2014 TUITION FEES FOR OVERSEAS STUDENTS

Caulfield Grammar School fees for students from overseas are as detailed in this circular and include the following:

- A basic Tuition Fee;
- An additional fee covering: the compulsory Government Medical Insurance fee of $492; the Year Level Consolidated Charge which covers the cost of class-set books and materials, films, Year Level prescribed excursions, the provision of technology equipment (excluding ipads or equivalent devices in years 5-12), access to services and a special activities programme fee.

Caulfield Grammar School fees exclude costs for:

- Accommodation;
- Individually prescribed textbooks, stationery and iPads or equivalent devices;
- Uniform;
- Transport to and from the School;
- Any courses or optional programmes taken outside the School.

For students entering or continuing their studies at Caulfield Grammar School in 2014, fees are payable in two instalments – 50% by 30th November, 2013, and balance by 1st May, 2014.

If notice of cancellation of a confirmed place for 2014 is received after 1st November, 2013 a charge of 15% of the annual 2014 Tuition Fee will apply.

Enrolment

When an Application for Enrolment form is lodged a non-refundable Application Fee of $100 is payable to the School. Receipt of application is acknowledged by the School.

Once a formal offer of a place in the School is made, a one-off non-refundable Enrolment Fee of $1,000 per student together with 50% of the Total Annual Fee is immediately payable to accept a place. A 10% reduction of the $1,000 non-refundable fee applies for second and subsequent brothers and sisters enrolled. Upon receipt of such monies formal confirmation of the place is provided by the Principal.

The school does not provide reasons when declining an enrolment application. The Principal is authorised at any time to refuse to permit a student to continue as a pupil at the school.

The attention of parents/guardians is drawn to the following extracts from the Business Notice which should be read in conjunction with this Schedule.

i) Fees and expenses are payable within 14 days of an account being rendered. If such terms cannot be adhered to because of personal or financial difficulties, application must be made in writing to the Head of Finance.

In addition, the School reserves the right, which may be exercised at any time, to refuse to allow a pupil to continue his/her education at the School, while any fees remain unpaid.

ii) Discounts of 10% of the net tuition fees apply on accounts for the second and younger subsequent brothers and/ or sisters attending the School at the same time. Only one concession or discount is applicable to any individual account, but the greater discount will apply.

iii) One full term’s notice in writing of the intention to withdraw a student from the School is required, otherwise an amount equal to 15% of the annual fee is payable in lieu thereof. A term’s notice in writing or an amount equal to 15% of the annual subject fee, is also required before a special subject, e.g. private music tuition, is discontinued.
### 2014 Tuition Fees for Overseas Students

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Basic Tuition Fee (SAUS)</th>
<th>Additional Fee (SAUS)</th>
<th>Total Fees Per Annum (SAUS)</th>
<th>Fees Per Instalment (SAUS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory</td>
<td>19,570</td>
<td>3,256</td>
<td>22,826</td>
<td>11,413</td>
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<tr>
<td>Year 1</td>
<td>22,916</td>
<td>3,134</td>
<td>26,050</td>
<td>13,025</td>
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<td>Year 2</td>
<td>22,916</td>
<td>3,134</td>
<td>26,050</td>
<td>13,025</td>
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<td>Year 3</td>
<td>23,942</td>
<td>3,368</td>
<td>27,310</td>
<td>13,655</td>
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<tr>
<td>Year 4</td>
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<td>3,368</td>
<td>27,310</td>
<td>13,655</td>
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<tr>
<td>Year 5</td>
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<td>3,780</td>
<td>29,606</td>
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<td>Year 6</td>
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<td>4,494</td>
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<tr>
<td>Year 7</td>
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<td>4,026</td>
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<td>Year 8</td>
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<td>Year 9</td>
<td>30,733</td>
<td>4,373</td>
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<td>17,553</td>
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<td>Year 10</td>
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<td>35,640</td>
<td>17,820</td>
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<td>Year 11</td>
<td>31,201</td>
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<td>17,787</td>
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<td>Year 12</td>
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<td>4,907</td>
<td>36,108</td>
<td>18,054</td>
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<tr>
<td>Boarding</td>
<td></td>
<td></td>
<td>25,312</td>
<td>12,656</td>
</tr>
</tbody>
</table>

Overseas students are not eligible for Commonwealth or State Grants.

Parents and Guardians of boarders must lodge a deposit with the School, against cash to be paid by the School to boarders during a term for any personal out of pocket expenses. (The amount is currently $1,000 for each student and is increased where the per term expenditure of a boarder exceeds this amount.)

At Year 9 an additional charge for International Programmes is made for either the Melbourne based programme ($666), or the Nanjing based programme ($5,460), this charge subject to there being no significant increase in airfares.

Other information required to be provided in accordance with the requirements of the Department of Education and Training.

i) The School policy on refund of fees referred to in this brochure does not reserve the right of the student to take further action under Australia’s Consumer Protection Laws.

ii) The School’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.

### Grievance Resolution

Should an issue arise that a student wishes to discuss and resolve, they should seek first to resolve the issue with the individual teacher as quickly as possible. After discussion should the issue remain unresolved, they should then seek to discuss the matter with the:

- Head of House
- Overseas Student Coordinator
- Deputy Head of Campus
- Head of Senior School
- Head of Campus
- Principal

If the matter is unable to be resolved internally at this point, it will be referred to an independent arbiter.
BUSINESS NOTICE
FOR OVERSEAS STUDENTS

This Business Notice sets out the terms and conditions under which students are currently enrolled at Caulfield Grammar School. The Business Notice is current at 31 October 2013, but the School retains the right to alter the notice from time to time to meet changing conditions. The Chief Financial Officer will be pleased to discuss any queries with parents or guardians.

Tuition Fee and Consolidated Charge
1. School fees are GST free. Boarding fees and consolidated charge fees include a GST component on food provided.
2. The School maintains an active building programme at each campus, and to enable parents to contribute to this programme, an amount of $100 is added to the voluntary contributions section of each instalment’s fee billing statement. Donations to the School’s Building Fund are tax deductible.
3. The School reserves the right, which may be exercised at any time, to refuse to allow a pupil to continue his/her education at the School, while any fees remain unpaid.
4. Fee payments can be made online (Visa, Mastercard only), by phone (Visa, Mastercard only), via BPAY (Visa, Mastercard, bank, credit union or building society cheque and savings accounts), cheque or cash. Credit Card surcharge - all credit card transactions other than those made via BPAY, will incur a 1% surcharge.
5. Sibling Discounts - Discounts of 10% of the net tuition fees apply on accounts for the second and younger subsequent brothers and/or sisters attending the School at the same time.
   - Long Term Discount - All students who have completed six or more years education at Caulfield Grammar School at the time of entry into either Year II or Year I2 receive a 5% discount of the net Tuition Fees in these year levels. This concession recognises the long term commitment of parents whose children have been educated at both primary and secondary levels at the School. All boarding students who have completed three or more years education at Caulfield Grammar School at the time of entry into either Year II or Year I2 receive a 5% discount of the net Tuition Fees in these year levels.
   - Note: Only one concession or discount is applicable to any individual account. but the greater discount will apply.
6. The School reserves the right to charge interest on overdue accounts, at the rate applicable from time to time under the Penalty Interest Rates Act 1983. If payments cannot be adhered to because of personal or financial difficulties, an application for variation must be made in writing to the Chief Financial Officer.
7. One full term’s notice in writing of the intention to withdraw a student from the School is required, otherwise an amount equal to 15% of the annual Tuition Fee is payable in lieu thereof. A term’s notice in writing, or an amount equal to 15% of the annual Tuition Fees, is also required before any additional activity, special subject or program is discontinued.
8. For new students entering the School for the first time, after a term has commenced, a pro-rata charge is made.
9. Fees are subject to alteration at any time by Council, and parents would be notified in writing of any such alterations.
10. For an additional fee, optional programs e.g. private music instrument tuition, which are not included in the curriculum, may be taken. Details are available from the Head of Campus or Registrar.
11. Parents and Guardians of boarders must lodge a deposit with the School, against cash to be paid by the School to boarders during a term for any personal out of pocket expenses. (The amount is currently $1,000 for each student and is increased where the per term expenditure of a boarder exceeds this amount.)
12. Consolidated Charge - In addition to the Tuition and Boarding fees, the School bills on each fee statement, a Consolidated Charge to cover the cost of class set books and materials, films, Year level camps, prescribed excursions, provision of certain technology resources (excluding ipads or equivalent devices in years 5 - 12) and access to services. The needs of each Year level are assessed at the beginning of the year, and the charge to cover these costs is spread over three instalments. Due to the School providing a considerable percentage of prescribed text books under this system, the cost to parents of purchasing new text books is reduced as a consequence. The Consolidated Charge also places a pre-determined limit on the amount of extras, which many schools normally render individually to parents during a year. Should parents at any time have any queries regarding the Consolidated Charge our Heads of Campus will be pleased to supply further information.
Authority and Indemnity

1. There are occasions during the course of a student’s enrolment at the School where travel to School activities will be arranged through both contracted bus services and School vehicles. A parent enrolling a child in the School consents to such travel arrangements.

2. In the event of a student suffering any injury or sickness the School is authorised to take such action as it deems fit to obtain medical and/or hospital care and attention, and the Parent/Guardian will indemnify the School against all costs, claims, actions, and demands made against the School, its servants and agents incidental to that care and attention.

Membership of Caulfield Grammarians’ Association

All students attending Caulfield Grammar School receive life membership of the Caulfield Grammarians’ Association when they leave the School, unless the Parents or Guardians of the student, or the student, notify the School in writing, prior to the student leaving the School that the student elects to decline life membership of the Association. Details of the Association’s activities are available from the School.

Insurance

1. The School maintains a range of insurance policies. Parents are encouraged to maintain their own insurance policies for students which provide cover of medical, dental and other costs arising from an accident to a student.

2. The School does not provide indemnity or insurance cover for the loss of personal belongings of a student, or payment of fees in the event of the death of a parent or guardian. It is strongly recommended that parents consider obtaining an endorsement to their home and contents insurance policy to provide an all risk cover on designated items of a student’s property for loss or damage at any location. Most life assurance companies are able to structure policies which, on the death or disability of a parent, provide a capital sum which can be applied to meet future school fees.

3. The School will provide a pro-rata rebate of tuition fees, with a maximum rebate of one term’s fees, if a pupil is absent through illness or accident for 15 or more consecutive school days, subject to the production of appropriate medical certificates.