



SV500-7 FEE POLICY

1. RATIONALE

Bunbury Cathedral Grammar School's ('the School') *SV500-7 Fee Policy* addresses expectations, requirements, processes and communication in relation to tuition and non-tuition fees for students studying at the School on a Student Visa 500 (SV500).

2. SCOPE

This policy includes the following

- 2.1. Board of Governors
- 2.2. Head of School
- 2.3. Chief Financial Officer
- 2.4. Marketing and Community Relations Manage
- 2.5. Enrolments Co-ordinator
- 2.6. Finance Manager
- 2.7. Education Agents
- 2.8. SV500 students and parents

3. POLICY

3.1. *Setting Fees*

All fees, both tuition and non-tuition will be set annually by Bunbury Cathedral Grammar School's Board of Governors. Parents of students enrolled in any given academic year will be advised of tuition and non-tuition fees in the December prior to the school year in question.

3.2. *Course (Tuition) Fees*

The School is required, as a condition of its CRICOS registration, to provide prospective and current SV500 students with an estimate of tuition course costs for the duration of the course in which they are enrolled. The estimate of both tuition fees and non-tuition fees will be based on an estimated annual percentage increase, to be determined by the School.

- 3.2.1. The School will advise the designated State authority (WA Department of Education) of updated estimates of Course Tuition Fees in December of each year, for Courses commencing in the following year.
- 3.2.2. The School will clearly identify tuition expenses covered by tuition fees and provide an estimated cost of any tuition related expenses not included in the Tuition Fee. The Tuition Fee should be all inclusive of tuition costs, with the exception of costs related to choices made by students in relation to their studies e.g. a student may choose to study an additional subject with a third party provider.
- 3.2.3. Tuition Fees include:
 - All tuition costs
 - Compulsory curriculum related camps, excursions, and incursions (with exceptions as noted on *SV500 Fee Schedule*)
 - Provision of individual ICT device and access to software and support services
 - School insurance cover for student accident and travel
 - Team uniforms for co-curricular sports
 - Textbooks and course materials



- Study Skill support

3.3. **Non-Tuition Fees**

The School is required to advise SV500 students of all non-tuition fees associated with their course of study.

3.3.1. Associated non-tuition fees at Bunbury Cathedral Grammar School include:

- Boarding Fee
- Boarding Excursions
- Hire of musical instruments
- Stationery costs
- Uniform Costs
- Co-curricular Fees (including associated Camps, Music lessons,)
- Extra-Curricular Fees (School Ball, weekend School arranged excursions)
- Extra-Curricular Trips (local, domestic, and international)
- Overseas Student Health Cover (OSHC)
- WACE Registration Fees (Years 11 & 12)
- Application Fee
- Endowment Fee
- Homestay Fees
- Arrival and Departure transport to and from Perth Airport

3.4. **SV500 Fee Schedule**

Bunbury Cathedral Grammar School's *SV500 Fee Schedule* for any given school year will be published in the December prior to the school year in question. The *SV500 Fee Schedule* will include a table detailing tuition fees and non-tuition fees for the school year in question. Once published the *SV500 Fee Schedule* will be:

- 3.4.1. made available to parents of all SV500 students
- 3.4.2. made available to Education Agents contracted to the School
- 3.4.3. included in the School's Prospectus package
- 3.4.4. updated on the School's website
- 3.4.5. updated in any promotional material to be published by third parties, e.g. event organisers

3.5. **Overseas Students Health Cover**

- 3.5.1. SV500 students are required to have Overseas Students Health Cover (OSHC) as a condition of their Visa. See *SV500-12 Health Management Policy*.
- 3.5.2. OSHC Fees are set by individual Health Insurance Providers and are advised annually.
- 3.5.3. SV500 students are required to pay OSHC fees for the duration of their course, prior to the School issuing the student's Confirmation of Enrolment (CoE). It is standard practice to include an extra three months of OSHC as Student Visas are typically granted for an extra three months beyond the completion of Year 12.
- 3.5.4. Typically, students pay the OSHC Fee to the School, who will then make immediate payment to the student's chosen OSHC provider. The OSHC provider will advise the School of receipt of payment and confirm that the student has OSHC Insurance. At this point the School can prepare and produce the student's CoE, subject to all other entry requirements and enrolment processes being completed.



