



TRINITY
GRAMMAR
SCHOOL, KEW



2023 Fees and Charges (International)

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 Full Fee-Paying Overseas Students.

Secondary

Year Level	Net Annual Fee 2023	Fee Payable per Semester
Year 10	\$44,834	\$22,417
Year 11	\$46,118	\$23,059
Year 12	\$46,118	\$23,059

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 Year 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 3 years, with the first annual instalment charged in February 2023.

Year Level	Computer	Total Fee	Annual Fee	Charged on statement(s)
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 Year 12 will retain their existing packages for 2023 while students progressing into Year 11 will retain their existing packages for 2023 and 2024.

CAMP FEES

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

Year Level	Destination (subject to change)	Total fee	Charged on statement(s)
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 <i>Three installments</i>
Year 10 (2nd)	Leaders Camp	\$750.00	December
	Somers Camp	\$375.00	

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, 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 2023	31 January - 23 June 2023	3 October 2022	24 October 2022
Semester 2 2023	11 July - 7 December 2023	26 April 2023	17 May 2023
Semester 1 2024	30 January - 23 June 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.

INTERNATIONAL STUDENT PAYMENT TERMS AND CONDITIONS

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 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 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/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 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

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 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-\$1,200 (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 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, sons of staff members, sons 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 \$2,000 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 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 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 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. 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 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.

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. 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.

J. 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).

K. 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.