



## BUSINESS NOTICE/FEE SCHEDULE 2024

### PAYMENT OF SCHOOL ACCOUNTS

For ease of payment, the Annual Tuition Fee and Boarding Fee is charged in four equal instalments, with the Year 12 Tuition and Boarding Fee being charged in three equal instalments. Each term's fees are payable prior to the beginning of that term. **A student will not normally be allowed to commence a new term unless the Term's Fees have been paid, or a formal arrangement to pay by regular direct debit instalments has been agreed with the Finance Department, prior to the commencement of that Term.** Please contact the Finance Department should you require further information about setting this up. Ballarat Grammar appreciates the substantial commitment which parents make in committing to pay school fees and is intent on making payment procedures as convenient as possible.

A term's notice in writing must be given to the Headmaster prior to the removal of a student, otherwise one Term's fees will be charged. Any change from Boarder to Day status or vice-versa requires the prior permission of the Headmaster following a request giving at least a term's notice. This notice or request can be sent via email to [headmaster@bgs.vic.edu.au](mailto:headmaster@bgs.vic.edu.au).

Cheques to be made payable to Ballarat Grammar. Payment can also be made via MasterCard or Visa, Amex (surcharge of 0.95% applies to Amex only), BPay or direct debit. Our Finance Department is available to discuss any of the above by emailing [debtors@bgs.vic.edu.au](mailto:debtors@bgs.vic.edu.au) or by calling (03) 5338 0828.

### TUITION AND BOARDING FEES

Year Level	Tuition Fees		Boarding Fees	
	per instalment	Annual		
CEEd	<i>See Separate Schedule</i>			
Prep	\$2,085	\$8,340		
1	\$2,195	\$8,780		
2	\$2,380	\$9,520		
3	\$2,790	\$11,160		
4	\$3,170	\$12,680		
5	\$3,365	\$13,460		
6	\$3,510	\$14,040	per instalment	Annual
7	\$4,130	\$16,520	\$2,955	\$11,820
8	\$5,060	\$20,240	\$3,245	\$12,980
9	\$5,290	\$21,160	\$3,775	\$15,100
10	\$6,020	\$24,080	\$5,305	\$21,220
11	\$6,135	\$24,540	\$5,490	\$21,960
12	\$8,180*	\$24,540	\$7,320*	\$21,960

\* Year 12 Tuition and Boarding Fees are allocated in three equal instalments, at the beginning of Terms 1, 2 and 3. Please note that the full Annual Fee will be payable, regardless of the date the Year 12 Student departs, following the conclusion of classes.

### CONCESSIONS

#### Sibling Rebates

A reduction in Tuition Fees will be applied where two or more siblings of the one family attend the School concurrently, to a maximum of 45%. Rebates are, for the *first* child, nil; *second* child, 15%; for the *third* child, 30%; *fourth* and subsequent child, 45%. A reduction of 10% of Boarding Fees will be applied to the second and subsequent children of the one family boarding at the School concurrently. In order to be eligible for Sibling Rebates, the children must be enrolled on the same family account.

#### Scholarships and Bursaries

It is conditional for continued tenure of Scholarships and Bursaries that the School Account remains within the above terms for payment of School Accounts.



## **FINANCIAL HARDSHIP SUPPORT**

The school recognises that at times families experience financial hardship which can make maintaining the payment of school fees challenging. Families are encouraged to contact the Finance Department at the earliest opportunity to discuss options that are available to offer support.

## **FEES PAID IN ADVANCE**

A discount against the Fees is given for amounts paid in advance as at the first day of each term. Fees in Advance may be accrued prior to enrolment but is only payable once a student has commenced at the School. The 2024 discount rates are as follows:

Nil less than \$1,000

4.50% per annum on the amount in excess of \$1,000

*These rates are subject to change with one term's notice.*

## **EARLY ACCEPTANCE PROGRAM**

Ballarat Grammar offers an Early Acceptance Program for admission to Prep with an incentive of a \$500 fee reduction upon the child beginning Prep at Ballarat Grammar. An application to the Early Acceptance Program can be made any time from the birth of the child to 12 months prior to entry. Further information is available from the Admissions Office or Finance Department.

## **NETBOOK LEVY**

A Netbook (laptop/device) Levy of \$640 per annum will apply for students in Years 7 to 12. A Netbook (laptop/device) Levy of \$400 per annum will be progressively implemented for Students in Years 3 to 6, beginning with Year 3 in 2023. The School will allocate and provide support for a laptop device, software and associated network infrastructure. The Foundation operates a compulsory insurance program (included in the Netbook Levy) for these devices and where applicable, an excess will be charged to the School Account for claims made that are not covered by warranty. The amount of the excess and further detail are included in the Personal Netbook Program Contract.

