



# Business Notice 2023

## Tuition fee schedule

| Year | Annual Tuition Fee | 4 x Quarterly Instalments | 10 x Monthly Instalments (Default) | 20 x Fortnightly Instalments | 40 x Weekly Instalments |
|------|--------------------|---------------------------|------------------------------------|------------------------------|-------------------------|
|------|--------------------|---------------------------|------------------------------------|------------------------------|-------------------------|

### Junior schools

|             |          |         |         |       |       |
|-------------|----------|---------|---------|-------|-------|
| Foundation  | \$7,745  | \$1,936 | \$775   | \$387 | \$194 |
| Years 1 & 2 | \$8,803  | \$2,201 | \$880   | \$440 | \$220 |
| Years 3 & 4 | \$9,734  | \$2,434 | \$973   | \$487 | \$243 |
| Years 5 & 6 | \$11,088 | \$2,772 | \$1,109 | \$554 | \$277 |

### Senior school

|         |          |         |         |       |       |
|---------|----------|---------|---------|-------|-------|
| Year 7  | \$16,082 | \$4,021 | \$1,608 | \$804 | \$402 |
| Year 8  | \$16,547 | \$4,137 | \$1,655 | \$827 | \$414 |
| Year 9  | \$18,494 | \$4,624 | \$1,849 | \$925 | \$462 |
| Year 10 | \$17,097 | \$4,274 | \$1,710 | \$855 | \$427 |
| Year 11 | \$18,028 | \$4,507 | \$1,803 | \$901 | \$451 |
| Year 12 | \$18,325 | \$4,581 | \$1,833 | \$916 | \$458 |



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## Early Learning Centre Fees

| Year | Annual Fee | 4 x Quarterly Instalments | 10 x Monthly Instalments (Default) | 20 x Fortnightly Instalments | 40 x Weekly Instalments |
|------|------------|---------------------------|------------------------------------|------------------------------|-------------------------|
|------|------------|---------------------------|------------------------------------|------------------------------|-------------------------|

### St Anne's

|                  |         |         |       |       |       |
|------------------|---------|---------|-------|-------|-------|
| Reception (MW)   | \$4,824 | \$1,206 | \$482 | \$241 | \$121 |
| Reception (TT)   | \$5,459 | \$1,365 | \$546 | \$273 | \$136 |
| Transition (MWF) | \$7,237 | \$1,809 | \$724 | \$362 | \$181 |
| Transition (TTF) | \$7,491 | \$1,873 | \$749 | \$375 | \$187 |

### Bairnsdale

|                  |         |         |       |       |       |
|------------------|---------|---------|-------|-------|-------|
| Reception (MT)   | \$4,824 | \$1,206 | \$482 | \$241 | \$121 |
| Transition (WTF) | \$7,491 | \$1,873 | \$749 | \$375 | \$187 |

*NOTE: The annual ELC fees are calculated on a daily rate and are adjusted to allow for gazette public holidays.*

## Boarding Fees

|              | Annual Fee   | 4 x Quarterly Instalments | 10 x Monthly Instalments (Default) | 20 x Fortnightly Instalments | 40 x Weekly Instalments |
|--------------|--|---------------------------|------------------------------------|------------------------------|-------------------------|
| Full Time    | \$21,202   | \$5,301                   | \$2,120                            | \$1,060                      | \$530                   |
| 3 Nights     | \$15,870   | \$3,968                   | \$1,587                            | \$794                        | \$397                   |
| 2 Nights     | \$10,580   | \$2,645                   | \$1,058                            | \$529                        | \$265                   |
| 1 Night      | \$5,290  | \$1,323                   | \$529                              | \$265                        | \$132                   |
| Casual Stays | <i>For details refer to the Boarding section below</i> |                           |                                    |                              |                         |

*NOTE: Boarding fees quoted include GST as applicable for the non-accommodation (catering) portion of the fee.*



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## Payment of fees

All tuition, ELC and boarding fees, plus bus fees (see below) if applicable, are charged to accounts aligned with the family's nominated payment frequency. Where no payment plan has been selected, the default 10-monthly instalment payment plan will be applied and will begin on February 1, 2023 and conclude on November 1, 2023. Irrespective of the payment frequency selected, monthly account statements will be issued after the conclusion of each calendar month with outstanding balances due on the 15<sup>th</sup> of each month. This statement will also include any ancillary costs that may have accrued during the month. To assist families in managing the payment of tuition fees, Gippsland Grammar offers several automatic direct debit payment plan options ranging from a single annual payment to 40 weekly instalments as outlined in the Fee Schedules. Where a payment plan option is selected it must be established at the beginning of each year.

The 10-monthly instalment plan aligns with the issuing of monthly statements.

Payment plans require a direct debit authority to be completed and can be paid directly from your bank account or credit card (Visa and Mastercard only). The updated instalment frequency options for 2023 will be released in January from which time you can nominate your preferred payment frequency via your account portal (accessed through VOS).

Families who choose not to enter a payment plan are required to pay their statement in full by the 15<sup>th</sup> of each month.

Payment may be made by cash, cheque, credit card (Visa and MasterCard), BPAY, EFTPOS, and direct debit. Further details of payment can be found on the School's website.

Please email the Finance team at [accounts@gippslandgrammar.vic.edu.au](mailto:accounts@gippslandgrammar.vic.edu.au) if you require further details.

## Ancillary tuition and boarding fees

Payment plans exclude ancillary fees and charges which are allocated to your account each month as they are incurred

## Enrolment fees

The following charges are payable for all enrolment applications:

|                                  |   |
|----------------------------------|---|
| Application fee (non-refundable) | <b>\$110</b> per child (incl. \$10 GST) |
| Family Admission Fee             | <b>\$695</b> per family                 |

The Family Admission Fee (FAF) is a payment that secures a student priority of placement when applying for entry in any year level between Foundation and Year 12 at Gippsland Grammar. The FAF is paid once upon admission of the first child in the family to the School and is non-refundable upon offer of a place. The FAF will only be refunded if a waitlist exists for a year level that is oversubscribed and a place cannot be offered and no other sibling is/has been enrolled at Gippsland Grammar.

The FAF does not guarantee a placement when applying for enrolment in either Reception or Transition years within the Early Learning Centre.



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## Late payment fees

**Late fees** will apply in the following circumstances:

- Account balance exceeding 30 days of \$1,000 or more
- No payment arrangement has been agreed and adhered to with Gippsland Grammar; and/or
- No exception has been granted by Gippsland Grammar

**Late fees** will be calculated and applied on the last day of every month and are as follows:

- \$20 for balances exceeding 30 days between \$1,001 and \$2,000; or
- \$20 + **18%pa** of the total daily balance for balances exceeding \$2,000 and 30 days

The School appreciates families can, at times, experience financial challenges and it is the School's preference to partner with our families to work through this together while still being able to deliver high quality education. In any instance where School fees are overdue and suitable arrangement cannot be agreed upon with Gippsland Grammar, the School may withdraw or revoke a child's enrolment and take legal action to recover outstanding fees.

## Payments in advance (Offset Advantage)

Gippsland Grammar will offer a discount against fees for accounts with a credit balance of more than \$1,000. The discount is calculated as a percentage of the daily account balance and this rate is subject to change with one month's notice via an email to the School Community.

Further details on the Offset Advantage scheme can be found on the School's website.

## Sibling discounts

Sibling discounts apply on tuition, ELC and boarding fees for more than one child attending Gippsland Grammar at the same time as follows: **2<sup>nd</sup> child 9%; 3<sup>rd</sup> child 27%; and 4<sup>th</sup> and subsequent child 44%**.

