

BUSINESS TERMS AND CONDITIONS

The Terms and Conditions concern the enrolment of students and the payment of School fees for students and have been approved by the School Board for circulation to the School community.

On enrolment of a student, the parent(s)/guardian(s) acknowledge that they have read and understood and agree to be bound by the legal requirements of these Terms and Conditions, including when they are amended from time to time by the School Board. Parent(s)/guardian(s) acknowledge that they will be bound by the policies, rules and procedures of the School as introduced from time to time.

The School reserves the right to vary these Terms and Conditions from time to time and any variation will come into effect at the commencement of the School Term following notification of the variation.

The fees and charges referred to in this document are applicable to the year specified only and are subject to annual review.

APPLICATION FOR ENROLMENT

Applications for entry to Fintona, for the Early Learning Centre (comprising 3 year old and 4 year old Kindergarten) to Year 12, must be made on the School's official Application for Admission Form available on the School's website. An application is a pre-requisite for enrolment but does not guarantee a place.

Parent(s)/guardian(s) are expected to confirm that the enrolment application has been completed honestly and correctly. The School reserves the right to collect further information if required.

Application Fee

A non-refundable Application Fee of \$150 (inclusive of GST) is payable before placement on the waiting list.

Age specifications for the Early Learning Centre

All children must have turned three years of age before commencing pre-school as determined in the Children's Services Regulations 2009. Children commencing in the 3 Year Old Program at Fintona **must have turned three by 1 February in the year of commencement.**

Children commencing in the 4 Year Old Program at Fintona **must have turned four by 1 February in the year of commencement.**

Enrolment Fee

A non-refundable Enrolment Fee of \$1,000 per student enrolled at the School is payable upon acceptance of a formal letter of offer.

In the instance of non-payment of an Enrolment Fee by the date specified in the Letter of Offer, the offer will expire.

Enrolment Agreement and School policies

Parent(s)/guardian(s) must complete all enrolment documents prior to entry at the School. Parent(s)/guardian(s) are expected to abide by all School policies and procedures which relate to parent(s)/guardian(s) and students. These policies are available on the School's website.

The Parent Code of Conduct outlines the shared understanding of behaviours that enable our community to work collaboratively as well as the potential consequences for a breach of these expectations, which includes the possible termination of a student's enrolment.

Student attendance

Students are required to attend school on all school days unless there are medical reasons for absence. This includes School events outside normal hours and as published in the school calendar. They are not permitted to leave school before the recognised final Term date.

All school excursions and/or camps are considered to form part of the curriculum. Refund for non-attendance will not be given for any reason.

The student must attend and participate in all co-curricular activities which may be held on the weekend or before or after normal school hours including sporting activities, house sporting carnivals, camps, excursions, celebrations, debating, open days, drama rehearsals and performances, musical rehearsals and performances, and other special School events as calendared.

The student will not be able to attend the School for any period of time during which the student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the student not attend. Return to school is conditional on medical clearance.

Students are only permitted on School grounds during hours of operation as determined by the School and as notified to parents.

The parent(s)/guardian(s) will encourage the student to take full advantage of the curricular and co-curricular opportunities provided to further the student's education.

Privacy Policy

We are required by law to disclose some personal information relating to students, including to government authorities. Personal information provided to the School will be treated in accordance with the School's Privacy Policy a copy of which is available on the School's website.

Notification of address changes or changes in circumstance

Parent(s)/guardian(s) are reminded of their responsibility to notify the School of a change in address, telephone number, email or other circumstances including living arrangements. The School must be able to contact parents in an emergency or, in the case of applications, to advise of an interview time.

Inability to contact applicants may lead to the loss of the offer for a place at the School.

Fees in Advance

In addition to the Application and Enrolment fees a non-refundable full term's fees in advance is required to secure a place at Fintona. When the student commences as scheduled, this deposit is credited against the first Tuition Fee account. If the designated place is not taken up by the student within three years it is forfeited. Enrolment at this point is subject to a place being available.

