



## SCALE OF FEES FOR 2025

The Caulfield Grammar School Council has approved the following Scale of Fees for 2025.

<b>Year Level</b>	<b>Annual Tuition Fee</b>	<b>State Payroll Tax Surcharge*</b>	<b>Consolidated Charges**</b>	<b>Annual Total</b>
	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>	<b>(\$)</b>
ELC	22,683	1,362	1,347	25,392
Preparatory	23,205	1,362	2,175	26,742
Year 1	28,392	1,362	2,175	31,929
Year 2	28,392	1,362	2,175	31,929
Year 3	29,547	1,362	2,589	33,498
Year 4	29,547	1,362	2,589	33,498
Year 5	32,709	1,362	3,366	37,437
Year 6	32,709	1,362	3,366	37,437
Year 7	35,097	1,782	2,589	39,468
Year 8	35,097	1,782	2,589	39,468
Year 9	38,157	1,782	2,175	42,114
Year 10	38,157	1,782	3,627	43,566
Year 11	38,865	1,782	2,175	42,822
Year 12	38,865	1,782	2,175	42,822
Boarding	31,839	1,530		33,369
Year 9 Outdoor Education Experience (Kakadu)			8,650	8,650

\* For explanation of State Payroll Tax Surcharge see **clause 2.13** below.

\*\* For explanation of Consolidated Charges see **clause 2.14** below.

### RENDERING OF ACCOUNTS

For 2025, Tuition Fees, Boarding Fees, State Payroll Tax Surcharge and Consolidated Charges for Caulfield Grammar School (the School) will be rendered as follows:

- For students who commenced at the School before 2015, in three equal instalments in February 2025, May 2025 and August 2025.
- For new and existing students who commenced at the School in 2015 or later, in three equal instalments in October 2024, February 2025 and May 2025.

### ENQUIRIES

Any enquiries pertaining to the Scale of Fees for 2025 or the Business Notice should be directed to the Finance Team.

Email: [finance@caulfieldgs.vic.edu.au](mailto:finance@caulfieldgs.vic.edu.au) or Telephone: 03 9524 6300.

*Refer to the Business Notice over the page for the School's terms and conditions.*

# BUSINESS NOTICE

This Business Notice sets out the terms and conditions under which students are enrolled at Caulfield Grammar School (**School**) and applies to persons who have enrolled, or are seeking the enrolment of, 1 or more students at the School (**Parents/Guardians**). The Business Notice is current as at October 2024, but the School retains the right to alter the terms and conditions from time to time without notice to meet changing circumstances, effective upon publication on the School's website. By submitting an Application for Enrolment Form, you expressly acknowledge that you have read this Business Notice in its entirety and that you agree to be bound by all of its terms and conditions. The Finance Team will be pleased to discuss any queries with Parents/Guardians.

