



TRINITY  
GRAMMAR  
SCHOOL, KEW



# 2024 Fees and Charges (International)

Fee Schedule and Business Regulations Notice

## 2024 ANNUAL TUITION FEES

The following scale of fees will operate from Term 1, 2024 and is in respect of Full Fee-Paying Overseas Students.

### Secondary

Year Level	Net Annual Fee 2024	Fee Payable per Semester
Year 10	\$47,704	\$23,852
Year 11	\$49,070	\$24,535
Year 12	\$49,070	\$24,535

## INSTRUMENTAL MUSIC LESSONS

Instrumental music lessons are optional and can be arranged through the School's Music Department.

Applicable fees for 2024 are:

Lesson	Fee
Per 30 minute lesson	\$53.00
Per 45 minute lesson	\$79.00
Per 60 minute lesson	\$105.00
Instrument hire (per term)	\$137.00

*\* Exam costs and accompaniment fees for rehearsals and exams, and attendances on Music Camps are billed in addition, if incurred. All costs are processed to tuition Fee statements.*

## TECHNOLOGY

For Students in Year 10 in 2024, the School will organise a new laptop package for them. The package will include a notebook with all accessories, insurance, school software licenses and comprehensive service package.

The total cost will be charged over 3 years, with the first annual instalment charged in February 2024.

Year Level	Computer	Total Fee	Annual Fee	Charged on statement(s)
Year 10 Option 1	Surface Laptop Studio i5 16GB 256GB	\$2,940.00*	\$980.00*	February
Year 10 Option 2	Surface Laptop Studio i7 16GB 512GB GeForce RTX	\$3,840.00*	\$1280.00*	February

*\* Costs are subject to change*

Students progressing into Year 12 will retain their existing packages for 2024 while Students progressing into Year 11 will retain their existing packages for 2024 and 2025.

## CAMPS & OUTDOOR EDUCATION PROGRAM

All Students in Years 10 attend a compulsory School camp and a Leaders' Camp, with the costs of each processed to tuition Fee statements. The proposed destinations and approximate Fees for 2024 are as follows:

Year Level	Destination (subject to change)	Total fee	Charged on statement(s)
Year 10 (1st)	Interstate Expeditions: - Tasmania Freycinet National Park - Northern Territory Larapinta Trail - New South Wales Murray River - Gippsland Lakes Sailing	From \$2,122.00  (Further amount payable for certain experiences)	February, April and July**
Year 10 (2nd)	Leaders Camp  Somers Camp	\$1200.00  \$400.00	December

\* Two instalments \*\* Three instalments

*The camps and outdoor education program is a mandatory year level based activity. All students are expected to participate. No refunds will be provided unless prior authorised absence has been granted by the Principal in accordance with the Fee Refund Policy for Camps and Outdoor Education.*

## OTHER COSTS

Unless otherwise stated, the following are payable separately (ie. not processed to tuition Fee statements).

### Flexischools

The School uses Flexischools which is an online and cashless cafeteria operating system. Flexischools allows parents to top up their Senior School child's cafeteria account, with parents able to access their account via the **Flexischools** tab on **Trinity Connect**.

## TERMS OF PAYMENT

Term	Term dates	Statement issued	Payment due
Semester 1 2024	1 February - 28 June 2024	2 October 2023	23 October 2023
Semester 2 2024	16 July - 10 December 2024	16 April 2024	7 May 2024
Semester 1 2025	28 January - 4 July 2025 (TBC)	7 October 2024	28 October 2024

A further statement may be issued at the end of Term 4 should there have been Charges incurred during that term.



# INTERNATIONAL STUDENT PAYMENT TERMS AND CONDITIONS

Definitions in the Enrolment Policy apply to this Fees and Charges Schedule (International).

Tuition Fees are invoiced in two instalments (by Semester). The first instalment is invoiced in October in the year prior to the new school year and the second instalment is invoiced in April of the new school year.

Tuition Fee statements will be sent via email. Parents / Guardians can update details via Trinity Connect. No payment plans are available for International Students.

The Fees and Levies referred to in this notice are applicable for the 2024 school year and are subject to annual review. The administration of all Fees and Levies accord with these Terms and Conditions and the Business Regulations Notice which form part of the Enrolment Agreement.