Due to the high demand for places in the ELC and Junior School, in addition to the fees in advance required for entry into the 3 year old program (due in May of the year prior to commencement), a deposit of a term's fees in advance is required the following year if the student wishes to progress into the 4 year old program and Prep.

PAYMENT OF SCHOOL FEES

Responsibility for payment of fees

The person(s) signing the Application Form accepts formal responsibility for the payment of all fees and charges incurred on behalf of the student(s). Both parties are jointly and severally liable for the payment of school fees.

Notification of changes relating to this responsibility for payment of fees must be made to the Business Manager in writing and signed by the person(s) taking legal responsibility.

Communications addressed to both parents

All communications relating to the payment of school fee accounts will be directed to the signatories on the Application Form, unless otherwise requested in writing by the signatories.

Method of payment of school fees

Payment of school fees may be made by one of the following means:

- BPAY
- Credit Card (Visa, Mastercard and AMEX). A surcharge of 1% is applicable to all payments made by credit card. This surcharge is included in Application, Enrolment and Fees in Advance. Credit Card payment can be made online through the inFintona Parent Portal, in person, over the phone or by returning the Credit Card Payment Advice Form on the back of the Fee Statement.
- Direct Deposit by arrangement with the Business Office.

Payment arrangements

1. Full year in advance

A pre-payment discount of 2% of Tuition Fees will be applied to payments of the full year's fees. To receive the discount, the Annual Fee will be charged in October of the previous year and the payment must be received in full within 21 days of the date specified on the account. The discount applies to Tuition Fees only.

2. Payment of four equal instalments

One quarter of the Annual Fee is charged four times a year, a Term in advance, at the commencement of each school Term in October, January, April and July, except for international students who are billed in two instalments in October and April. Accounts should be received from the School by the end of the first week of a new Term and are then due for payment within the next 21 days before the date specified on the account.

3. Payment of monthly instalments

Payment of fees by monthly instalments is available strictly under the following guidelines:

- Signed Monthly Payment Arrangement Form returned to the Business Office by 31 October 2020.
- Payment by **Direct Debit** or **Credit Card**. An Authority to Debit Form must be signed for Direct Debit and details provided for Credit Card and returned to the Business Office before commencement.
- Payment will occur over ten (10) monthly instalments on the 16th day of each of the following months: November, December, January, February, March, April, May, June, July and August.

Invoices will be emailed by the end of the first week of each school Term. Please advise the Business Office immediately if you do not receive your account, as there will be no extension of the due date because of the non-receipt of an account.

Fees for all students are billed in advance, with sundry charges being billed in arrears. All fees and charges are payable 21 days from the date of issue of invoices.

FEE POLICIES

Fee Collection Policy

The Principal and Business Manager are authorised by the School Board to take action as deemed necessary, including civil process, to recover unpaid fees or charges, including interest and recovery costs. Written notice of this impending action will be given to the parent(s)/guardian(s) concerned.

Regularity of payments and continuity of enrolment

Parents who experience temporary difficulties in the payment of the fees by the due date are requested to discuss the matter, promptly and confidentially, with the Business Office.

The School reserves the right to refuse admission to a new student or cancel the place of a current student, if the family's account remains unpaid and in breach of the School's Terms and Conditions relating to fees. The Principal and Business Manager are authorised to seek formal debt recovery of the arrears. If a parent(s)/guardian(s) has failed to make payment by the due date for four consecutive Terms (and thereby incurred administration charges), the School reserves the right to require payment of the following Term's fees prior to the return of the student.

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. Students will not be able to attend overseas trips or other paid extra-curricular activities if fees are unpaid.

Administration charge for late or dishonoured payments

The School is not a credit provider so is unable to provide credit facilities. A default in payment of fees or other charges will render the parent(s)/guardian(s) liable to legal action for recovery of the unpaid fees and other charges including debt recovery costs and legal fees.

