



VIRTUTE ET LABORE

St Margaret's and Berwick Grammar School

2017 School Fee Structure

School fees are set by the School Council each year and may be paid by BPAY®, Cheque, Credit Card (Visa/ MasterCard), Direct Debit or EFT. Parents have the option to pay annually, quarterly or in 10 monthly payments commencing November 2016 for all current families and January 2017 for all new families to the school.

This year, we ask all families to complete the '*Fee Payment Option*' form to indicate your payment selection for 2017. Please return this form to your relevant School Reception or via email to accrec@stmargarets.vic.edu.au by Friday 28 October 2016.

A full school year account will be issued to each family late December reflecting your payment option. Monthly statements will continue to be emailed during the year regardless of your payment option.

For those parents who wish to pay by Direct Debit please also complete the attached '*Direct Debit*' form and return it to the school in conjunction with your '*Fee Payment Option*' form by Friday 28 October 2016.

2017 St Margaret's School and Berwick Grammar School Fees

Year Level	Tuition Fees	Consolidated Charges	Total School Fees
Pre-Prep – 2 days	\$5,824	\$499	\$6,323
Pre-Prep – 3 days	\$8,738	\$748	\$9,486
Pre-Prep – 4 days	\$11,650	\$998	\$12,648
Pre-Prep – 5 days	\$14,563	\$1,247	\$15,810
Prep	\$14,903	\$1,798	\$16,701
Year 1	\$14,903	\$1,798	\$16,701
Year 2	\$16,818	\$1,923	\$18,741
Year 3	\$16,818	\$2,391	\$19,209
Year 4	\$16,818	\$2,495	\$19,313
Year 5	\$18,287	\$3,015	\$21,302
Year 6	\$18,287	\$3,015	\$21,302
Year 7	\$21,315	\$3,326	\$24,641
Year 8	\$21,315	\$3,352	\$24,667
Year 9	\$21,472	\$5,431	\$26,903
Year 10	\$22,380	\$3,560	\$25,940
Year 11	\$22,380	\$3,560	\$25,940
Year 12	\$22,380	\$3,560	\$25,940

Consolidated charges.

Consolidated charges are levied to cover various items supplied at school; the cost of day excursions, camps, academic, sport and cultural activities, associated transport and student materials provided by the school. The consolidated charge also includes an Information Technology Levy and Infrastructure Levy which is used to maintain, refurbish, replace and build school buildings and property.

Fees paid in advance

Tuition fees paid in advance of the current year will be charged at the previous year's rate and are payable by 31 October. A maximum of 3 years' tuition fees can be paid in advance. Please email accrec@stmargarets.vic.edu.au for further details.

Sibling discounts

A discount on tuition fees applies for the second child (10%), third child (25%) and fourth and subsequent children (50%). Children must be enrolled concurrently. Children already on a scholarship or bursary of 50% or more will not qualify for the sibling discount.

Scholarships and Bursaries

Scholarship or Bursary discounts only applies to the Tuition Fees.

New Enrolment Fees

Application Fee \$100	Acceptance Fee \$300	Foundation Fee \$1,800	Alumni Fee \$100
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The Application Fee is payable when lodging an enrolment application form. This is non-refundable. If a place cannot be offered, the student's name will be placed on a waiting list without a further fee.

The Acceptance Fee is payable within 14 days of written advice of an offer of a place.

The Foundation Fee and Alumni Fee are both payable upon entering the school and are non-refundable.

The Foundation is managed by an independent Board of Trustees to promote excellence in education at St Margaret's and Berwick Grammar School through scholarships and bursaries, and the support of professional development and other curricular programs. The Alumni fee is a one-off charge payable in the first year of enrolment and this is managed by the Alumni Association. The school Alumni maintains close relationships and provides wonderful opportunities for former students to re-connect with each other and the school and to actively engage with the St Margaret's' and Berwick Grammar School community.

Alumni Fee – Existing Students

All existing students who commenced before 2016 and have not yet been billed for the Alumni fee will be charged this one-off fee, per student, in 2017.

OPTIONAL CHARGES

Fee protection fund	\$60 per child p.a. will entitle you to a credit on tuition fees for any prolonged absence due to illness after 15 or more consecutive missed school days. A medical certificate is required. This will be billed at the start of the year, should you wish to opt out of this charge please email accrec@stmargarets.vic.edu.au	
Building Fund	A tax deductible voluntary donation of \$1,000 per family p.a. will appear on your statement to assist the school in maintaining current and future building developments at St Margaret's and Berwick Grammar School. This will now be billed at the start of the year, should you wish to opt out of this charge please email accrec@stmargarets.vic.edu.au	
Tennis lessons	\$ 560 per child p.a. (including GST) for 32 x 30 minute lessons	
Music tuition	50 minute individual lessons	\$1,110.00 per semester
	25 minute individual lessons beginners to AMEB Grade 2 only	\$ 555.00 per semester
	Instrument hire	\$ 160.00 per semester
Bus and Computer Program	Charges for the relevant Computer Program (Year 5 to 12) and Bus fares will be billed where applicable, per semester.	

Before and After School Care

Before and After School Care is provided by Camp Australia in the Early Learning Centre of St Margaret's School for students from ELC to Year 6. Details of hours, charges and booking procedures can be obtained directly from Camp Australia on 0423 793 676 or 1300 105 343.

Overdue accounts

If full payment of the school fee instalment is not made by the instalment due date, a late payment administration charge of \$100 can be applied to your account, per term. This charge covers the time taken by the administration department in the preparation of correspondence and contacting parents regarding outstanding debts. This fee can be avoided if the family is engaged in an approved direct debit transfer plan or prior arrangement has been made with the Chief Financial Officer.

Families may be asked to withdraw their children if fees are outstanding and may not be permitted to return to the school in the new year.

Legal costs

In the event of the default of the parent/s in the payment of school fees and charges, the parent/s shall pay to the school on demand all costs including, without limitation, all legal costs (on a solicitor/own client basis), all mercantile agents fees incurred by the school in recovering or attempting to recover all amounts outstanding and payable to the school including any dishonour or bank fees incurred by the school relating to the payments made by the parent/s from time to time.

Goods and Services Tax

Goods and Services Tax (GST) may apply to programs and activities (academic and other) and where applicable, will be included on charges for services rendered.

Termination of enrolment

A full term's notice, in writing, must be given to the Principal if a student is withdrawing from the school. If this required notice period is not given, a full term's school fees will be charged.

Note: It is necessary to specify these conditions to ensure the school can operate as efficiently as possible. In all cases, we anticipate that families experiencing difficulties should discuss their situation with the Chief Financial Officer as soon as possible. Early notice enables all parties to plan for the future more clearly.