Non-payment of any accounts rendered within the required timeframe may result in the charging of a late Fee. The amount of the late Fee, which is subject to change, is currently \$150. If the account remains unpaid after a further 14 days and no contact has been made with the School, the School will issue a letter advising that the Student(s) may be asked not to attend School, and that the Confirmation of Enrolment (COE) may be cancelled and the Department of Home Affairs may withdraw the student's visa. No Student may commence a new term unless the previous term's Fee commitment has been settled. In the event that an account is referred to legal collection, the costs of such will be added to the account with responsibility for settlement borne by the account holder.

## Fees & Levies

Tuition Fees covers all curriculum related costs, unless otherwise stated, including excursions, and activities. Students admitted to the School during the year will be charged Fees on a pro-rata basis and other Levies and Charges as appropriate.

Some additional Charges do apply in respect of curriculum and technological resources including camps, booklist Levies, class group software license subscriptions, etc.

Any additional activities or electives voluntarily undertaken will be subject to separate Fees including: Private Music Tuition, Duke of Edinburgh's Award, Skiing, Hiking, etc.

## Methods of Payment

Fees and Charges can be paid via the School's online payment portal. The portal can be accessed via Trinity Connect using the login credentials provided. The payment portal provides families with the ability to make payment using their credit card.

Instructions on how to use the payment portal can be found on the Tuition Fees and Charges page at Trinity Connect. The portal ensures the School administers all transactions in accordance with privacy and banking legislation.

Fees and Charges can also be paid by the following methods:

1. BPAY – using a Net Bank facility to transfer the funds using the Biller Code of 16287 and the Reference Number as detailed on your Tuition Fee Statement.
2. Cheque – made payable to Trinity Grammar School and returned to the Finance Department attached to the Tuition Fee Statement.
3. EFTPOS – the School provides debit and credit card payment facilities in the Finance Department. The School accepts the following: Visa, MasterCard, American Express, Union Pay, and Diners Club. Please note there is a surcharge fee of 1% for American Express.

Tuition Fees and Charges are strictly due and payable by the listed dates. Where Fee accounts are in arrears (or where an approved payment plan is not adhered to), a Student will not be permitted to undertake extracurricular sporting, cultural and other School tours.

The Principal reserves the right to refuse to allow a Student to either commence a new term, or to remain at the School while any Fees or Charges remain unpaid.

## Annual Giving Program

The School conducts an Annual Giving Program each year with the proceeds directed to a specific cause. Further information as to the designated 2024 cause will be communicated to parents in the new year.

## Donations

Members of the Trinity community who are interested in making donations, bequests, etc. to the School are encouraged to contact the School's Community Relations Office on 03 9854 3600. Depending on the purpose of your donation, access to a tax deductible receipt may be possible.

## Annual Booklist/Other levies

All Students in Year 10 to Year 12 are issued with an annual booklist in Term 4 each year. The booklist details all resources and stationery requirements for the new school year.

In some year level instances, subject or resource Levies exist where the School has been able to administer or negotiate a better prices outcome.

Miscellaneous subject Charges, such as distance education, art, photography, graphics, VET, or Learning Support may be levied during the year and processed to tuition Fee statements. School photos (approx. \$50) are processed on the April tuition Fee statement.

Expenses specific to Year 12 Students including Colloquium, Formal, Valedictory Dinner, Leadership Dinner and School jumpers will either be charged to parents separately or will be processed via tuition Fee statements.

## Uniform / Second Hand Uniform Shop

All Students are required to wear the prescribed School uniform which available for purchase at:

Bob Stewart of Kew, 205 High Street, Kew. Tel: +61 3 9853 8429. Open business hours from Monday to Saturday

The Parents' Association operates Trinity Shop which stocks second hand uniforms and is located at 62 Charles Street, Kew. It is open every second Thursday from 2pm to 4pm during term time. The shop is also open some Saturdays (please refer to the School Calendar for dates).

## Technology

For Students in Years 10 to 12, the School organises a computer package which includes a notebook computer and peripherals, school licensed software, insurance and technical support. Instalment amounts of approximately \$850-\$1,300 (depending on machine specification chosen) per annum are charged on the February tuition Fee statement for this package. In the event that an insurance claim for a repair is required, the excess (from \$100) incurred will also be processed to tuition Fee statements.