Sibling discounts for boarding fees applies only to current full-time and part-time boarders at Blackwood House.

The level of sibling discount is based on the number of siblings attending the School and is determined annually on enrolments.

Scholarships, bursaries, or any other discounts (including leave of absence discounts) are not cumulative with sibling discounts. **If a child who is otherwise eligible for a sibling discount receives a scholarship and/or bursary, only the higher discount is applicable.** Leave of absence discounts do not impact family position for other siblings and any discounts they would ordinarily receive.

## Bursaries assistance

Parents who find themselves in short-term financial difficulty are encouraged to contact the Business Manager to discuss whether a bursary may be available. For further information, please email:

[business.manager@gippslandgs.vic.edu.au](mailto:business.manager@gippslandgs.vic.edu.au)



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## Bus Fees

The annual bus fee for travel on private buses chartered by Gippsland Grammar in 2023 is **\$1,995** (incl GST), payable in alignment with your chosen instalment plan. To access this service, please email student support services: [student.services@gippslandgs.vic.edu.au](mailto:student.services@gippslandgs.vic.edu.au)

Should you wish to access Gippsland Grammar private bus service on a casual basis please contact Student Support Services. The Casual Bus Fee is **\$15** (incl GST) per single journey.

## Bring your own device

Gippsland Grammar offer Year 12 families who choose to 'bring your own device' (BYOD) the opportunity to return their school-issued Lenovo laptop and receive a credit on your school account for the Year 12 equivalent charges, on the provision that the laptop is in good working order. To find out more about this option please contact the School by email at: [itservices@gippslandgs.vic.edu.au](mailto:itservices@gippslandgs.vic.edu.au)

## Uniforms

All uniform items are available for purchase from Dobsons:  
<https://dobsons.com.au/schools/gippsland-grammar/>

Opening hours for the McGhee Street store are available online at the above web address. Dobsons can also be contacted by email at: [uniform@gippslandgs.vic.edu.au](mailto:uniform@gippslandgs.vic.edu.au)

## Leave of absence

Students enrolled in Gippsland Grammar who will be absent for a term and wish to retain their position at Gippsland Grammar are eligible to apply for a reduced charge of 25% of their annual tuition fees for the period of their absence. Leave of absence discounts must be applied for and approved in advance of the absence by either the:

- Head of Campus for Foundation to Year 12 students
- ELC Director for ELC students

## Notice of withdrawal

Gippsland Grammar requires a full term's notice of the withdrawal of a child or children from the School, submitted in writing to the:

- Head of Campus for Foundation to Year 12 students
- ELC Director for ELC students

If such notice is not provided, a withdrawal fee of half a term's tuition (and, if applicable, boarding fee) will be charged for each child. Special conditions apply to students departing to take up an apprenticeship, or due to RAAF postings.

Special conditions also apply in the ELC where, at the discretion of the ELC Director, extenuating circumstances apply.



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## Tuck Shop

Gippsland Grammar operates tuck shop facilities at each campus. Operating details for each are:

### **Garnsey Campus**

The Gippsland Grammar Garnsey Campus tuck shop known as Quad Caf operates entirely free of cash. To purchase food at Quad Caf money needs to be deposited into the student's Quad Caf account.

A set of detailed instructions explaining how to establish and operate your 'My Student Account' is in VOS under 'Parent Services'. New parents will receive instruction on accessing VOS on new students' day.

A price list for will be posted on VOS once available at the beginning of the year.

### **St Anne's Campus**

St Anne's tuck shop operates three days per week and is also accessible via your 'My Student Account' is in VOS under 'Parent Services'. New parents will receive instruction on accessing VOS on new students' day.

### **Bairnsdale Campus**

Bairnsdale's tuck shop operates three days per week Monday and Wednesday and is currently paper order with cash payment enclosed.

