



Melbourne Girls Grammar
an Anglican school

Schedule of Fees & Charges

Effective January 2010

ABN 81 116 806 163

Principal
Catherine Misson

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Schedule of Tuition & Boarding Fees for 2010

Year of Study	Gross Annual Fee	State Recurrent Grant	C-wealth Recurrent Grant	Net Annual Fee	Term Instalment
ELC	\$14,998	\$350	-	\$14,648	\$3,662
Prep	\$17,343	\$388	\$1,907	\$15,048	\$3,762
Years 1 - 2	\$18,143	\$388	\$1,907	\$15,848	\$3,962
Year 3	\$18,443	\$388	\$1,907	\$16,148	\$4,037
Year 4	\$19,243	\$388	\$1,907	\$16,948	\$4,237
Year 5	\$19,443	\$388	\$1,907	\$17,148	\$4,287
Year 6	\$20,643	\$388	\$1,907	\$18,348	\$4,587
Years 7 - 8	\$23,602	\$569	\$2,385	\$20,648	\$5,162
Years 9 - 10	\$24,602	\$569	\$2,385	\$21,648	\$5,412
Years 11 - 12	\$24,902	\$569	\$2,385	\$21,948	\$5,487
Technology Levy				\$1,300	\$325
Boarding	\$18,900	N/A	N/A	\$18,900	\$4,725
Boarding (sessional)	\$580 per week or \$88 per night				

Early Learning Centre

Attendance	Annual Fee	Term Instalment
5 Days	\$14,648	\$3,662
3 Days (Monday - Wednesday)	\$11,048	\$2,762
4 Half Days (Monday - Thursday)	\$11,048	\$2,762

The childcare rebate applies to our registered ELC program.

Net Annual Fee is calculated on the basis that Government Recurrent Grants remain at the levels provided at present. GST is included to the extent determined by the School.

A compulsory Technology Levy is applied to accounts for Years 5 - 12 students. This is applied to accounts in the year of study.

Terms of Payment

Fees are charged one (1) term in advance and are payable within 14 days of the commencement of each term. Fees in Term 1, 2011 are therefore billed at the commencement of Term 4, 2010 payable within 14 days. No account will be issued for students known to be leaving the School at this time.

Payment Options

Account payment can be made by cash, cheque or Bpay. Payment by Visa, MasterCard or American Express is also accepted however a surcharge to recover the merchant fee will be applied.

Alternatively, parents may choose to pay in 12 equal instalments by direct debit. Please contact the Business Office for more information about instalment payments and registration.

Payment – Fees in Advance

In principle, the School is happy to accept fees in advance, on the following basis:

- The period will be for one (1) to two (2) years.
- Full payment will be made by the due date for Term 1 fees.



- The fee will be discounted at an appropriate rate to reflect, inter alia, the benefit to the School of early payment. There will be no administration charge.
- Miscellaneous expenses and any fee increases during the period will be added to the parents' account.
- In the event of early withdrawal, and assuming the required one term's notice is given, a pro rata refund will be given, and
- The School will consider any proposal for a period greater than two (2) years, without commitment.

Late Payment of School Fees

Accounts issued at the commencement of each term will become due for payment 14 days thereafter. If the amount payable remains unpaid by 5pm on the due date, an administrative fee of \$155 will be charged and if remaining in default at 5pm one month later a further \$155 will be charged. The period from issue of account until the final date will not exceed 44 days.

Non Payment of School Fees

The School reserves the right to refuse admission to a student whose fees remain unpaid outside the School's terms of payment. Extra activities are not available to students whose fees are in arrears.

Conditions of Entry

Application for Admission

- Application must be made on the School's official Application for Admission form.
- An application fee of \$80 (non-refundable) and a copy of the Birth Certificate (or similar documentary evidence of date of birth) must accompany the Application for Admission form.
- The Application for Admission does not itself constitute an enrolment. Parents will be invited to bring their daughter to the School for an interview with the Principal approximately eighteen months to two years before the required date of entry. If possible both parents should attend this interview.
- Applicant's parents will be asked to complete a Learning Profile Information form prior to the enrolment interview. The information from this form will be used to assist the School in planning the student's educational program should she proceed to enrolment. A copy of the most recent school report must be enclosed with the returned Learning Profile.
- Admission to the School is conditional upon the Principal being satisfied as to the suitability of the applicant. Parents will be notified, after the interview, if a place has been reserved for their daughter at the School. Generally, students are accepted in order of application.
- Change of address should be supplied promptly. Failure to do so may result in the School being unable to make contact and cancellation of a student's application may result.

Enrolment Fee

Day Students

- A non-refundable enrolment fee of \$1,000 is payable by the date nominated in the formal letter of offer. If the fee is not received by the due date, the enrolment may be cancelled.
- **One full term's notice in writing** is required in the case of a student choosing to withdraw from the School. Unless such notice is received in writing by the Principal, a penalty equivalent to one term's tuition fee will become payable.
- No student may commence until all initial charges (application fee, enrolment fee and one term's fees) have been paid.

Boarders

- A non-refundable fee of \$1,250 is payable by the date nominated in the formal letter of offer. If this sum is not received by the due date the enrolment may be cancelled.
- **One term's notice in writing** is required in the case of removal of a boarder from the School or transfer to a day student place. Unless such notice is received in writing by the Principal a penalty equivalent to one term's boarding fee will become payable. Where a student chooses to withdraw from the School, without the required notice, a penalty equivalent to one term's boarding fee, plus one term's tuition fee, will become payable.

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Schedule of Fees - all fees are non-refundable

Application Fee

\$80 (including GST) – Payable at the time of lodging the application form.

Enrolment Fee

\$1,000 – Kindergarten to Year 12.

An additional \$250 is required for boarders.

Holding Fee

One term's tuition fee.

Where a student leaves the School for a period, or where entry is deferred after a place has been confirmed, the place will be held on the payment of a Holding Fee. The Holding Fee is non-refundable unless advice in writing is given at least one full term in advance of the student's return. The fee will be applied against tuition fees charged on entry of the student to the School.

Penalty Fee

One term's tuition fee, including GST (plus one term's boarding fee, if applicable).

Where less than one full term's notice is given in writing to the Principal of the withdrawal of a student from the School, a penalty fee will be payable.

Where a boarder changes to day student status the same notice is required, or a penalty fee of one term's boarding fee will be payable.

Billing of Fees

Tuition and boarding fees are billed one term in advance and reviewed annually by the School Council. An account is forwarded at the beginning of each term and is payable within **14 days of the beginning of that term**.

Withdrawal of a Student

It is the policy of the School that where a student leaves prior to the completion of Year 12 that one full term's prior notice is given in writing to the Principal. Where less than one full term's notice is given in writing to the Principal of the withdrawal of a student from the School, a penalty fee equivalent to one term's tuition fee will be payable. Where a boarder changes to day student status the same notice is required or a penalty fee of one term's boarding fee will be payable.

Extra Activities

Extra activities offered outside the standard curriculum attract separate charges. Fees are available in a separate schedule that is obtainable on request. Fees are reviewed annually.

Before and After School Program - Early Learning Centre and Junior School only

Details available on request from the Early Learning Centre and the Junior School.

Please note: Your ongoing obligations, financial and otherwise accepted at the time of enrolment. Please contact the Business Office for further information on these matters.