## Enquiries

All general Fee and payment enquiries should be directed to the Finance Department. Specific Fee or business-related matters (including advice of changes in enrolment and/or family circumstances) are to be directed to the Director of Business.

## Finance Department

A: 40 Charles Street, Kew

T: +61 3 9854 3600

E: [accounts@trinity.vic.edu.au](mailto:accounts@trinity.vic.edu.au)

## Director of Business Office

T: +61 3 9854 3640

E: [businessdirector@trinity.vic.edu.au](mailto:businessdirector@trinity.vic.edu.au)

# 2024 FEES POLICY & BUSINESS REGULATIONS NOTICE

## A. Application

Applications for entry to Trinity Grammar School, Kew must be submitted on the School's Application for Enrolment Form. The form is to be accompanied by a non-refundable Application Fee of \$220.00.

While application is a pre-requisite for enrolment, it is not a guarantee of admission and the School at its discretion reserves the right to reject any application and offer a place to any student irrespective of date of application.

## B. Confirmation of Enrolment

Following the application and interview process, and subject to the School Enrolment Policy and position availability, a formal offer may be made. The offer process begins approximately one year prior to commencement. Places are provided in order of the following priorities: siblings of current Students, siblings of former Students (at the discretion of the Principal), alumnae children, children of staff members, children of Anglican Clergy, Choristers of St Paul's Cathedral, Students re-entering and then date of application.

Parents/Guardians are required to sign and return the Confirmation of Enrolment form for their child with an enrolment Fee payment of \$2,500 per child, of which \$500 is refundable at the completion of the child's time at the School. Should the Student not commence at the School as previously confirmed, this amount is surrendered. Please note that this contribution Fee is non-transferable. The person/s signing the Confirmation of Enrolment form is/are completing an agreement to abide by the Enrolment Agreement.

A place is confirmed for a Student only after an offer has been made and all enrolment Fees have been paid. An enrolment Fee payment received after the due date may result in the place being no longer available.

The School's enrolment offer includes an agreement on payment of Fees and acceptance of School policies. If a place is not immediately offered, the Applicant will be advised of their addition to the waiting list.

Acceptance of an enrolment is acknowledgement that each signatory on the Confirmation of Enrolment Form is jointly and severally liable to the School for payment of all accounts. This applies even if the accounts are usually paid by one parent or guardian, and regardless of whether the accounts are addressed only to one parent or guardian. A parent or guardian of a Student may not delay or refuse to pay an account on the basis that another parent or guardian of the Student is responsible for payment of all or part of any account.

## C. Cancellation of Enrolment

One full term's notice is required, in writing to the Principal, before the cancellation of enrolment or withdrawal of a Student from the School occurs. If the required notice is not given, a Fee of half the full term's tuition Fees may be charged.

## D. Tuition Fees and Accounts

1. Instalment one (Semester 1) Tuition Fees are billed in October for all Students enrolled in the following year and Instalment two (Semester 2) are billed in April of the new school year. Further statements to which miscellaneous charges are processed may be issued in February, July and December.
2. Accounts are payable by the listed instalment due dates. A late fee of \$150 will be charged if payment is not received by the due date.
3. The School may choose to not permit a student to re-enter classes in a new term when Fees remain outstanding.
4. If a Student is absent through illness, there will be no reduction in Fees. Every effort will be made to remain in close contact with the family and arrange home study for the Student where possible.
5. Students that undertake vocational subjects or subjects by distance education may be charged an additional levy by the School or external provider.

6. Parents are responsible for payment for breakage or damage to School property caused by the student.
7. Fees are subject to annual review. Parents will be notified of the new School Year fees by October.

## E. Non-payment of Accounts

Non-payment of any accounts rendered within the required timeframe may result in the charging of a late Fee. The amount of the late Fee, which is subject to change, is currently \$150.00. If the account remains unpaid after a further 14 days and no contact has been made with the School, the School will issue a letter advising that the Student(s) may be asked not to attend School, and that their ongoing enrolment at the School cannot be guaranteed. No Student may commence a new term unless the previous term's Fee commitment has been settled. In the event that an account is referred to legal collection, the costs of such will be added to the account with responsibility for settlement borne by the account holder.

