



**TRINITY  
GRAMMAR  
SCHOOL, KEW**



# **2023 Fees and Charges (Domestic)**

**Fee Schedule and Business Regulations Notice**

## 2023 ANNUAL TUITION FEES

The following scale of fees will operate from Term 1, 2023 and is in respect of students who qualify to receive both the Australian Federal and Victorian Government subsidies.

### Primary & Secondary

Year Level	Net Annual Fee 2023	Net Fee Payable per Term	Full Year Fee Paid in Advance
Preparatory	\$25,660	\$6,415	\$25,148
Years 1, 2, 3	\$29,284	\$7,321	\$28,700
Years 4, 5, 6	\$33,124	\$8,281	\$32,460
Years 7, 8	\$35,944	\$8,986	\$35,224
Years 9, 10	\$37,092	\$9,273	\$36,352
Years 11, 12	\$37,592	\$9,398	\$36,840

### Early Learning Centre

Year Level	Net Annual Fee 2023	Net Fee Payable per Term	Full Year Fee Paid in Advance
5 days	\$24,428	\$6,107	\$23,940
3 days	\$14,964	\$3,741	\$14,664
2 days	\$9,976	\$2,494	\$9,776

## INSTRUMENTAL MUSIC LESSONS

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

Applicable fees for 2023 are:

Lesson	Fee
Per 30 minute lesson	\$49.00
Per 45 minute lesson	\$74.00
Per 60 minute lesson	\$98.00
Instrument hire (per term)	\$128.00

\* 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 Years 5, 7 and 10 in 2023, 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 2 years (Year 5) and 3 years (Year 7 and 10), with the first annual instalment charged in February 2023.

Year Level	Computer	Total Fee	Annual Fee	Charged on statement(s)
Year 5	HP ProBook X360 435 G8 UMA R5/16/256	\$1,300.00*	\$650.00*	February
Year 7	HP Elitebook X360 1030 G8 i/16/256	\$2,550.00*	\$850.00*	February
Year 10 Option 1	Surface Laptop Studio 14.4" i5/16/256	\$2,940.00*	\$980.00*	February
Year 10 Option 2	Surface Laptop Studio 14.4" i7, 16/512 + GPU	\$3,540.00*	\$1180.00*	February

\* Costs are subject to change

Students progressing into Years 6, 9 and 12 will retain their existing packages for 2023 while students progressing into Years 8 and 11 will retain their existing packages for 2023 and 2024.

## CAMP FEES

All students in Years 3 to 10 attend compulsory School camps, with the cost for these processed to tuition fee statements. Proposed destinations and approximate fees for 2023 are as follows:

Year Level	Destination (subject to change)	Total fee	Charged on statement(s)
Year 3	Emerald	\$220.00	October
Year 4 (1st)	Foster	\$380.00	April
Year 4 (2nd)	Warrnambool	\$350.00	October
Year 5 (1st)	Portsea	\$350.00	April
Year 5 (2nd)	Sovereign Hill	\$610.00	October
Year 6 (1st)	Foster and Waratah Bay	\$730.00	April
Year 6 (2nd)	Canberra	\$1,450.00	April and July*
Year 7	Lake Nillahcootie	\$1,444.00	April and July*
Year 8	Gippsland Lakes	\$1,660.00	February and April*
Year 9	Licola	\$2,326.00	April and July*
Year 10 (1st)	Experiences, one of: - Tasmania Freycinet National Park - Northern Territory Larapinta Trail - New South Wales Murray River - Gippsland Lakes Sailing	From \$2,042.00  (Further amount payable for certain experiences)	February, April and July**
Year 10 (2nd)	Leaders Camp Somers Camp	\$750.00 \$375.00	December

\* Two instalments

\*\* Three instalments

Camp fees will be charged to all students unless authorised absence is granted by the Principal

## 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 son's cafeteria account or place a lunch order for their Junior School son. Parents can access their son's account via the **Flexischools** tab on **Trinity Connect**.

### After School Care (ELC and Junior School)

External provider, TeamKids, provides onsite Before and After Care for students in the Early Learning Centre and Junior School. Before School care is from 7.00am to 8.00am and After School care from 3.10pm to 6.00pm. Programs and fee details are available from the Junior School Office or at [teamkids.com.au](http://teamkids.com.au).