## 1. ENROLMENT

- 1.1 Parents/Guardians are subject to the terms and conditions of this Business Notice in good faith. Parents/Guardians must, at the time of being invited to attend an interview, advise the School of any matters that pertain to the educational, physical or psychological development of their child, as this information is of significant importance in the School assessing the child's needs.
- 1.2 If Parents/Guardians want to apply for their child to be enrolled, they must complete and send to the School an Application for Enrolment form along with a non-refundable and non-transferable application fee of \$250.
- 1.3 If the School accepts the Application for Enrolment Form, it will notify the Parents/Guardians accordingly and place the child's name on a waitlist for the applicable enrolment year.
- 1.4 Prior to each school year, the School will advise the Parents/ Guardians of the children on the waitlists for that school year whether a place is available and if so, may request relevant information, such as school reports. An interview conducted by a senior member of staff will be arranged at which the Parents/Guardians and prospective student will attend.
- 1.5 A formal offer of a place in the School may then be made, which Parents/Guardians may accept by completing and returning the form titled 'Acceptance of an Offer For Enrolment For Caulfield Grammar School' or similar (**Confirmation of Enrolment Form**) and immediately paying the Confirmation of Enrolment Fee.
- 1.6 The **Confirmation of Enrolment Fee** is a non-refundable and non-transferable fee for each student, consisting of:
  - a \$1,200 Enrolment Fee;
  - a \$2,000 pre-payment on the first instalment of the Tuition Fees; and
  - if applicable ELC enrolments also require an additional \$2,500 prepayment of the Preparatory year Tuition Fee. This prepayment will be credited on your account at the completion of the Prep year. Should the student not complete the Preparatory year then this prepayment is non-refundable and non-transferable (**ELC Pre-payment Amount**).
- 1.7 Upon return of a Confirmation of Enrolment Form signed by each Parent/Guardian, completion of any other enrolment procedures required by the School, and receipt of the applicable Confirmation of Enrolment Fee, the School may provide formal confirmation of a place at the School.
- 1.8 In the event that a confirmed enrolment is subsequently withdrawn at the request of the Parents/Guardians, the Parents/Guardians may request the student be placed on the waitlist for a future year. If notice is given to the School by the 1<sup>st</sup> of June prior to the year of commencement, there will be no requirement to pay a second Confirmation of Enrolment Fee. If notice is given after the 1<sup>st</sup> of June prior to the year of commencement, while the Parents/Guardians may request the student be placed on the waitlist for a future year, the Confirmation of Enrolment Fee will be forfeited. A further Confirmation of Enrolment Fee will be payable upon acceptance of any subsequent offer for the student to commence at the School.
- 1.9 In the event that a court order is made that contains information relevant to your child's education or parental access, it is your responsibility to ensure that a copy of the relevant pages are provided to the School.
- 1.10 Subject to all applicable laws:
  - the School is under no obligation to accept the enrolment of a child and the decision to enroll, or not enroll a child is at the discretion of the Principal;
  - the School does not provide reasons when declining an enrolment application.

## 2. TUITION FEES AND CHARGES

- 2.1 **Fee setting** – The School Council may vary Tuition Fees, Boarding Fees, and any other fees and charges from time to time at its sole discretion. Any variation in fees will take effect upon the School notifying the Parents/Guardians.
- 2.2 **Payment terms** – All fees and charges (including Tuition Fees, and any other additional fees and charges incurred) are payable within 14 days of an account being rendered. Accounts will be rendered at the intervals specified in the Scale of Fees (overleaf), unless the Parent/Guardian elects to pay in accordance with clause 2.4 or 2.8. Payments will be offset against the oldest balance first. Accounts for any additional fees may be rendered from time to time during the course of the year. These additional fees will also be payable within 14 days of an account being rendered.
- 2.3 **Payment methods** – Fee payments can be made online at [www.caulfieldgs.vic.edu.au](http://www.caulfieldgs.vic.edu.au) (Visa, MasterCard and AMEX), by phone (Visa, MasterCard and AMEX), or BPAY. BPAY is the School's preferred method of payment. The School does not accept cash or cheque payments.

All credit card transactions other than those made via BPAY, will incur a credit card surcharge (which may vary subject to any changes in relevant law or credit card provider fees and charges).

Any debit card or credit card payment which is declined by the bank for any reason, may incur an administration fee of \$50.