## F. Overseas Exchange / Extended Approved Absences

Where leave is granted for student absences of varying periods (min. 5 weeks) and a place is reserved for return, a non-refundable holding Fee of 50% of the tuition Fee applicable for that period of absence is payable in advance.

## G. Deferred Enrolment

An enrolment may be deferred to another year level and/or year of entry by providing notice in writing to the Principal after a place has been confirmed and the enrolment Fee has been paid. Confirmation of a place in a year level other than that originally noted, will be subject to availability. Where a Student formally withdraws from the School, but returns to Trinity at a later date, a new Application for Enrolment form must be lodged, and the refundable deposit repaid.

## H. International Tours/Co-curricular Programs

A Student will not be permitted to participate in overseas tours or Fee based cocurricular activities where tuition or other sundry Fees are outstanding, or the approved Payment Plan is not being adhered to by the family.

## I. Junior School Camps/Senior School Outdoor Education Program

Year level Camps and Outdoor Education experiences are mandatory school activities. Each student from Years 2 to 10 will be required to attend a camp or outdoor education experience. Camp fees are charged in addition to the Tuition Fee and must be paid by their respective due dates. All camping programs are planned and budgeted for with costs fixed and paid for well in advance of the programs departing, with bookings made some 12 months prior. If your child does not attend a camp, a refund is not guaranteed. Prior approval from the Principal is required and a medical certificate would need to be provided as an example. Please refer to the Fee Refund Policy for Camps & Outdoor Education on TrinityConnect for further information.

## J. Goods and Services Tax (GST)

GST is not charged on tuition Fees. Other costs, Levies and Charges, including co-curricular and miscellaneous, have been calculated on the basis that they are GST free. Other activities, however, may attract GST.

## K. Change of Family Details

It is a requirement that families advise the School of any change to their contact details, family circumstances or other relevant particulars. Personal details can be updated via Trinity Connect (which each family has secure access to). A change in family circumstances should be reported to the Head of School or Director of Business (eg: family separation).

## L. International Students

The School is registered to accept International Students, subject to CRICOS and ESOS regulations. Additional conditions of enrolment and business regulations apply. Please refer to the Enrolment confirmation

# TERMS OF PAYMENT (ELC TO YEAR 12)

## A. Application

Applications for entry to Trinity Grammar School, Kew, from the Early Learning Centre (ELC) to Year 12, must be submitted on the School's Application for Enrolment Form. The form is to be accompanied by a non-refundable Application Fee. The following Application Fee applies: ELC-Year 12 (\$110 for non-Old Trinity Grammarian parents and \$55 for Old Trinity Grammarian parents).

While application is a pre-requisite for enrolment, it is not a guarantee of admission and the School at its discretion reserves the right to reject any application and offer a place to any student irrespective of date of application.

## B. Confirmation of Enrolment

Following the application and interview process, and subject to the School Enrolment Policy and position availability, a formal offer may be made. The offer process for intake years Prep, Year 5 and Year 7, begins two years prior to the year of commencement with applicants invited for interview. Places are provided in order of the following priorities: siblings of current students, siblings of former students (at the discretion of the Principal), alumnae children, sons of staff members, sons of Anglican Clergy, Choristers off St Paul's Cathedral, students re-entering and then date of application. With all other year levels, the offer process begins approximately one year prior to commencement.

Parents/Guardians are required to sign and return the Confirmation of Enrolment form for their child with an enrolment fee payment of \$2,000 per child (ELC-Year 12, including International Students), of which \$500 is refundable at the completion of the child's time at the School. For Prep-Year 12 entry a further \$2,500 is also required to be paid at the time the offered place is accepted, with this amount credited to the student's second tuition fee statement (February statement). Should the student not commence at the School as previously confirmed, this amount is surrendered. Please note that this contribution fee is non-transferable. The person/s signing the Confirmation of Enrolment form is/are completing an agreement to abide by the Terms and Conditions and Business Regulations, as well as the Enrolment Terms and Conditions and Parent Code of Conduct.

A place is confirmed for a student only after an offer has been made and all enrolment fees have been paid. An enrolment fee payment received after the due date may result in the place being no longer available.

ELC enrolment interviews are conducted by the Director of ELC in the year prior to entry. Entry to the School for ELC students is subject to the same conditions as detailed for Prep to Year 12 applicants.

