

# FEE SCHEDULE 2021

## AND TERMS OF BUSINESS

### ENROLMENT APPLICATION

A non-refundable administration fee of \$100.00 (per family) is payable on enrolment. The enrolment 'Expression of Interest' application places your child onto our waiting list and is not a guarantee of a position.

### CONFIRMATION DEPOSIT

When a place is offered for study at Casey Grammar School this position is secured by a confirmation deposit of \$550 for primary aged students and \$750 for secondary aged students. This deposit is then applied to your school account when the student commences studies at Casey Grammar School. The Confirmation Deposit is non-refundable nor transferable.

### TUITION FEES

(approved October 2020 by the CSV Board)

Tuition fees are billed in four instalments per year, January, March, June and September. Fees and charges are payable prior to the first day of each term. Parents have the option to elect a payment arrangement, other than quarterly, of Annual or a 10-Monthly plan by Direct Debit. Instalment Statements issued each quarter list all Tuition Fees, Levies and other Charges.

Tuition Fees	1st Child	2nd Child	3rd and subsequent
Prep - Year 6	\$4,836.00	\$4,352.40	\$3,868.80
Year 7 - 10	\$7,520.00	\$6,768.00	\$6,016.00
Year 11 - 12	\$7,772.00	\$6,994.80	\$6,217.60

### SIBLING DISCOUNT

A sibling discount on Tuition Fees applies for the second child (10%) and third and subsequent children (20%) enrolled at the school concurrently. When the 'first child' leaves, the remaining child becomes a 'first child' for fee purposes.

2nd Child	10% off Tuition Fees
3rd and subsequent	20% off Tuition Fees

### ADDITIONAL LEVIES AND CHARGES

(not included in base Tuition Fees)

Year Level	Camp	Materials Levy	Technology Levy
Prep - Year 2		\$170.00	
Year 3		\$170.00	
Year 4	\$220.00	\$170.00	
Year 5	\$350.00	\$170.00	
Year 6	\$650.00	\$170.00	
Year 7	\$450.00	\$50.00	\$400.00
Year 8	\$590.00	\$50.00	\$400.00
Year 9	\$290.00	\$50.00	\$400.00
Year 10		\$50.00	\$400.00
Year 11-12			\$400.00

**Materials Levy** applies to students from Prep to Year 6. The levy contributes to the cost of materials, books, stationery and resources. Year 7 - 10 Levy contributes to cost of Education Perfect Subscriptions. Billed on Fee Statement Instalment 1.

**Technology Levy** applies to students in Year 7 to Year 12. The levy contributes to the provision of a school laptop, including software, support, warranties, insurance and accessories.

**Overnight camps** are held each year for students in Year 4 to Year 9. Parents are advised that no refunds for camp fees will be issued if a student is unable to attend. Camps are booked in advance and costs calculated on a predetermined number of students attending. The only exception, at the School's discretion, may be students who have identified pre-existing medical conditions that prevent them participating in camp and which is supported by a relevant medical certificate submitted in writing to the Principal. Camp fees are billed on Fee Statement Instalment 1.

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## VOLUNTARY BUILDING FUND (VBF)

A tax deductible voluntary donation will be billed on the Fee Statement issued each quarter. In the first year for new families, the Building Fund is \$600.00 and the second and subsequent years the Building Fund is reduced to \$300.00 per year per family. Whilst this is a 'voluntary' donation, it forms an essential part in the development of school facilities. Receipts will be issued on request. Payment of the VBF is non-refundable.

## OPTIONAL EXTRAS

### Specialist Subject Levies

For several subjects which have a higher than average cost base, there is an additional charge made to retain equity between students. Please refer to the course material for more details. The subject of Outdoor Education and Environmental Studies in Year 10 and Year 11 incur a \$300.00 per Semester levy, billed on Fee Statement Instalment 1 and Fee Statement Instalment 3.

### VET (Vocational Education & Training) and Casey Pathways

Fees relating to such courses are the responsibility of the parent. In an endeavour to support our students the school will contribute \$800.00 towards the cost of such courses. For more details please see the Head of Careers and Student Pathways. The relevant institution will invoice the school and the charge will be billed to parents over four instalments where practicable.

Please note that if a student wishes to withdraw from a VET program the cut-off date is the first FRIDAY in March of the year in which the study is undertaken. After this date the FULL cost of the course will be charged to families.

Casey VCE Pathways students are entitled to a Casey VCE Pathways subsidy of \$1,000 in Year 11 and \$1,500 in Year 12 to compensate for reduced days at school. This will be applied to the Fee Statement Instalment 4, provided that all fees are up to date.

### Duke of Edinburgh

This is a Year 9 program designed to help build various skills, confidence and resilience by working towards achievements in four categories; physical recreation, community service, skills and adventurous journey. The cost to participate is \$200 and payment terms will be advised by the teacher in charge.