3.6. **Boarding Fee inclusions**

Boarding Fees include the following

- 3.6.1. Supervised on campus accommodation (single or shared room in Cottages)
- 3.6.2. Daily meals – breakfast, morning tea, lunch, afternoon tea and dinner
- 3.6.3. Laundering of uniforms, linen and towels, and all personal clothing for Years 7-9, and for Years 10-12 if required
- 3.6.4. Provision of boarding recreation program
- 3.6.5. Supervised and teacher supported study sessions
- 3.6.6. Internet access in accordance the nominated Connect Agreement signed by parents/guardians and appropriate entertainment streaming services
- 3.6.7. transport to school related activities and appointments

3.7. **Health Expenses**

- 3.7.1. Health expenses, including but not limited to, doctors' fees, hospital treatment, medical tests, dental treatment, allied health expenses (e.g. psychologist, physiotherapist, occupational therapist), not covered in part or full (gaps may apply), by the OSHC insurance remain the responsibility of the student/parent.

3.8. **Repatriation Expenses**

- 3.8.1. In the unlikely event of a student needing to be repatriated for health reasons, students/parents remain responsible for all related costs.
- 3.8.2. Parents will bear all costs involved in the repatriation of a student whereby the student's behaviour or a health/medical issue requires the student to be removed from the School and School approved accommodation, and in the case where parents cannot immediately travel to Bunbury to care for the student (*SV500-14 Welfare Policy* and *SV500-8 Deferring, Suspending or Cancelling Enrolment Policy*). Such costs will include the airfares (which may be Business Class fares), of the student and up to two staff to accompany the student, and associated accommodation costs. Airfares and accommodation to be arranged by the School.

3.9. **Bunbury Cathedral Grammar School's terms and conditions**

- 3.9.1. All fees and charges are in Australian Dollars (AUD) and are subject to review.
- 3.9.2. The Application fee is due and payable concurrent with the submission of the application form. The student's name will be added to the enrolment register on receipt of the Application Fee.
- 3.9.3. The following fees are non-refundable under any circumstances:
 - Application Fee (Non-refundable)
 - Endowment Fee (except in the case of a student's initial visa application being refused or the School being unable to offer the course, which the student is enrolled in, where this is known and advised prior to the student commencing at the School)
- 3.9.4. The Endowment Fee will be due and payable on submission of the signed SV500 Offer/Acceptance Contract. This fee cannot be paid prior to submission of the signed SV500 Offer/Acceptance Contract.
- 3.9.5. Fees for enrolments of less than one year, are payable in full at the time of enrolment.
- 3.9.6. Accounts will be issued direct to parents of SV500 students.
- 3.9.7. All international students, inclusive of SV500 students, are required to pay all fees, tuition and non-tuition, directly to the School and not through any third party (e.g. do not make payments via education agents, relatives, friends etc).



- 3.9.8. No interest will be paid on fees paid in advance, should a student be withdrawn and request a refund (see *SV500-16 Refund Policy*).

3.10. Invoices

- 3.10.1. An SV500 student's first invoice for Tuition and Non-Tuition Fees will be determined by the timing of their offer of a place and subsequent acceptance of a place of enrolment.
- 3.10.2. SV500 students who commence at the School at the beginning of any school year will receive their first invoice in the October preceding commencement or accompanying their Letter of Offer in the case of a late enrolment (Offer made after October preceding entry). The first invoice will be due and payable:
- on 31 October in the case of students who have completed an SV500 enrolment contract prior to October
 - concurrent with the date for signing and returning the *SV500 Offer/Acceptance Contract*, (not to be paid prior to returning the signed contract) in the case of late Offers.
- 3.10.3. The Confirmation of Enrolment (CoE) and Confirmation of Arrangements for Accommodation and Welfare (CAAW) will not be issued until the first invoice has been paid in full.
- 3.10.4. The first invoice will include:
- One semester's (half year) tuition fees
 - One semester's (half year) boarding fees OR
 - One term's homestay fee in the case of a student in school approved homestay. This will be paid to the homestay host by the School on a fortnightly basis.
 - WACE Registration Fees in the case of Year 11 and 12 students.
 - Overseas Student Health Cover (OSHC) for the duration of the student's Visa
- 3.10.5. Students who commence part way through the school year will receive their first invoice accompanying their SV500 Letter of Offer, due and payable concurrent with the signed and returned SV500 Offer/Acceptance contract (not to be paid prior to returning the signed contract). The first invoice will include fees as detailed in 3.10.2.
- 3.10.6. Tuition fees charged in the first invoice (payable prior to commencement) cannot exceed 50% of the student's course cost except in the case of:
- The student's course duration being 25 weeks or less
 - The student's parents request, in writing to the Chief Financial Officer to pay more than 50% of course fees. In this case, if the School accepts this payment, the School must keep clear records of the parent's request to pay more than 50%.
- 3.10.7. Following the first invoice students will be invoiced on a semester basis (half year) with all tuition and non-tuition fees to be invoiced in May and October of each year for the forthcoming semester. The invoice is to be paid in full four weeks prior to the commencement of the new semester.
- 3.10.8. The School will issue statements, on a termly basis, in the case of the student accruing additional expenses and for expenses paid by the School on behalf of the student, which are to be reimbursed by parents. This may include, but is not limited to:
- medical expenses