If payment of fees is not received by the date specified on the account, an administration charge of \$100 will be added to the account to defray administrative costs and a further account will be rendered. An administration charge of \$100 will continue to be levied every three weeks until payment in full has been received. The School accepts no responsibility for a delay in the receipt of a payment due to postal issues and hence encourages the use of BPAY.

Refund Policy

Fees paid are not refundable. Fees paid, or payable, in respect of any period of non-attendance by a student, for whatever reason, will not be applied against payment of any other fees or charges, including any Withdrawal Fees which may also apply.

Withdrawal of student or leave of absence

Parent(s)/guardian(s) must give one full Term's notice in writing to the Principal of their intention to permanently withdraw a student. If a parent intends to withdraw a student on the last day of Term, then notice must be provided by the last day of the previous Term. If sufficient notice is not given a full Term's fees and ICT Levy in lieu of notice will apply and is payable immediately.

For temporary absences of one Term or less no reduction to the fees will be made.

For temporary absences of two Terms or more parents must also give one full Term's notice in writing to the Principal of this intention. To ensure a place is retained for the student a **non-refundable** fee equal to 25% of the annual Tuition Fee and ICT Levy, at the relevant year level, must be paid in advance for the period of absence. This holding fee is a one-off payment to retain the student's place and is not deducted from future invoices issued by the School.

The School operates in accordance with Australian and Victorian Government Guidelines. The School will continue to provide education onsite if allowed or remotely if on-site learning is not permissible. The withdrawal and refund policies apply for student withdrawals in both instances.

Scholarships

It is a condition of the award of a Scholarship that, except in unusual circumstances, for example relocation to another State or Country, the recipient remains at Fintona for the duration of her education up to and including Year 12. Should a student in receipt of a Scholarship leave the School prematurely, for example to enter another school, then the value of the Scholarship already received must be repaid to the School.

Withdrawal of a student by the School

The Principal has the right to dismiss or to suspend any student from Fintona Girls' School on the grounds of unsatisfactory conduct, unsatisfactory performance, failure to obey the rules of Fintona, or for any other reason at the Principal's absolute discretion.

Parent(s)/guardian(s) hereby release the School from any claims which they might otherwise have as a result of the School acting under this provision and will indemnify it against any claims brought by the student as a result of it doing so.

If the School withdraws the right of a student to attend the School, the parent(s)/guardian(s) shall only be liable for all school fees and charges applicable up to the date on which the student's enrolment at the School was terminated.

School Tuition Fees remain payable during any temporary withdrawal or suspension of a student from the School.

Compulsory camps, excursions and other levies

Parent(s)/guardian(s) authorise the participation of students in activities and excursions arranged by the School.

The Fees and Charges Schedule includes compulsory non-refundable student levies which apply at each year level. Additional charges may be rendered throughout the year,

such as those which relate to extra-curricular activities ie Rowing, Music, Chess Club and Swimming.

The specified notice in writing to the relevant faculty is required to withdraw a student from extra-curricular activities, or fees will apply.

More information is available on cocurricular activities and the terms and conditions of enrolment into activities such as music, rowing, netball etc. on the Parent Portal of [inFintona](#).

The compulsory membership of the Old Fintonians' Alumni is billed in the first year of the student's entry into the School from Prep to Year 12.

A booklist levy is charged to students in Prep (\$135) and Year 1 (\$155). Resources may be charged at other year levels if they cannot be purchased via the School booklist.

Goods and Services Tax does not apply to fees and charges made as a direct result of the curriculum, but is included in application fees, non-curricular expenses and the food component of camps and excursions.

Information and Communications Technology (ICT) Levy

The School provides students from K3 to Year 12 with access to integrated ICT devices to support their educational needs across the curriculum.

HEALTH INFORMATION

Provision of information

Parent(s)/guardian(s) must inform the School of any medical conditions or special needs including any diseases, allergies, or restrictions on physical activity that the student has, and must update the School if there is any change to any such conditions or the development of a new condition. Parent(s)/guardian(s) release the School from any liability arising from the failure to provide such information.