- 2.4 **Monthly instalment payment options** – The School offers the option to pay over 9 monthly instalments to be completed by 30 June each year. By way of example, if this option is selected, the 2025 fees will require payment by nine monthly instalments commencing 25 October 2024 through to and including 27 June 2025. To take advantage of these arrangements the monthly instalments must be made by direct debit. Any direct debit payment that is declined by the bank for any reason, may incur an administration fee of \$50.
- 2.5 **Concessions and discounts** – Except in the case of the 1.75% discount for the lump sum payment of full year's fees outlined in 2.8 below, only one concession or discount is applicable to any individual student (including but not limited to long- term attendance concessions, sibling discounts, scholarships, and/or bursaries) and in that event only the greater concession or discount will apply.
- 2.6 **Sibling discounts** – Discounts of 10% of the net Tuition Fees apply on accounts for the second and younger siblings attending the School at the same time.
- 2.7 **Long term attendance concession** – All day students who have completed six or more years of education at the School at the time of entry into either Year 11 or 12 will receive a 5% concession of the net Tuition Fees in these year levels. This concession recognises the long-term commitment of Parents/Guardians 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 and boarding at the School at the time of entry into either Year 11 or 12 receive a 5% concession of the net Tuition Fees in these year levels.
- 2.8 **Lump sum payment of fees and charges** – For students who commenced at the School before 2015, if the Parent/Guardian elects to pay a year's Tuition Fees, the State Payroll Tax Surcharge and Consolidated Charges in full by 28 February 2025, then a 1.75% discount applies on their total Annual Tuition Fee for that year. For students who commenced in or after 2015, if the Parent/Guardian elects to pay a year's Tuition Fees, State Payroll Tax Surcharge and Consolidated Charges in full by 31 October 2024, then a 1.75% discount applies on the total Annual Tuition Fee charge for the 2025 year. For further information contact the Credit Manager on [accountsreceivable@caulfieldgs.vic.edu.au](mailto:accountsreceivable@caulfieldgs.vic.edu.au).
- 2.9 **New students** – For new students entering the School for the first time after a term has commenced, a pro-rata charge for Tuition Fees, the State Payroll Tax Surcharge and Consolidated Charges is made.
- 2.10 **Overdue accounts** – If accounts cannot be paid because of personal or financial difficulties, an application for variation may be made in writing to the Accounts Receivable team on [accountsreceivable@caulfieldgs.vic.edu.au](mailto:accountsreceivable@caulfieldgs.vic.edu.au).  
The School reserves the right to charge interest on overdue accounts at the rate applicable under the *Penalty Interest Rates Act 1983*. The School is not responsible for any delays in receiving your payment. The School further reserves the right to on-charge enforcement expenses incurred by the School in the collection process for outstanding accounts, including without limitation any legal costs on an indemnity basis incurred as a result of engaging an external debt collection agency or law firm.  
The School reserves the right, which may be exercised at any time, to refuse to allow a student to continue to attend at the School, while any fees for that student remain unpaid.  
The School reserves the right to refuse a student permission to register and/or participate in any School events or activities that require additional payments to the School or a third party, while any amount remains outstanding or unpaid to the School in respect of that student or any of their siblings. The School reserves the right to withdraw any scholarships or concessions while any amount remains outstanding or unpaid to the School in respect of that student or any of their siblings.  
Any agreement or failure by the School not to strictly enforce any of its terms of payment in relation to amounts owing to the School, or any agreement to defer payment of an unpaid amount to the School, will not operate as a waiver of the School's rights in relation to such amount.
- 2.11 **GST** – Currently school fees are GST free. Boarding Fees and Consolidated Charge fees include a GST component on food provided.
- 2.12 **Boarding Fees** – Items covered in the Boarding Fees include, but are not limited to, accommodation, meals, basic linen, linen services and transport to School based obligations held off-campus.  
From time to time, it might be appropriate for additional fees to be incurred. Where possible, the School will endeavor to advise Parents/Guardians about these fees.
- 2.13 **State Payroll Tax Surcharge** – in addition to the Tuition Fees, Boarding Fees and Consolidated Charges, you are required to pay to the School an amount reflecting compulsory State Payroll Tax and Levies. This Surcharge is non-refundable and non-transferable.
- 2.14 **Consolidated Charges** – In addition to the Tuition Fees, State Payroll Tax Surcharge and Boarding Fees, the School bills on each instalment a Consolidated Charge to cover the cost of compulsory extras applicable to each Year level, including the student diary, class set books and materials, films, Year level camps, prescribed excursions and incursions, provision of certain technology resources (excluding iPads, laptops or equivalent devices in years 7-12) and access to services. This charge does not include uniforms, or books, stationery and other charges detailed in the Year level booklists. This charge or portion of the charge is non-refundable or non-transferable.
- 2.15 **Building fund** – The School maintains an active building program at each campus, and to enable Parents/Guardians to contribute to this program there is an opportunity for a voluntary contribution to be made on each instalment's fee billing statement. Donations to the School's Building Fund are tax deductible and a receipt will be forwarded in July each year.
- 2.16 **Optional programs and services** – For an additional fee, optional programs and services which are not included in the curriculum may be taken, e.g. private music, instrument tuition, bus services, etc. The accounts for these optional programs and services are generally rendered at the end of each Term.

2.17 **Use of funds** – The school provides learning programs for students from ELC to Year 12 and fees collected or funds raised by the school will be used to support these programs.