## **APPLICATION FEES and ADMISSION DEPOSIT**

The Application Fee is \$250 per child (non-refundable). This fee is to offset the administrative costs associated with enrolments. Following an offer of a place at the School, a NON-REFUNDABLE Admission Deposit is payable to secure this enrolment. This is a deposit payable for each child entering the School. A minimum payment of 50% of the Deposit is payable upon acceptance, with the balance payable within 90 days or by 31 October, which ever is earliest. Where an offer is made after 31 October, the Deposit is payable on acceptance of the offer of place. The Admission Deposit for entry into the Junior School is \$4,000 and Middle and Senior School is \$6,000. An additional Deposit of \$3,000 is payable for Boarding Students. The deposit will be credited towards the Tuition and Boarding Fees for the new entrant upon commencement at the School.

## **COMPUTER EQUIPMENT**

Ballarat Grammar provides access to computer equipment, data usage and WIFI internet access across the campus without extra charge. Volume charges will apply for print, copy and data usage above allocated levels.

## **CITY CITE (Year 9 Melbourne Experience)**

The above fees cover the cost of school facilities and programs for Year 9 students who will spend three weeks at City Cite. These fees do not include cost of accommodation and meals at City Cite. Boarders will receive a rebate of \$100 per week where accommodation and meals are not required in Ballarat during these weeks.

## **MUSIC FEE**

Instrumental Music and Speech Art lessons incur a charge of **\$46.20** per half hour lesson. Lessons are payable at the commencement of the relevant Term.

## **VOCATIONAL EDUCATION & TRAINING STUDIES (VET) STUDIES**

Senior School Students undertaking a VET subject through the Highlands LLEN are eligible for a subsidy to reduce the cost of this program. An amount equivalent to 75% of the course fee to a maximum of \$2,000 will be contributed by Ballarat Grammar. Where a student is completing two VET subjects, the subsidy will be equivalent of 75% of each course fee to a maximum of \$3,000 across both courses. The balance is payable via the School Account.

## **LATE PAYMENT**

A Late Payment Fee of 1.5% per month will be charged on accounts not paid by the commencement of each term. This fee may be varied where prior arrangements have been made with the Business Manager for Direct Debit instalments. The School reserves the right to enter legal proceedings and issue caveats over property held by those legally responsible for payment, where it is deemed to be necessary by the Finance Committee. Parents experiencing difficulties with payments are encouraged to contact the Finance Department or Headmaster.

## **INSURANCE – PERSONAL, PROPERTY & HEALTH**

Ballarat Grammar accepts no responsibility for damage or loss of personal property (including students' personal effects, computers, bikes, and motor vehicles on site). Nevertheless, the School naturally takes due care to prevent such loss. Similarly, students are **not** automatically covered by Student Accident Insurance. Parents are strongly advised to make their own arrangements for suitable private health cover.

## **LAUNDRY FEE**

The Boarding Fee incorporates a standard fee for Laundry. However, where standard volumes and cleaning requirements have been exceeded, excess costs will be charged to individual students' accounts.

## **FEE PAYMENT PROTECTION (FEES TRUST)**

The Ballarat Grammar Foundation operates a Fees Trust, which provides for payment of school fees on the death or total incapacity of a fee-paying parent. The protection also provides for fee refunds where a student is absent from the School for more than two consecutive weeks because of illness or accident. This cover is charged at a flat rate of 2.5% of total fees and is highly recommended.

*Please note that a reversal of this charge can only be applied in advance, prior to the commencement of cover. No reversals are able to be applied to terms for which cover was operating. Please ensure that you have notified the School in writing should you no longer wish to have this cover.*

## **FEES DURING A PERIOD OF ABSENCE**

The payment of fees during a period of absence are addressed in the Parents' Charter which is available on the School Website.

## **VOLUNTARY BUILDING FUND**

A non-compulsory Tax-Deductible Building Fund Donation of \$80 per term is shown on each family's statement. A receipt for tax substantiation is available upon request. The contribution to this fund, which most families make, helps to ensure that students at Grammar will continue to enjoy the best possible educational facilities.

*Please note that reversal of Donations can only be applied to current and future terms, because these donations are forwarded to the Ballarat Grammar Foundation each term.*

## **ANCILLARY CHARGES**

Ancillary purchases and charges such as Uniform Shop purchases, House Dinners, Boarder's Activities and other miscellaneous items may be allocated to the School Account, provided that the account is up to date and payment is made within a month following the charge being reflected on a statement. Students will not generally be permitted to attend trips with an associated charge, when the School Account is not maintained within the terms for Payment of School Accounts detailed above.



Peter O'Dwyer  
Business Manager

November 2023