- excursion expenses
- weekend or holiday homestay
- co-curricular or extra-curricular activities

3.10.9. Students and parents are advised to maintain copies of all invoices and payments to the School.

3.11. Sibling Tuition Fee Concession

3.11.1. Tuition Fee concessions apply where two or more sibling students are enrolled from the same family, concurrently.

3.11.2. The sibling concession applicable is outlined in the SV500 Fee Schedule.

3.12. SV500 Fee Income and PRISMS Reporting

3.12.1. The School will, as required, maintain records of money SV500 students pay to the School, including separate identification of tuition and non-tuition fees.

3.12.2. The School will report monthly, income received in the given month via the PRISMS system..

3.12.3. The School will maintain records of any amounts that have become payable by the student but have not been paid, and report as required via PRISMS.

3.13. Cancellation of enrolment due to non-payment of fees

3.13.1. SV500 students who are in arrears of one term or AUD \$10,000 or more, will have their enrolment at the School cancelled and will be reported to Australian immigration authorities. Parents of students will be advised that this scenario may pose a risk to the student's visa.

3.13.2. The Head of School will notify parents in writing of the decision to cancel a student's enrolment due to non-payment of fees. In this case the student will not be eligible to access the School's SV500-19 Complaints and Internal Appeals process or SV500-22 External Fees Process. The notification to parents will also include notice of the School's intent to cancel the student's CAAW and CoE, and the date that this will take effect. In such cases the student will be required to return home and the student will be advised to contact Australian immigration authorities to check on their visa status.

3.14. Student Withdrawal

3.14.1. One full semester's notice in writing from the parents addressed and submitted to the Head of School, is required for an intended withdrawal from the School and/or from residential accommodation. Payment of one term's Tuition and/ one semester's Boarding fees will apply if this notice is not received.

3.14.2. One term's Tuition and/one semester's Boarding fees will apply in the case of a student having their enrolment cancelled for misbehaviour, not meeting attendance requirements and/or not meeting course requirements.

3.14.3. The Head of School may consider partial waiver of these requirements in substantiated extreme or extenuating circumstances.

3.15. Refunds

Refunds will be subject to the *SV500-16 Refund Policy*

3.16. Accessing Student Records

The School will not charge fees for students to access their School records (all records, inclusive of financial records).



4. DEFINITIONS

4.1. See SV500-4 CRICOS Registration Policy

5. LEGAL AND OTHER REQUIREMENTS

5.1. See SV500-4 CRICOS Registration Policy

6. ASSOCIATED POLICES, PROCEDURES, GUIDELINES AND FORMS

- ❖ SV500 Fee Schedule
- ❖ SV500-16 Refund Policy
- ❖ SV500-10 Accommodation Policy
- ❖ SV500-2 International Student Entry Requirements Policy
- ❖ SV500-15 Education Agent Policy
- ❖ SV500-12 Health Management Policy
- ❖ SV500-11 Homestay Policy
- ❖ SV500-9 International Student Policy
- ❖ SV500-13 Support Services Policy
- ❖ SV500-1 Marketing Information and Practices Policy
- ❖ SV500-19 Complaints and Internal Appeals Policy
- ❖ SV500-4 CRICOS Registration Policy
- ❖ SV500-22 External Appeals Policy

Version Control				
Version	Date Published	Changes	Author	Next Review
1	November.2021		CMU	2026