



## ENROLMENT FEES

<b>Application for Enrolment Fee</b>	The Application for Enrolment Fee is non-refundable and is payable with each application for enrolment.	\$110
<b>Endowment Fee</b>	The Endowment Fee is for new students and is payable to the Bunbury Cathedral Grammar School Foundation on receipt of an offer of a place at the School.	\$1,000

Where a student has left the School and subsequently returns, they are not required to pay an Endowment or Enrolment Fee.

## TUITION FEES (All levies are part of the tuition fee)

Grade	Tuition (per annum)	Beyond Classroom Levy	ICT Levy	Secondary Resource Levy	Building Levy	Boarding	TOTAL
Pre-Primary – Year 3	\$21,046	\$400			\$700 (per family)		\$22,146
Years 4 -5	\$22,146	\$400			\$700 (per family)		\$23,246
Year 6	\$23,256	\$400	\$350		\$700 (per family)		\$24,706
Year 7	\$28,516	\$650	\$650	\$280	\$700 (per family)	\$21,720*	\$52,516
Years 8 - 10	\$30,178	\$650	\$650	\$280	\$700 (per family)	\$21,720*	\$54,178
Years 11 - 12	\$30,478	\$650	\$650	\$280	\$700 (per family)	\$21,720*	\$54,478

\*Boarding fees are non-tuition fees. Boarding fees include accommodation, meals, supervised study, internet access, entertainment streaming services and routine laundry. Transport to local events, appointments and after School activities is also included.

## MATERIALS SUBJECTS LEVY (paid in addition to tuition fees per Semester) \*

This levy is applicable to students in Years 9 to 12 who elect to take the relevant courses and are charged in the Semester the student completes the course. The family will be charged the relevant levy for every unit the fee is applicable to.

<b>Design and Technology (Metals and Wood)</b>	Year 10	\$64
	Years 11 and 12	\$116
<b>Other materials subjects (Visual Arts, Materials Technology - Textiles and Food Technology)</b>	Year 10	\$42
	Years 11 and 12	\$95

\*Materials Subject Levy is classified as a tuition fee.

## GENERAL INFORMATION

Bunbury Cathedral Grammar School offers the following courses for overseas students:

### Primary Education Pre-primary – Year 6

CRICOS Course Code: 010146

### Secondary Education Years 7 – 10

CRICOS Course Code: 094168J

### Senior Secondary Certificate of Education Years 11 – 12

CRICOS Course Code: 094169G

### Endowment Fee

When a place is offered, parents are required to sign the Offer and Acceptance document and pay a non-refundable Endowment Fee, which guarantee's the child's place at the School. The Endowment Fee is payable for the first two students in a family.

### Tuition Fees

Tuition fees include annual levies. The Beyond the Classroom Levy contributes towards the costs for students to participate in co-curricular programs, year level camps (except Year 6 and

Year 10), student insurance and other curriculum-based activities that occur outside the classroom. The ICT Levy contributes towards the cost of maintaining the network, internet access, student storage, software licensing and digital devices. Students from Years 7 to 12 are provided an individual take home device. The Secondary Student Resource Levy contributes towards the cost of supplying textbooks, curriculum materials and printing.

### Other Costs

**School Curriculum and Standards Authority (SCSA):** The SCSA charges examination fees for full fee paying overseas Year 11 and 12 students. Any cost incurred will be charged to the student's account.

**Camps:** Year 6 and 10 Camps are not included in the above levies. Costs for these camps will be included in the fees for the year the student participates.

**Optional activities:** Students will be offered opportunities to participate in optional academic or co-curricular activities. Invitations to participate will include the associated cost.

**Sport:** Students who wish to participate in club sport competitions will be required to pay the registration fee for that sport direct to the relevant Sport Association.

**Music:** Individual instrumental tuition takes place at the School. Lesson duration is 30 minutes, with eight lessons per term. Private instrumental lessons are \$39 per 30 minutes.

**Boarders:** Weekend recreational activities and medical costs will be charged to School accounts as incurred.

**Student Health Cover:** The Australian government requires all students studying on a Student Visa Subclass 500 to purchase Overseas Student Health Cover (OSHC). Upon commencement, the School must receive a copy of the policy.

**Uniforms:** Student must purchase uniforms from the onsite Clothing Store. Estimated cost for a Secondary student is approximately \$1,000.

**Stationary:** The School will supply Secondary students with required textbooks, but students need to arrange to purchase their own stationary as required for each unit.

**Alumni and Parent Association:** Annual membership of the Parents' and Friends Association is charged to accounts at the commencement of each year. Old Grammarians' Association is a lifetime membership of \$150 charged in the year the student commences. Both charges are voluntary, but strongly encouraged.

### Payment of Accounts

All fees are quoted in Australian Dollars (AUD) and payment will only be accepted in Australian Dollars. Refunds, if applicable, will be made in Australian Dollars.

Tuition and/or boarding fees are payable in two equal instalments on or before the first day of each Semester. All other charges are payable by the end of each term. In accordance with the ESOS Act, families may choose to pay 50% of the tuition fees prior to course commencement.

Statements are emailed prior to the commencement of each Semester, to the nominated email address. If the email address changes, it is the families obligation to notify the School via email to [accounts@bcgs.wa.edu.au](mailto:accounts@bcgs.wa.edu.au).

Payments can be made by BPay (for domestic Australian payments), credit card, online via the website or via direct deposit.

## TERMS AND CONDITIONS OF ENROLMENT

The terms, conditions, policies and procedures set out in the School prospectus, application form and all associated papers, handbooks, information books and online policies and procedures may be amended from time to time by the School and their provisions subject to any amendments will continue to apply during the whole period that the student continues to attend the college.

Full details of the terms and conditions under which enrolments are accepted are described in the Offer/Acceptance document.

### Withdrawal of Day student

Written notice must be given to the Head of School at least one full term prior to the withdrawal of a student from the School, including at the end of the year. In lieu of the required notice, one full term's Tuition fee will be charged in accordance with the terms and conditions of the Offer and Acceptance document.

### Change of Boarding status/withdrawal of Boarding student

Written notice must be given to the Head of School one full term prior to the withdrawal of a student from Boarding or changing from Boarding to Day student. In lieu of the required notice, one term's boarding fees will be charged in accordance with the terms and conditions of the Offer and Acceptance document.

### Debtor Liability

By signing the Offer and Acceptance document, parents/signatories agree to be jointly and severally liable for all fees and other payments. This agreement continues irrespective of any changes to the relationship between the signatories. Any request to vary this agreement must be made in writing to the Chief Financial Officer and is at the School's discretion.

### