



# PENINSULA

GRAMMAR

## ENROLMENT & FEE STATEMENT 2018

### ENROLMENT AT PENINSULA GRAMMAR 2018

#### PROSPECTUS

Enquiries are welcomed by our Admissions staff. The School publishes a prospectus, which contains valuable information on the School's programs, facilities and educational values, as well as information on our fees.

The prospectus also includes an Application to Register for Enrolment. Our prospectus is available to download by visiting [www.peninsulagrammar.vic.edu.au](http://www.peninsulagrammar.vic.edu.au)

#### SCHOOL TOURS

We offer regular open days and school tours. These are an excellent opportunity to visit the School during a typical school day, and meet with current students and staff. You are also welcome to arrange a personal tour of the School for your family if you wish. Children are very welcome to accompany you on a school tour. Our Admissions staff are very happy to assist if you have any questions, or if you wish to receive a copy of our prospectus or arrange a school tour. Please telephone 9788 7753 or email [enrolments@peninsulagrammar.vic.edu.au](mailto:enrolments@peninsulagrammar.vic.edu.au)

#### REGISTRATION

It is never too early to consider registering your child, as places are limited and there are substantial waiting lists across multiple year levels many years in advance. Applications usually exceed the number of available places. No obligations attach to registration.

To apply for a place at the School, please complete and return a signed Application to Register for Enrolment form, together with your Enrolment Fee. To process your enrolment we charge a non-refundable fee (including GST) of \$100 for one child, or \$150 for two or more children registered at the same time. Please call our Admissions Office to receive an enrolment form, or download a copy from our website at [www.peninsulagrammar.vic.edu.au/how-to-enrol.html](http://www.peninsulagrammar.vic.edu.au/how-to-enrol.html)

Upon receipt of your *Application to Register for Enrolment* form, your child's name will be registered on our waiting list for their relevant year of commencement. Please note that registration for enrolment does not guarantee a place at the School. Priority placement on our waiting lists may be granted to students who: have, or who have had a sibling at this School; are the sons or daughters, or grandsons or granddaughters, of a past student of this School; or are transferring from another independent school of a similar calibre to Peninsula Grammar.

In most other cases, students will be registered on the basis of the date that we receive their Application to Register for Enrolment.

Please be aware that the School's waiting lists are not static and are subject to constant change. This may result from prospective students registering for enrolment, or students transferring from one waiting list to another. Whilst we are happy to provide general advice as to the likelihood of your child being offered a place at the School, we are unfortunately unable to provide specific information as to your child's place on the waiting list.

#### CONFIRMING ENROLMENT

If a place becomes available at the pertinent year level, we may invite you and your child for an interview with relevant School staff. The purpose of this meeting is to familiarise staff with your child, to provide information about the School and our programs, and to determine whether we can meet your child's needs. In some instances, we may make an offer without first interviewing a student. An invitation for an interview is no guarantee of a position at the School.

If a place is available for your child, a letter of offer will be forwarded to you, together with enrolment documentation. To accept the offer, these documents must be completed, signed and returned to the School, along with the applicable non-refundable and non-transferable Entrance Fee, by the date specified in our letter of offer. Upon receipt, we will confirm your child's place.

#### CHANGE TO PREFERRED COMMENCEMENT YEAR

If the School is unable to offer your child a place, or if you decide to alter your child's preferred year of commencement, your child's application may be moved to another year's waiting list. This may be a verbal or written request, and we will confirm the alteration in writing. Again, a change of this type is no guarantee of a place. Unless your child is entitled to priority placement on the alternative waiting list; his or her position on that waiting list will be determined by their original registration date, not the date of the change.

#### SPECIAL NEEDS

Please advise us when you register for enrolment if your child has any special needs, or if any special needs become apparent after you have registered. This information is essential so that the School may determine how best to meet the specific needs of your child, and whether in the circumstances the School is the most appropriate environment educationally, socially and developmentally.

## TERMS & CONDITIONS

Your child's enrolment is subject to the terms and conditions set out in:

- This Enrolment and Fee Statement, approved by our Board of Directors and published annually on our website;
- The Enrolment Agreement, a copy of which is provided to you upon enrolment; and
- School Policies, which are available upon request.

