

BUSINESS TERMS AND CONDITIONS INTERNATIONAL STUDENTS

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 the 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.

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).

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 Forward Fees.
Credit Card payment can be made on-line through the inFintona Parent Portal, in person, over the phone or by returning the credit card payment advice.
- Cheque
- 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 Two Equal Instalments

One half of the annual fee is charged twice a year, a Semester in advance, in October and April. Accounts are then due for payment within the next 21 days before the date specified on the account.

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 School 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, Business Manager and Finance Manager are authorised to seek formal debt recovery of the arrears. If a family 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.

Administration charge for late or dishonoured payments

The School is not a credit provider so is unable to provide credit facilities. If payment of the Fees is not received by the date specified on the account, an administration charge of \$10 will be added to the account to defray administrative costs and a further account will be rendered. An administration charge of \$10 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 the BPay facility.

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 Fee which may also apply.

Withdrawal of Student or Leave of Absence

Parents must give one full Term's notice in writing to the Principal of their intention to permanently withdraw a student. For example, the withdrawal of a student at the end of the School year, requires notice of this intention to be given to the Principal prior to the end of Term 3. If such notice is not given, a Term's Fees in lieu of notice is payable immediately.

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

For temporary absences in excess of one Term, 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 full Tuition Fee, at the relevant year level, must be paid in advance for the period of absence.

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 or performance or 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.

Camps, Excursions and other Levies

The Schedule of Annual Fees & Charges 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 ancillary programs such as Music, Rowing and Swimming, or Fees will apply.

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.

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 Information and Communication Technology to support their educational needs across the curriculum.

FEE CONCESSIONS

Old Fintonian's 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 apart from the Family Discount.

Family Discount. A Tuition Fee discount applies to families of three or more children who have attended or currently attend the School. A 20% discount of the Tuition Fee is available to the third and subsequent siblings.

INSURANCE COVER

Responsibility of parents(s)/guardian(s)

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 taking part in official School curricular and co-curricular activities, excursions or exchanges, either intrastate, interstate or overseas.

The Business Manager can provide further information about the extent and nature of the School's insurance cover and parents are advised to consider taking out additional cover if they so wish.

FEES AND CHARGES SCHEDULE 2019

Year Level	Tuition Fee Annual	Tuition Fee by Instalment	Compulsory Camps & Excursions Levy* Annual	ICT Levy Annual
	\$	\$	\$	\$
Prep	27,706	13,853	556	450
Year 1	27,706	13,853	978	450
Year 2	29,988	14,994	978	450
Year 3	31,152	15,576	978	450
Year 4	32,274	16,137	978	450
Year 5	33,386	16,693	1,083	500
Year 6	34,588	17,294	1,083	500
Year 7	38,370	19,185	1,955	500
Year 8	39,984	19,992	1,593	500
Year 9	41,010	20,505	1,513	500
Year 10	41,010	20,505	1,513	500
Year 11	43,248	21,624	1,032	500
Year 12	43,248	21,624	1,032	500

Tuition Fees and the ICT levy are billed in two instalments, one Semester in advance.

* The Compulsory Camps & Excursions Levy is billed in one instalment, on the first account for the year. Accounts are rendered twice a year and are payable within the next 21 days before the date specified on the account.

DUE DATES FOR PAYMENT

Term	Billing date	Due date
Term 1 & 2 2019	15 October 2018	7 November 2018
Term 3 & 4 2019	26 April 2019	20 May 2019

** Refer to separate schedule for domestic students