### Distance Education

Students undertaking this study will be charged the contribution rate for Non-Government Secondary Schools. In most instances a further charge will be billed to each student enrolling in a subject to cover the cost of course materials, online curriculum access and other consumables. If your child is in Year 11 – Year 12 and chooses a VCE subject which is a prerequisite for a tertiary course and is not offered at the School, the School will meet the Distance Education fee.

### Specialist VCE Lectures

In some instances, students studying a VCE subject may attend external seminars outside of school hours. The cost of these seminars will be the responsibility of the parent.

### Elective Private Instrumental Tuition

Completion of application is available on the school website. Fees are billed to family accounts as listed on the application form. Refer to the application form for full terms and conditions on Music tuition.

#### Fees for Private Music Lessons

Individual Tuition	30 minute lessons \$300.00 per term
	45 minute lessons \$456.00 per term
Shared Tuition (2/3 students)	30 minute lessons \$172.00 per term
Instrument Hire	\$45.00 per term

## FEE PAYMENT TERMS

### Payment of Fees

All fees are due and payable BEFORE the first day of each term, unless prior arrangements with the finance office have been made. Instalment fees are not refundable once paid. Fee statements for family accounts are issued two weeks prior to the due date as far as practicable. The default option is quarterly. For information purposes, Statements will be issued on a quarterly basis regardless of the payment option chosen.

### Full Year – Fee Discount

A discount of 2% will be given if fees are paid for the full year on or before Friday 5 February 2021. The discount applies to the annual tuition fees (not including the Voluntary Building Fund and other levies/charges).

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## Monthly Payment Option

Fees may be paid on a monthly basis on arrangement with the finance office before the commencement of each year. The monthly arrangement will be calculated over 10 monthly instalments, commencing 28 January and conclude on 28 October. Monthly arrangements will be paid by Direct Debit under formal arrangement with the school. A \$27.50 administration fee will be charged per student per annum if parents wish to pay on a monthly basis. Families who consistently fail to pay on the due date will forfeit the right to pay on a monthly basis and the account will revert back to quarterly.

## Payment Dates

Fee Statement Instalment	Due Date for Quarterly Payment
One	29 January 2021
Two	19 April 2021
Three	19 July 2021
Four	4 October 2021

## Fees outstanding at the end of a term

No student will be permitted to commence a new Term if fees are outstanding for the previous instalment period. Parents/Guardians are responsible for payment of all fees. In all cases, signatories to the enrolment form and/or financial agreement form will be held responsible for the payment of fees. In the event of default in payment of fees, Parents/Guardians will be liable for legal costs and expenses incurred by the School in recovering fees outstanding.

## Difficulties in paying fees

If you are having difficulties in paying your fees please contact the Finance Office immediately to avoid further action being taken.

## Withdrawal of Student

Parents are advised that as a condition of enrolment, they must give a minimum of one term's notice in writing to the Principal if they decide to remove their child/ren (an exit form needs to be completed, verbal communication is not accepted). This is standard practice in most independent schools. If this notice is not provided, one term's fees in lieu of notice will be charged. Please note that school holidays are not included as part of the notice period.

## Period of Absence

A student exchange or leave of absence application form must be submitted for any student who are absent during a term. The application is available on the Intranet and must be submitted to the school principal. Please note instalment fees will not be refunded for students who are absent during the term due to holidays.

## Update of Details

Please ensure that immediate written notification is given to the School in the event of any changes to business or residential addresses, contact telephone numbers and/or email addresses.

## METHODS OF PAYMENT



### Internet Payment

online via the School's Website



**Biller Code:** 110049

**Reference:** Your 'account reference'



### EFT (Electronic Funds Transfer)

BSB: 033 686 Account No: 357071

Your account number, as per Fee Statement issued, is your Reference Number and must be included for identification of payment



### Direct Debit

By formal arrangement on completion of Direct Debit request



### Credit Card MasterCard and VISA only

In-person or by phone with the accounts office



### Cheque

Payable to Casey Grammar School\*

\*Fees incurred by the school for returned cheques will be billed directly back to the parent



### Cash

To be delivered only by an adult, a receipt will be given at the time of payment\*\*

\*\*No responsibility will be taken by the school for cash sent with students

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## FAMILY ASSISTANCE AVAILABLE

### Camps, Sports and Excursions Fund (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides funds for eligible students and assists in the costs of attending camps, sporting activities and excursions organised through the school.

In 2020 the CSEF supported costs associated with technologies for remote student learning.

Families holding a valid means-tested concession card are eligible to apply. \$125 per year will be paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. Payments go directly to the school and will be allocated by the school towards costs for your child.

Eligible families will need to apply through the school by completing a CSEF Application form and returning the form, together with a copy of a valid concession card to the school.

Application forms are available for download from the school's website under parent forms and links or printed copies are available at reception.

For further information regarding eligibility, please visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)

## PRIVACY STATEMENT

Information is collected within the guidelines of the National Privacy Principles under the Commonwealth Privacy Act. A full copy of the School Privacy Policy is available on the Casey Grammar School website [www.caseygrammar.vic.edu.au](http://www.caseygrammar.vic.edu.au)

### Casey Grammar School

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Prep to Year 12