Please be aware that these terms and conditions are subject to change from time to time. You will be required to accept revisions to the Enrolment and Fees Statement, the Enrolment Agreement (if any) and School Policies each year. You are welcome to contact our Registrar on 9788 7702 or Business Manager 9788 7706 if you have any questions. In signing the Enrolment Agreement you agree all signatories will be jointly and severally responsible for all terms, conditions, fees and charges outlined in this agreement.

## OUR FEES (DOMESTIC STUDENTS)

Peninsula Grammar's Fees comprise four components:

- 1. Enrolment and Entrance Fees**
- 2. Annual Tuition Fees**
- 3. Annual Compulsory Charges** (eg. camps/transport/capital developments etc.)
- 4. Optional Charges** (eg. private Music/Sport lessons etc.)

### 1. ENROLMENT AND ENTRANCE FEES

A non-refundable, non-transferable Enrolment Fee of \$100\* per student (Day & Boarding) is payable when an Application to Register for Enrolment is completed with the School. There is a discounted family fee of \$150 if multiple siblings are registered at the same time for enrolment at the School.

A non-refundable, non-transferable Entrance Fee of \$850 is payable on acceptance into the School to cover the administrative cost of our admissions process. This is not offset against tuition fees.

### 2. ANNUAL TUITION FEES

Tuition Fees are charged in three instalments per year. These instalments in 2018 will be issued on 17 January 2018, 11 April 2018 and 11 July 2018. Extras are charged with each instalment. A supplementary account will be issued on 30 October 2018 for extras only.

Students commencing in Year 5 or 7 who do not have siblings attending the School will be requested to make the first instalment payment in August 2017.

These fees are for students that are Australian Citizens or students with permanent residence status that are entitled to Government Grants. We offer instalment payment programs and details can be obtained from the Business Manager. Tuition fees are set annually.

Net tuition fees for Domestic Students in 2018 are:

YEAR LEVEL	ANNUAL FEES	INSTALMENTS X 3
K3 - 2 Days	\$4,980	\$1,660
K3 - 3 days	\$7,464	\$2,488
K4	\$12,054	\$4,018
Prep	\$12,609	\$4,203
Year 1	\$13,365	\$4,455
Year 2	\$15,054	\$5,018
Year 3	\$16,875	\$5,625
Year 4	\$19,647	\$6,549
Year 5	\$21,255	\$7,085
Year 6	\$21,837	\$7,279
Year 7	\$23,247	\$7,749
Year 8	\$24,669	\$8,223
Year 9	\$26,235	\$8,745
Year 10, 11, 12	\$26,202	\$8,734

For current students, fees are not pro-rata to exclude days when a student is absent from school due to illness or any other reason, nor if the student does not commence on the first day of any Term. Tuition fees will be applied pro-rata for new students who commence at the School after the first day of Term 1 on the condition the student commences on the date specified in the letter of offer.

### 3. ANNUAL COMPULSORY CHARGES

#### KINDERGARTEN BOND

Families enrolling children in kindergarten classes will be required to pay a non-refundable bond of \$3,000 for each student or \$1,000 for each student who has a sibling currently enrolled and attending the School. This bond is to be paid at the time a signed Enrolment Agreement is submitted. The amount of the non-refundable bond will be deducted from the first billing of the student's Prep Year. In the event that the student does not proceed to Prep, the bond will not be refunded.

#### ECC STATIONERY

Students from K3 to Year 1 will incur an additional fee for stationery provided within the classroom. This cost will be advised.

#### CAPITAL DEVELOPMENT LEVY

An annual Capital Development Levy of \$660 per family is charged in 3 instalments per year. These funds are used by the School to maintain and develop the grounds and the facilities of the School.

#### COMPUTER EXPENDITURE

Students in Years 7 to 12 are required to purchase a laptop computer. The laptop needs to meet the school specifications, copies of which are available from the Information Technology Department.

#### SOFTWARE LICENSING FEE

A fee of \$172\* for students in Years 3 to 6 and \$187\* for students in Years 7 to 12 will be charged with billing 1 per student. This fee is to cover the licensing costs associated with school-used software and applications.

# ENROLMENT AT PENINSULA GRAMMAR 2018

## TRANSPORT FEES

This fee is payable with billing 1 and is an inclusive charge for all bus travel for the year to sporting fixtures, academic excursions, the outdoor education camps and off-campus lessons. Students from Years 3 to 6 will incur a fee of \$307 per student and for Years 7 to 12, \$369 per student.

