

notice to parents fee schedule 2017

1 September 2016

An aspect of the Board's governance responsibilities involves monitoring the financial outlook for the school and, as a consequence, the approval of the annual budget. The Board, therefore, must determine the fee structure.

In order to meet the objectives of the school, the Board must balance the investment in our instructional and administrative teams with investment in appropriate facilities to maximise the full potential of our students. Cognisant of this balance, the Board has determined that the annual fee increase for 2017 will be 3%. This is below that of last year's increase and reflects the drop in CPI from the Australian Bureau of Statistics - Education sector.

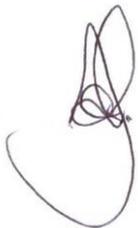
Tuition fees and boarding fees for 2017 have now been ratified by the Board and I provide formal notification of the 2017 fee schedule in the attached pages.

Consistent with previous years, I have included, for your information, a diagram showing an overview of the basic components of our 2017 budget income and recurrent expenditure.

Ballarat Clarendon College continues to grow both in terms of its people, educational outcomes and infrastructure. Walking around the campuses, this is evident in the building projects currently underway.

Email advice on the process for re-enrolment for the 2017 academic year will be forwarded shortly. Re-enrolment must be completed by Monday 21 November 2016.

Thank you for your continued support of Ballarat Clarendon College. On behalf of the Board, I wish all College families a successful conclusion to 2016 and best wishes for the New Year.



John Livingston
Chair
Ballarat Clarendon College Board of Directors

notice to parents overseas students

CRICOS Provider Code: 00557G

fee schedule 2017

The Enrolment Policy and conditions of attendance constitute a contract between Clarendon and parents which is formalised on and by the fact of the first day of a student's attendance in 2017. Overseas applicants proposing to attend Clarendon will need to be sufficiently fluent to undertake studies in the English language.

The 2017 overseas student fee schedule should be read in conjunction with the Enrolment Policy and other policies.

TUITION FEE

Year Level	Parent Contribution (\$A per year)	Parent Contribution (\$A per instalment)
Middle School		
Year 7	\$A25,260	\$A12,630
Year 8	\$A27,860	\$A13,930
Year 9	\$A29,160	\$A17,040
King Island Fee	\$A 4,920	
Senior School		
Year 10	\$A30,360	\$A15,180
Year 11	\$A31,260	\$A15,630
Year 12	\$A31,260	\$A15,630

All fees stated in this document are in Australian dollars.

Annual tuition fees for overseas students not eligible for government funding will be billed in two instalments. A reduced fee will be calculated for students attending for less than a semester. A student normally will not be permitted to commence unless accounts have been paid by the due date or a formal arrangement made with the Business Manager – Finance prior to the due date.

The tuition fee covers most curriculum expenses including year- level camps and class excursions. Fees and charges levied by Clarendon directly related to the provision of an approved course of education are exempt from GST.

Other costs that may be incurred include individual music tuition, student-caused damage to property or false fire alarms, taxi fares and phone calls. Fees for incidentals will be billed in arrears and are due and payable 30 days from billing.

Fees will be levied for overseas trips and special functions. Parents will be advised in advance of these fees which will be payable on the acceptance of a student's participation in the activity.

BOARDING FEE

Year Level	Parent Contribution (\$ per year)	Parent Contribution (\$ per instalment)
Year 7	\$A13,880	\$A6,940
Year 8	\$A13,880	\$A6,940
Year 9	\$A13,880	\$A6,940
Year 10	\$A19,640	\$A9,820
Year 11	\$A19,640	\$A9,820
Year 12	\$A19,640	\$A9,820

Overseas applicants proposing to attend Clarendon as a boarder must attend on a full-time basis, have the financial capacity to cover all expenses, including return air fares and living costs, and must be of good health.

Annual boarding fees for overseas students not eligible for government funding will be billed in two instalments. A student will not normally be permitted to commence unless accounts have been paid by the due date or a formal arrangement made with the Business Manager – Finance prior to the due date.

GST payable on the food component of boarding fees is included in the schedule above.

Additional charges may apply to boarders. These may include travel, social activities and expenses incurred by Clarendon acting in loco parentis such as course and material costs, stationery, textbooks and uniform. Where the College is required to arrange accommodation during holiday periods with a host family, a charge will apply for Years 7–9 of \$A40 per day and Years 10-12 of \$A50 per day.

KING ISLAND FEE

The 2017 fee for attendance at King Island during Year 9 is \$A4,920. This is a subsidised fee which covers part of the cost of transport, food and accommodation and will be billed in two equal instalments of \$A2,460. All students attending King Island are required to pay this fee. It is not covered by any scholarship or bursary awarded by Clarendon. Boarders attending King Island will not be charged a boarding fee for the period they are on King Island.

PERFORMING ARTS

Lesson	Parent Contribution (\$ per lesson)
30-min individual music	\$A34.50
30-min individual speech/drama	\$A34.50
30-min group theory/singing	\$A15.00

Music tuition fees and other incidental charges for individual, paired or group Performing Arts lessons are levied from commencement of lessons and invoiced in arrears covering lessons each term.

Instruments can be hired through the College. Rates vary depending on the instrument and a bond is payable.