## Voluntary contributions (Gippsland Grammar Foundation)

Established in 1985, the Gippsland Grammar Foundation is the fundraising arm of the School which raises funds for capital works. The Foundation is a separate, incorporated legal entity administered by a voluntary Committee of Management with members made up of parents, former students, staff, and friends of Gippsland Grammar.

Donations to the Foundation are tax deductible, and may also be made at:

<https://www.gippslandgrammar.vic.edu.au/donations>

Please email the Finance team at [accounts@gippslandgrammar.vic.edu.au](mailto:accounts@gippslandgrammar.vic.edu.au) for further details.

## Early Learning Centres

Gippsland Grammar operates two Early Learning Centres (ELC); one at the St Anne's Campus, and the second at the Bairnsdale Campus.

ELC fees are annualised and are calculated based on a daily rate and are adjusted to allow for gazette public holidays and designated Gippsland Grammar non-attendance days.

No refunds are given for sessions missed due to sickness or absence.

### **Kindergarten Subsidy Fee**

The Victorian Government, through the Department of Education and Training (DET), provides a rebate of childcare costs for families who are holders of Health Care or Pensioner Concession Cards, or Visa 786 and 785. Please provide a copy of these cards to the ELC Director prior to your child commencing.



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For more information, please speak to the ELC Director, Lisa Burgess or email her at [elc@gippslandgs.vic.edu.au](mailto:elc@gippslandgs.vic.edu.au)

Further information can also be found on the DET website at [www.education.vic.gov.au/childhood/parents/kindergarten/pages/fees.aspx](http://www.education.vic.gov.au/childhood/parents/kindergarten/pages/fees.aspx)

## **Late Commencement**

Children enrolled in the Reception (3-year-old) Program must have turned three prior to commencing at the ELC. Students who have not turned three prior to the beginning of the school year, are unable to commence until their third birthday. This applies to any child who turns three up until April 30 in the year of commencement.

Any child who is eligible to commence on the first day of the school year but does not start until part way through any term due to late enrolment (e.g., re-location or late commencement), will be invoiced a pro-rata amount for the remainder of that term.

## **Enrolment at Gippsland Grammar**

Please note that enrolment in Transition does not guarantee a place at Gippsland Grammar in the Foundation class for the following year and enrolment in Reception does not guarantee a place in Transition for the following year.

## **Boarding at Blackwood House**

Priority is always given to the provision of places for full-time and part-time boarders. Parents contemplating placing students in Blackwood House on a casual basis are advised to check availability before finalising any arrangements.

Where a waiting list exists, preference will be given to full-time boarders.

In addition to permanent and part time boarding, Blackwood House also offers the following options:

### **Casual Stay:**

Subject to availability, casual boarding fees start at **\$145** (incl GST) per night.

### **Day Boarding:**

This fee applies to students who attend Blackwood House after school hours until 9pm, but who do not sleep over. These students receive afternoon tea, dinner and supper while participating fully in study, tutoring and recreational activities until collected by parents prior to 9pm.

The Day Boarding fee is **\$78 (incl GST)**.



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## **Late Return**

This fee applies to students returning late from school functions, excursions, or other activities, who require only a bed and breakfast. The Late Return fee is **\$69 (incl GST)** per night.

## **Bus Fees for Boarders**

Bus fees for full-time and part-time boarders, who use private buses chartered by Gippsland Grammar to travel to school and home on weekends, are included in the boarding fee.

Casual stay and late return boarders who use the buses are required to either pay the full bus fee or to pay the casual bus fee for each journey.

The Casual Bus Fee is **\$15 (incl GST)** per trip (each way)

For further details on any of the above, please email Head of Boarding, Stuart Llewellyn at [boarding@gippslandgs.vic.edu.au](mailto:boarding@gippslandgs.vic.edu.au)

*NOTE: All Boarding House fees include any GST applicable on the non-accommodation portion of the fee, e.g., catering, buses.*

Fiona Hammond  
Business Manager  
December 5, 2022