### 3. EDUCATIONAL SERVICES

- 3.1 **Educational Services** means the educational courses or programs and the facilities and services provided by the School from time to time for the benefit of its students which are set out in more detail on its website and/or provided to the Parents/Guardians (which may be amended from time to time at its sole discretion).
- 3.2 The School will provide for the benefit of the students, Educational Services it considers appropriate in accordance with its curriculum as it may determine from time to time.
- 3.3 The School decides on the Educational Services offered by the School and the subjects offered at each year level. There is no warranty that Educational Services or subjects offered in one year will be available in another year. The School may cease offering any service or subject at its sole discretion.

### 4. ABSENCES AND WITHDRAWALS – CURRENT STUDENTS

- 4.1 This clause 4 applies to students who have already attended classes at the School and have paid at least one instalment of Tuition Fees, the State Payroll Tax Surcharge and Consolidated Charges.
- 4.2 **Remote learning** – Periods where students are participating in remote learning, including learning from home, in accordance with Government guidelines or regulations are not regarded as absences for the purpose of this Business Notice.
- 4.3 **Extended absence for illness or injury** – The School may provide a pro-rata rebate of Tuition Fees, with a maximum rebate of one term's fees, if a student is absent through illness or accident for 20 or more consecutive school days in a single year, subject to the provision of appropriate medical certificates.
- 4.4 **Planned absences** – Except as is set out in this clause, no discounts or concessions will be granted for any intentional or planned absences during the year. This includes, but is not limited to, holidays that extend beyond the gazetted Victorian school and public holidays, external activities that result in extended absences from the School and student exchange programs.

Where the student will be absent for a full school year, the Parents/Guardians may make an application to the Principal for a 50% Leave of Absence (LOA) holding fee to be charged in lieu of full Tuition Fees, the State Payroll Tax Surcharge, Consolidated Charges and Boarding Fees (if applicable) for the year. Once permission is granted, a variation to enrolment will be issued along with a fee notice for the LOA charge (50% of a full year's Tuition, the State Payroll Tax Surcharge, Consolidated Charges and Boarding Fee).

Such application to be made by providing one full term's notice in writing by way of an email to [Admissions-ASR@caulfieldgs.vic.edu.au](mailto:Admissions-ASR@caulfieldgs.vic.edu.au) or a letter addressed to the Head of Admissions and the Principal and may only be granted at

the sole discretion of the Principal. Any holding fee is non-refundable, non-transferable and not available for offset against any future fees or charges.

- 4.5 **Student withdrawals** – One full term's notice in writing by way of an email to [Admissions-ASR@caulfieldgs.vic.edu.au](mailto:Admissions-ASR@caulfieldgs.vic.edu.au) or a letter addressed to the Head of Admissions of the intention to withdraw a student from the School is required, otherwise an amount equal to 25% of the annual Tuition Fee, the State Payroll Tax Surcharge, Consolidated Charges and Boarding Fee, if applicable, is payable in lieu thereof. For year-end leavers, this means that notice is required by the end of the Term 3 School holidays.

In addition, a full term's notice in writing, or an amount equal to 25% of the relevant annual fee, is required to discontinue any additional activity, special subject or program (eg. private music instrument tuition and transport for getting to and from School, etc.).

Where a student withdraws from the boarding house, but remains as a student of the School, two full term's notice in writing is also required, otherwise an amount equal to 50% of the annual Boarding Fee plus the applicable State Payroll Tax Surcharge is payable in lieu thereof.

If a student is withdrawn from the School, any outstanding fees and charges become immediately due and payable. There will be no reduction or remission of fees.

- 4.6 **Removal of a student** – The Principal can, at any time refuse to permit a student to continue as a student at the School if, in the reasonable opinion of the Principal it is in the student or other students or School's best interests.

If the Principal is of this view, they may notify the Parents/Guardians to that effect. The student will then be removed from the School roll and excluded from further attendance at the School. The Parents/Guardians will be liable for all Tuition Fees and other fees and charges up to the day of the student's removal from the School. All outstanding fees and charges will become immediately due and payable. There will be no reduction or remission of fees.

### 5. AFTER SCHOOL CARE – JUNIOR SCHOOLS ONLY

- 5.1 An after school care program is provided by a third-party provider for students at each of the junior school campuses. Fees for this service are billed directly by the provider. Further details are available from the Head of Campus.