## TERMS OF PAYMENT

Term	Term dates	Statement issued	Payment due
Term 1, 2023	31 January - 6 April 2023	3 October 2022	24 October 2022
Term 2, 2023	26 April - 23 June 2023	31 January 2023	21 February 2023
Term 3, 2023	11 July - 8 September 2023	26 April 2023	17 May 2023
Term 4, 2023	2 October - 7 December 2023	11 July 2023	1 August 2023
Term 1, 2024	30 January - 5 April 2024 (TBC)	2 October 2023	23 October 2023

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

### Payment of multiple years' fees in advance

Discounts are offered to parents wishing to remit payments for multiple future years' tuition fees, providing their child(ren) is/are already confirmed or enrolled at the School.

The **payment in advance must be for a minimum of six years and the student cannot be receiving a scholarship, discount or bursary.** Please contact the School's Finance Department should you wish to enquire about this option.

### Payment of one full year's fees in advance

You may elect to pay the 2023 (ie. four terms') tuition fees in full at the discounted rate (tabled on Page 1), provided the School receives the payment no later than 24 October 2022.

## REBATES AND SUBSIDIES

### Child Care Subsidy – ELC only

As the ELC is certified with the Family Assistance Office (FAO) as a provider of registered child care and not of approved child care there is no entitlement available for parents to access the **Child Care Subsidy**.

### Kindergarten Fee Subsidy – ELC 4-year old level only

Parents of children attending the ELC at the 4-year old level, providing they are holders of an eligible concession card, may be entitled to the Kindergarten Fee Subsidy administered by the Department of Education and Training. Parents should visit [services.dhhs.vic.gov.au/kindergarten](https://services.dhhs.vic.gov.au/kindergarten) to determine eligibility prior to contacting the School's Finance Department.

### Camps, Sports and Excursions Fund (CSEF)

This fund helps with paying for eligible students to attend school camps, sports and excursions. Parents should visit [services.dhhs.vic.gov.au/camps-sports-and-excursions-fund](https://services.dhhs.vic.gov.au/camps-sports-and-excursions-fund) to determine eligibility prior to contacting the School's Finance Department.

# TERMS OF PAYMENT (ELC TO YEAR 12)

Tuition fees are invoiced in advance in October in the year prior to the new school year. Families are required to select one of the three (3) payment options:

1. Annual Payment – in full by 24 October 2022 (attracts a 2% discount on 2023 Tuition Fee, excluding International Students).T
2. Term Payment – in four (4) equal payments are due by 24 October 2022, 21 February 2023, 17 May 2023 and 1 August 2023.
3. Monthly Payment – in twelve (12) equal payments due on the 28th day of each month from October 2022 to September 2023.

The Fees and Levies referred to in this notice are applicable for the 2023 school year and are subject to annual review. The administration of all fees and levies accord with these Terms and Conditions, the Business Regulations Notice and 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 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.

Where tuition fees are outstanding, it is the School's policy that those students are not permitted to attend extracurricular sporting, cultural and other School tours.

## Fees & Levies

The Tuition Fee covers all curriculum related costs, unless otherwise stated. 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.

If a family has three or more students in the Junior and/or Senior School at any one time, a discount in tuition fees of 25% for the third child and subsequent children will apply.

The School receives Commonwealth and State Government Recurrent Grants for Students enrolled in Prep to Year 12. State Government funding is also attracted for the 4-year-old kindergarten program. A proportion of funds raised, or fees collected by the school, may be used to support the operation of the Early Learning Centre.

## 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 Fees and Prices 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/Cash – the School provides debit and credit card payment facilities in the Finance Department.

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 2023 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 Engagement 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 Prep 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 that is available for purchase at:

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

or

Dobsons, 667 Glenferrie Road, Hawthorn. Tel: +61 3 9819 1122.

Dobsons 274 Doncaster Road, North Balwyn. Tel: +61 3 9816 3366.

The Parents' Association operates the Trinity Shop which stocks second hand uniforms and is located at the Cotham Road Centre. 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 5 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 \$650 (Junior School) and \$850-\$1,200 (Senior School, 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

## Director of Business Office

T: +61 3 9854 3640

E: businessdirector@trinity.vic.edu.au

# 2023 FEES POLICY & BUSINESS REGULATIONS NOTICE

## 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 of 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.
9. Attendance at year level camps is compulsory and the relevant camp fees will be charged, unless authorised absence is granted by the Principal.

## 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 charges 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. 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.