

# notice to parents fee schedule 2020

13 September 2019

Dear Parents

I am pleased to be able to represent the Board of Directors of Ballarat Clarendon College, which, as you would expect, has many areas of oversight and governance responsibility. As in previous years, the Board pays close attention to the fee structure and, in setting the budget for the forthcoming year, has determined a refined set of fees for our students.

In reviewing the budget and setting tuition fees, we remain cognisant of the goals and objectives of the school and our desire to maintain relative affordability for the educational opportunities that Ballarat Clarendon College provides for its students and families.

In setting the budget for 2020, the Board has determined that the annual fee increases for 2020 range between \$110 and \$350.

Tuition fees and boarding fees for 2020 have now been ratified by the Board and I provide formal notification of the 2020 fee schedule in the attached pages.

Consistent with previous years, I have included a diagram showing an overview of the basic components of our 2020 budget income and recurrent expenditure, as well as a comparison of our 2020 fees with the 2019 fees of other independent schools. In reviewing this data, the Board believes our fee structure compares favourably with other independent schools.

Email advice on the process for re-enrolment for the 2020 academic year will be forwarded shortly. Re-enrolment must be completed by Monday 4 November 2019.

Clarendon is very proud of its students and the team of staff who collectively make the school the shining light that it is. On behalf of the Board, I would like to extend our gratitude to all parents for your continued support across the school community.



**John Livingston**

Chair

Ballarat Clarendon College Board of Directors

# notice to parents overseas students

CRICOS Provider Code: 00557G

## fee schedule 2020

The Enrolment Policy and conditions of attendance constitute a contract between Ballarat Clarendon College and parents which is formalised on and by the fact of the first day of a student's attendance in 2020. Overseas applicants proposing to attend Clarendon will need to be sufficiently fluent to undertake studies in the English language.

The 2020 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)
<b>Junior School</b>		
Prep	A\$20,000	A\$10,000
Year 1	A\$20,500	A\$10,250
Year 2	A\$21,000	A\$10,500
Year 3	A\$21,500	A\$10,750
Year 4	A\$22,000	A\$11,000
<b>Middle School</b>		
Year 5	A\$23,700	A\$11,850
Year 6	A\$24,300	A\$12,150
Year 7	A\$27,000	A\$13,500
Year 8	A\$29,700	A\$14,850
Year 9	A\$31,060	A\$15,530
King Island Fee	A\$ 5,760	A\$ 2,880
<b>Senior School</b>		
Year 10	A\$32,300	A\$16,150
Year 11	A\$33,200	A\$16,600
Year 12	A\$33,200	A\$16,600

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**

<b>Year Level</b>	<b>Parent Contribution (\$ per year)</b>	<b>Parent Contribution (\$ per instalment)</b>
Year 7	A\$14,900	A\$ 7,450
Year 8	A\$14,900	A\$ 7,450
Year 9	A\$14,900	A\$ 7,450
Year 10	A\$21,000	A\$10,500
Year 11	A\$21,000	A\$10,500
Year 12	A\$21,000	A\$10,500

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 Clarendon is required to arrange accommodation during holiday periods with a host family, a charge will apply for Years 7–9 of A\$45 per day and Years 10-12 of A\$55 per day.

## **KING ISLAND FEE**

The 2020 fee for attendance at King Island during Year 9 is A\$5,760. 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 A\$2,880. 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**

<b>Lesson</b>	<b>Parent Contribution (\$ per 9 week term)</b>
30-min individual music	A\$365.40
30-min individual speech/drama	A\$365.40
30-min group theory/singing	A\$163.80

Music tuition fees and other incidental charges for individual, paired or group Performing Arts lessons are levied in advance of the term.

Instruments can be hired through the College. Please note that, if an instrument is lost or damaged, the cost to replace or repair will be billed to your fee account.

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 A\$100 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 A\$500 which is refundable at the completion of the course.

## **OVERSEAS STUDENT ADMINISTRATION FEE**

A fee of A\$850 is charged to cover general administration expenses and is not refundable.

## STUDENT CAPITAL LOAN SCHEME

Overseas student pay A\$500 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 Ballarat Clarendon College program. Students in Years 10 to 12 requiring a notebook or tablet computer may also purchase one through Clarendon's 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 are in the Notebook Policy, available on Connect@Clarendon.

## 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 A\$2 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 enabling 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@Clarendon.

A voluntary tax deductible Scholarship or Building Fund donation of A\$50 per instalment 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 donations made to the Library provide support for resources and are tax deductible.

## 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.

## PAYMENT OF FEES

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

<b>Instalment</b>	<b>Billing Date</b>
Instalment 1	11 October 2019
Instalment 2	17 April 2020

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, credit card or online via our website. 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.

## **TUITION AND BOARDING FEE REFUND POLICY**

Clarendon will provide a refund to the student or to the person specified in the written agreement in accordance with the following conditions:

- the application for registration fee and enrolment deposit are not refundable;
- overseas student health cover will be refunded in full if not already paid to the Health Fund by Clarendon on behalf of the student;
- refunds will be made in Australian dollars to the applicant's home country, unless otherwise requested in writing;
- Clarendon will refund, within four weeks after receiving a written request, all tuition and boarding fees paid in the event that the student's visa application is rejected by the Australian Immigration authorities and the student or their parent can produce evidence to this effect;
- Clarendon will refund, within four weeks after receiving a written request, all unexpended monies paid (except amounts stated in Clause 1 above) in the event it is determined by the school prior to commencement that the student is unable to commence at Clarendon;
- 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 Clarendon 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 A\$250
  - *travel, accommodation and other domestic services expenses incurred by Clarendon* 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;
- all requests for refunds must be made in writing to the Business Manager – Finance.

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.

## **OTHER INFORMATION**

### **Extended Student Absences**

Parents, 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, 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 2020 budget