## PERSONAL DEVELOPMENT PROGRAM (PDP)

Students from Years 7 to 9 are expected to participate in our Personal Development Program which includes the Cadets program as an option. The activities offered within PDP incur varying costs depending on the activity selected. A cost schedule will be provided at the time students are requested to select their activity preferences and these will be charged twice per year.

## CAMPS

Students from Years 2 to 10 are expected to attend an outdoor education camp. All camp fees are charged with billing 1 except for Year 10 which is on billing 2 and camps that occur in Term 4 which will be charged to billing 3.

YEAR LEVEL	CAMP FEES*
Year 2	Term 4: \$124
Year 3	Term 1: \$242 Term 4: \$288
Year 4	Term 1: \$255 Term 4: \$435
Year 5*	Term 1: \$370 Term 4: \$300
Year 6	Term 1: \$540 Term 4: \$876
Year 7	\$711
Year 8	\$890
Year 9	\$1,250
Year 10	Varies, dependent on elective selected by student

\* Year 5 Term 4 costs are for day trip excursions.

Our Camp cancellation policy is available from the School upon request and will be provided with a CareMonkey notification. All camps are required to be booked and paid in advance and no refund can be provided, but the School has a student travel insurance policy in place. This insurance policy has terms and conditions that may qualify for a refund and the School can provide a copy of the policy and assist with claims.

## 4. OPTIONAL CHARGES

### VOCATIONAL EDUCATION TRAINING (VET)

The VET program is an optional program for VCE students that involves a more practical hands-on approach to learning. For new enrolments into this program in 2018 the School will contribute the first \$800 of the cost of the program each year with the remainder payable in instalments each term.

### PARENTS ASSOCIATION CONTRIBUTION

This contribution of \$44 per year is optional and is charged \$22 per billing 1 and billing 3 to assist with the ongoing support to the School of The Peninsula School Parents Association (PSPA).

## TOPSA (THE OLD PENINSULA SCHOOL ASSOCIATION)

This is a one-off charge of \$325 for Life Membership to TOPSA, our alumni, to be charged with billing 2 for all Year 12 students. Year 12 students who leave the School prior to billing 2 and Year 10 and 11 students, who leave during 2018, will be offered the option of Life Membership to TOPSA.

## MUSIC - PRIVATE INSTRUMENTAL LESSONS

Music fees will be billed each semester in advance in bill 1 and bill 3. Please contact the Music Department on **9788 7733** for further information on costs and enrolment.

## LEARNING SUPPORT

Additional fees may apply if extensive support from the Department of Learning Support is required. Costs will be discussed in advance if such support is required.

## OUTSIDE SCHOOL HOURS CARE

This service is provided by Camp Australia and contact details and fees are available from Reception. Fees are billed directly by Camp Australia and further details are available at [www.campastralia.com.au](http://www.campastralia.com.au)

## BOARDING FEES

Peninsula Grammar offers boarding facilities for both domestic and international students. Boarding Fees for domestic students are charged in addition to annual tuition fees.

	ANNUAL FEE	INSTALMENTS X 3
Accommodation	\$17,316	\$5,772
Catering	\$9,354	\$3,118
<b>Total</b>	<b>\$26,670</b>	<b>\$8,890</b>

## PAYMENT OPTIONS

For your convenience, Peninsula Grammar offers a range of payment methods:

### PAYMENT BY BILLING

Accounts are sent to parents/guardians on the issue dates. For 2018, the relevant billing dates are 17 January 2018, 11 April 2018, and 11 July 2018 and the supplementary account on 30 October 2018. These are payable in full within thirty days from the issue date.

### PAYMENT BY BPAY

The School encourages the use of BPay. This is an easy and secure method of paying fees. Please contact your participating financial institution for terms and conditions. Our biller code and your reference number appear on your account.