Accompaniment fees for rehearsals and exams are additional if applicable.

Further information can be obtained from the Performing Arts Centre.

REGISTRATION FEE

A registration fee of \$A100 is charged for the registration of each overseas student. This fee is not refundable and its payment does not guarantee the offer of a place in the College for the child.

ENROLMENT DEPOSIT

Overseas students pay \$A500 which is refundable at the completion of the course.

OVERSEAS STUDENT ADMINISTRATION FEE

A fee of \$A850 is charged to cover general administration expenses and is not refundable.

STUDENT CAPITAL LOAN SCHEME

Overseas student pay \$A500 which is refundable at the completion of the course.

OVERSEAS STUDENT HEALTH COVER

Overseas students are required to have health cover in place for the duration of their stay in Australia and the fee will vary depending on the period required. The relevant fee will be calculated and advised by Clarendon in the place offer or available upon request.

NOTEBOOK COMPUTERS

Students in Years 5 to 9 are required to purchase a tablet computer through the College program. Student in Years 10 to 12 requiring a notebook or tablet computer may also purchase one through the College program. The notebook or tablet fee may change from year to year according to the models, supplier and brand available at the time of purchase/lease. Further details regarding the notebook program can be obtained in the Notebook Policy.

VOLUNTARY BUILDING FUND/SCHOLARSHIP FUND/LIBRARY DONATIONS

Families may wish to make a **voluntary** donation to our Building Fund, Scholarship Fund or Library. Donations over \$A2 are tax deductible in Australia.

Voluntary **Building Fund** donations contribute to the purchase and/or construction of buildings which otherwise would be delayed or unattainable due to a lack of finance. These buildings contribute to the current and future infrastructure to enable us to focus on continuing to provide exceptional learning experiences for our students.

Voluntary **Scholarship Fund** donations provide financial support to students who may not otherwise have the opportunity to attend Ballarat Clarendon College. Scholarships are offered for Academic, Performing & Visual Arts and Excellence. Information regarding the Scholarship program is available on Connect.

A **voluntary** tax deductible Scholarship or Building Fund donation of \$A50 per term is shown on each family's statement. This amount has not been added to the total amount payable on the statement. To make a **voluntary** Scholarship or Building Fund donation, families are asked to tick their selection and add the amount to the total amount before returning the remittance advice with their payment.

Voluntary tax deductible donations to the **Library** provides support for library resources.

WITHDRAWAL OF STUDENTS – FEE IN LIEU OF NOTICE

A term's notice in writing must be received by the Principal before a student leaves, or a boarder becomes a day student. Should written notice not be provided within the specified timeframe, a charge of up to **half an instalment's fee** will be levied. Notice of withdrawal should include the reason for withdrawal.

TUITION AND BOARDING FEE REFUNDS POLICY

Clarendon will provide a full refund to the student if the course of study does not commence on the agreed starting day, ceases after commencement, but before completion, or the College loses its accreditation.

If the student defaults by not starting on the agreed date and has not previously withdrawn or withdraws either before or after the agreed starting day, then the College will refund the total of the tuition and Boarding Fees, less the following deductions, within four weeks:

- *General administration expenses* – the lesser of 5% of the total Tuition Fee received or \$A250;
- *Travel, accommodation and other domestic services expenses incurred by the College* that cannot be offset by providing the service to someone else;
- *Course materials expenses* already incurred;
- *Course fees* proportional to the amount of the course provided before the default day, which is deemed to be the day on which the School received notice of the default in writing from the student.

The student's liabilities in the above areas will be provided in a statement from the Business Manager – Finance. This agreement does not remove the right to take further action under Australia's consumer protection laws or the student's right to pursue other legal remedies.

PAYMENT OF FEES

Fees are due and payable 30 days from billing with accounts rendered as set out below.

Instalment	Billing Date
Instalment 1	5 October 2016
Instalment 2	19 April 2017

Reminder statements and accounts for incidentals will be sent out during the year with a final account issued in December, incorporating any remaining charges for the year.

Fees may be paid by cash, cheque, BPay, direct debit or credit card. Clarendon does not levy an administrative fee for payments made by credit card. Bank account details will be provided on request for direct transfer of funds. Cheques are to be made payable to **Ballarat and Clarendon College**.

An administration fee may be levied for each additional Statement issued arising from Late Payment of accounts or for failure (for any reason) of a financial institution to honour a cheque or electronic transaction.

OTHER INFORMATION

Extended Student Absences

Parents/guardians, who wish for their child(ren) to take an extended leave of absence and have the enrolment place(s) guaranteed, must ensure they read the Holding a Place for Extended Student Absence Policy as certain terms and conditions may apply.

Financial Hardship

Parents/guardians who may be experiencing financial hardship should make contact with the Business Manager – Finance to discuss possible payment solutions.

FURTHER DETAILS

For more details regarding Clarendon fees and charges, please refer to the Enrolment Policy. Other relevant documentation includes the College Rules and the Student Details Policy. These documents can be obtained from Connect@Clarendon

<https://connect.clarendon.vic.edu.au/Search/Pages/default.aspx> the website

<http://www.clarendon.vic.edu.au/> or by contacting the College.

overview of the basic components of 2017 budget

