year 9 Trek experience), specialist programs, materials and medical centre attendance. 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.

6. 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:*

Students in Years 5 through 12 must have a laptop for classroom use. You can purchase this either based on our recommended specifications or through our preferred technology provider. Opting for our provider comes with benefits such as onsite hardware and software assistance. Bringing a device outside our recommended program incurs a \$200 set-up fee (per device). The school only provide support for school-licensed software. Parents are responsible for insurance and any needed repairs due to hardware issues. For more about student device guidelines, visit the school website.

## 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.

# BUSINESS REGULATIONS cont.

## 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.

## 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 of the full Term's tuition fees 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 cheque, BPay, EFTPOS for all debit cards and credit cards. The following cards will attract a surcharge: MasterCard and Visa (1.09%); American Express (0.96%).

## 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. Collection of Personal Information and Privacy

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. 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 details at all times. This information is collected in order to meet our obligations under the ESOS Act and the National Code 2018, to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. 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 - <https://www.korowa.vic.edu.au/wp-content/uploads/2020/10/Privacy-Policy-April-2020-1.pdf>

## 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



# KOROWA

ANGLICAN GIRLS' SCHOOL

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