### PAYMENT MONTHLY

School Plan, a company associated with the Australian Scholarships Group, provides a means to transfer funds for fees monthly, direct from parents' bank accounts. School Plan pays the School on the due dates. Information on School Plan is available from the School or directly from School Plan; telephone 1800 338 237 or online at [www.schoolplan.com.au](http://www.schoolplan.com.au)

### PAYMENT YEARLY

If annual tuition fees (and boarding fees, if applicable) for 2018 are paid in full before Friday 16 February 2018 a 2.5% discount will apply. Late payments will not attract a discount. Please contact the Accounts Department for a payment quote for fees paid in advance.

## PAYMENT BY CREDIT CARD

The School accepts payment by EFTPOS as well as MasterCard and Visa. Payment by credit card can be made:

1. Online at [www.peninsulagrammar.vic.edu.au](http://www.peninsulagrammar.vic.edu.au). Go to 'Payment/School Fee Payments' on the main navigation. You will need your BPay reference number.
2. Telephone **1300 731 858** and follow the prompts. You will need your BPay reference number.
3. Via BPay (refer above)
4. At the School Accounts Office.

If you require further information on payment options please contact the Accounts Department on **9788 7782** or email [accounts@peninsulagrammar.vic.edu.au](mailto:accounts@peninsulagrammar.vic.edu.au)

## WITHDRAW AND LATE FEES

### WITHDRAW

A minimum of one Term's written notice is required to withdraw the student's enrolment from the School. This withdrawal notification must be provided in writing to the Principal. If the student is to be withdrawn at the conclusion of a Term, notice must be given no later than 3.00pm on the Friday of the last week of the preceding Term. Where the required notice is not provided a termination fee of 25% of the annual tuition and, where applicable, boarding fee is payable.

### LATE FEES

Any late payments will incur an administration charge of \$300 (including GST) for every thirty (30) days the payment is overdue.

Where a tuition fee account is in arrears the student is not permitted to incur additional costs by participating in non curriculum elective activities.

Our collection activities will pursue all avenues, including legal action to recover outstanding debt to the School.

### FAMILY ALLOWANCE

The Family Allowance is applicable from the commencement of attendance of the third child at Peninsula Grammar.

Peninsula Grammar offers Family Allowances on the following basis:

- 2 students - Nil discount
- 3 students - 10% for all students from the commencement of attendance of the third child at Peninsula Grammar
- In excess of 4 or more students - by special arrangement with the Principal.

If you are eligible for a family allowance a letter of offer will be forwarded to you with our enrolment documentation.

This letter of offer will outline the applicable conditions to the receipt of the allowance that you will need to accept, sign and return to the School.

## BILLING DATES 2018

**BILL 1 2018 - 17 JANUARY 2018**

**BILL 2 2018 - 11 APRIL 2018**

**BILL 3 2018 - 11 JULY 2018**

**BILL 4 2018 - 30 OCTOBER 2018**

Monthly invoices will be sent for other incidental costs incurred.

## LEGAL MATTERS

If legal matters arise which affect your child's enrolment (including changes to guardianship or access), or which may impact upon your child's education you are required to promptly advise the Business Manager and Principal in writing. Hard copies of relevant legal documentation must also be provided. Unless advised otherwise, the School will proceed on the basis that both parents have equal parenting rights in relation to the student, and that both parents are jointly and severally liable for payment of fees and charges. Unless provided with legal documentation to the contrary, the School will not accept an enrolment, nor a withdrawal of enrolment, unless consent of both parents is provided.

## INTERNATIONAL STUDENTS

This business notice is applicable to domestic students only. Please refer to the document entitled **Enrolment and Fee Statement 2018 - International** for international students.

## PRIVACY

In enrolling the student, the caregivers acknowledge and consent to the provisions of the School's Privacy Policy. Without limiting the generality of the foregoing and unless written notice is provided to the contrary, the caregivers acknowledge and consent to the student being photographed or videotaped from time to time within the School's grounds or participating in school events or activities, and to the use of these photographs or videos in school publications, advertisements, editorials or the School's website, social media or the websites and marketing materials of Independent Schools Victoria and school-affiliated associations.

*Throughout this document, \* indicates GST inclusive*



**Stuart Johnston** PRINCIPAL



### ENQUIRIES

Please direct all enquiries to:

**Kylie Maher** BUSINESS MANAGER

03 9788 7706 | f: 03 9787 7646 | [kmaher@peninsulagrammar.vic.edu.au](mailto:kmaher@peninsulagrammar.vic.edu.au)