### 6. CAULFIELD GRAMMARIANS' ASSOCIATION

- 6.1 All students attending Caulfield Grammar School receive life membership of the Caulfield Grammarians' Association when they leave the School, unless the Parents/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.



## **7. AUTHORITY, LIABILITY AND INDEMNITY**

- 7.1 There are occasions during the course of a student's enrolment at the School where travel to School activities will be arranged through contracted bus services, School vehicles and other modes of transport (**Transport Services**). A Parent/Guardian must consent to such travel arrangements.
- 7.2 Parents/Guardians agree that, to the full extent permitted at law, the School will not be liable for any injury, illness, accident loss or damage that may occur while a student is either attending the School or taking part in a School activity (including travelling to or from a School activity) and the Parents/Guardians will indemnify the School against all costs, claims, actions, and demands made against the School, its employees, contractors, servants and agents to the extent that such injury, illness, accident loss or damage occurs while their child is either attending the School or taking part in a School activity (including travelling to or from a School activity).

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

The School, and its employees, agents or representatives, will not be liable for any loss or damage to, or theft of any property or personal effects of a student, or of which a student has in their possession, while attending the School or any School event or activity and the Parents/Guardians will indemnify the School against all costs, claims, actions, and demands made against the School, its employees, contractors, servants and agents to the extent that any loss, damage, theft of any property or personal effects occurs while their child is attending the School or taking part in a School activity.

## **8. INSURANCE**

- 8.1 The School maintains limited insurance cover in respect of student accidents and injuries. This cover does not include any medical expenses which are subject to any full or partial Medicare rebate, or comprise the Medicare Gap. Parents/Guardians are strongly recommended to maintain their own insurance policies for students which provide cover for medical, dental and other costs arising from an accident to a student.
- 8.2 The School maintains limited insurance cover for the loss of personal belongings of a student, or payment of fees in the event of the accidental death of a Parent/Guardian. Parents/Guardians are strongly recommended to consider appropriate insurance to provide all risk cover on designated items of a student's property for loss or damage at any location. Most life insurance companies are able to structure policies which, on the death or disability of a parent or guardian, provide a capital sum which can be applied to meet future school fees.

## **9. PRIVACY**

- 9.1 Please refer to the Privacy Policy on the School website: [www.caulfieldgs.vic.edu.au](http://www.caulfieldgs.vic.edu.au).

## **10. OTHER**

- 10.1 **Medical** – The School must be kept up-to-date and informed of a student's medical needs, including any significant illness or disability suffered or developed by the student during their enrolment. The School must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a student and that student will not be permitted to attend the School, or any School activity, until a medical clearance has been obtained in writing.
- 10.2 **Compliance** – The Parents/Guardians of each student are provided with or given access to the School's rules, regulations and policies by electronic means in *CaulfieldLife*, as well as physical documents, such as the student diary and various handbooks. The student's continued attendance at the School is contingent upon observance and compliance by both the student and their Parents/Guardians with such rules, regulations and policies, which may be varied from time to time as required. The terms of any rules, regulations and policies adopted by the School are incorporated into this Business Notice.
- 10.3 **Complaints** – Please refer to the Complaints Handling Policy on the School website: [www.caulfieldgs.vic.edu.au](http://www.caulfieldgs.vic.edu.au).
- 10.4 **Joint and several** – Each signatory to the Confirmation of Enrolment Form agree that they are jointly and severally bound by the terms and conditions of this Business Notice, including but not limited to payment of fees and charges and compliance with School rules, regulations and policies that may be in force at the School from time to time, and that they will continue to be jointly and severally bound notwithstanding any changes to the relationship between them. No account or billing will be split on a several basis.
- 10.5 **Genuine Pre-Estimate of Loss** – The amounts payable by Parents/Guardians pursuant to clauses 2.3, 2.4, 4.4 and 4.5 of this Business Notice are a genuine pre-estimate of loss incurred by the School.
- 10.6 **Australian Consumer Law** – Nothing in this Business Notice is intended to have the effect of the excluding, restricting, modifying or contracting out of any rights, remedies or applicable provisions in Schedule 2 of the Competition and Consumer Act 2010 (Cth), except to the extent permitted by law.