Immunisation

The 'No Jab, No Play' legislation passed by the Victorian Parliament came into effect on 1 January 2016 and all enrolments for the Early Learning Centre are impacted by the legislation. Prior to commencement we are required to obtain a copy of your child's immunisation statement as evidence that they are up to date with their immunisations. More information about the legislation can be found [online](#).

Students with infectious diseases or conditions that require exclusion from the School must not attend school for the required period as outlined under Health Regulations.

Medical treatment

In any emergency the School may arrange for a student to undergo medical treatment for an illness or injury without prior notification of parent(s)/guardian(s). Parent(s)/guardian(s) release the School from any liability arising from arranging such treatment and will bear all costs associated with such treatment.

School Counsellor

Students may use the services of the School Counsellor. In some circumstances the information shared during these sessions will not be disclosed to parents.

FEE CONCESSIONS

Old Fintonian discount

A 20% fee discount applies to daughters and granddaughters of past students who are also members of the Old Fintonians' Alumni and who attended Fintona for a minimum of two years. The discount relates to Tuition Fees from Prep to Year 12. This discount will only apply in the absence of the student receiving any other concession.

Family discount

A Tuition Fee discount applies to families of three or more children who currently attend the School at the same time. A 20% discount of the Tuition Fee is available to the third and subsequent siblings.

INSURANCE COVER

Responsibility of parents(s)/guardian(s)

FEES AND CHARGES SCHEDULE 2022

Tuition Fees and the ICT Levy are billed in four instalments, one Term in advance.

* The Compulsory Camps & Excursions Levy is billed in one instalment, on the first account for the year. Accounts are rendered by the first week of each Term (commencing Term 4, 2021) and are payable within the next 21 days before the date specified on the account.

Year Level	Tuition Fee (Annual)	Tuition Fee (by Instalment)	Compulsory Camps & Excursions Levy* (Annual)	ICT Levy (Annual)
	\$	\$	\$	\$
K3 4 days	16,912	4,228	188	\$180
K3 5 days	20,372	5,093	234	\$220
Pre-Prep	21,516	5,379	234	\$220
Prep	19,036	4,759	598	\$470
Year 1	19,896	4,974	1,053	\$470
Year 2	20,696	5,174	1,053	\$470
Year 3	22,512	5,628	1,053	\$470
Year 4	24,044	6,011	1,053	\$470
Year 5	24,592	6,148	1,100	\$520
Year 6	26,012	6,503	1,400	\$520
Year 7	28,920	7,230	2,500	\$520
Year 8	30,340	7,585	1,700	\$520
Year 9	31,452	7,863	1,800	\$520
Year 10	31,452	7,863	1,700	\$520
Year 11	32,656	8,164	800	\$520
Year 12	32,656	8,164	800	\$520

DUE DATES FOR PAYMENT

** Refer to separate schedule for international students

Term	Billing date	Due date
Term 1 2022	5 October 2021	31 October 2021
Term 2 2022	1 February 2022	22 February 2022
Term 3 2022	27 April 2022	18 May 2022
Term 4 2022	12 July 2022	3 August 2022

AGREEMENT

I/we have read, understand, accept and will abide by the Business Terms and Conditions

PARENT/GUARDIAN 1

PARENT/GUARDIAN 2

Signature

Date

Signature

Date

Full name

Full name

The School does not provide insurance cover for loss of student personal property (eg computers, mobile phones and cameras), student personal accident/illness, ambulance and/or fees reimbursement through absence. It is strongly recommended that parent(s)/guardian(s) consider the provision of their own insurance cover for these risks.

Responsibility of the School

The School provides travel insurance and public liability policies for personal accident, and property insurance cover for all students participating in official school curricular and co-curricular activities, excursions or exchanges, either intrastate, interstate or overseas.

The Business Manager or Finance Manager can provide further information about the extent and nature of the School's insurance cover and parent(s)/guardian(s) are advised to consider taking out additional cover if they so wish.