The School's enrolment offer includes an agreement on payment of fees and acceptance of School policies. If a place is not immediately offered, the family will be advised of their addition to the waiting list.

Acceptance of an enrolment is acknowledgement that each signatory on the Confirmation of Enrolment Form is jointly and severally liable to the School for payment of all accounts. This applies even if the accounts are usually paid by one parent or guardian, and regardless of whether the accounts are addressed only to one parent or guardian. A parent or guardian of a child may not delay or refuse to pay an account on the basis that another parent or guardian of the child is responsible for payment of all or part of any account.

## C. Cancellation of Enrolment

One full term's notice is required, in writing to the Principal, before the cancellation of enrolment or withdrawal of a student from the School occurs. If the required notice is not given, a fee of half the full term's tuition fees may be charged.

## D. Tuition Fees and Accounts

1. Tuition fees are billed in advance in October for all students enrolled in the following year.
2. Accounts are payable by the listed instalment due dates. A late fee of \$150 will be charged if payment is not received by the due date.
3. The School may choose to not permit a student to re-enter classes in a new term when fees remain outstanding.
4. Boarding Fees for domestic students are billed on a term in advance basis.
5. If a student is absent through illness, there will be no reduction in fees. Every effort will be made to remain in close contact with the family and arrange home study for the student where possible.

6. Students that undertake vocational subjects or subjects by distance education may be charged an additional levy by the School or external provider.
7. Parents are responsible for payment for breakage or damage to School property caused by the student.
8. Fees are subject to annual review. Parents will be notified of the new School Year fees in October.

## E. Early Payment Discount

Payment of the annual tuition fees in full by the advertised due date will receive a 2% discount.

## F. Non-payment of Accounts

Non-payment of any accounts rendered within the required timeframe may result in the charging of a late fee. The amount of the late fee, which is subject to change, is currently \$150. If the account remains unpaid after a further 14 days and no contact has been made with the School, the School will issue a letter advising that the student(s) may be asked not to attend School, and that his (their) ongoing enrolment at the School cannot be guaranteed. No student may commence a new term unless the previous term's fee commitment has been settled. In the event that an account is referred to legal collection, the costs of such will be added to the account with responsibility for settlement borne by the account holder.

## G. Extended Approved Absences

Where a student is absent from the School for one term or more (to a maximum of one year) and a place is to be kept pending their return, a full term's notice in writing to the Principal is required and a holding fee will be charged. The holding fee charged for a year's absence will be the equivalent of one term's tuition fee for the level the student was to have entered, pro-rated should the student's absence be of less than one year. The holding fee is non-refundable and is not credited against future tuition fees.

## H. Deferred Enrolment

An enrolment may be deferred to another year level and/or year of entry by providing notice in writing to the Principal after a place has been confirmed and the enrolment fee has been paid. Confirmation of a place in a year level other than that originally noted, will be subject to availability. Where a student formally withdraws from the School, but returns to Trinity at a later date, a new Application for Enrolment form must be lodged, and the refundable deposit repaid.

## I. International Tours/Co-curricular Programs

A student will not be permitted to participate in overseas tours or fee based co-curricular activities where tuition fees or miscellaneous charge are outstanding, or previously accepted monthly payment plan is not being adhered to by the family.

## J. Goods and Services Tax (GST)

GST is not charged on tuition fees. Other costs and charges, including co-curricular and miscellaneous, have been calculated on the basis that they are GST free. Other activities, however, may attract GST.

## K. Change of Family Details

It is a requirement that families advise the School of any change to their contact details, family circumstances or other relevant particulars. Personal details can be updated via Trinity Connect (which each family has secure access to). A change in family circumstances should be reported to the Head of School or Director of Business (eg: family separation).

## L. Boarding Students (Domestic/Local Residents)

All boarding students are required to comply with the School policies and the Boarding House rules as stipulated in the Boarding Handbook. The full annual fee applies to all Year Levels irrespective of departure date. Withdrawal from the boarding house requires a minimum of one (1) term's notice to the Principal in order to avoid a penalty of half a term's boarding fee in lieu.

## M. International Students

The School is registered to accept International Students, subject to CRICOS and ESOS regulations. Additional conditions of enrolment and business regulations apply. Please refer to the Enrolment confirmation offer for more details. Personal details can be updated via Trinity Connect (which each family has secure access to). A change in family



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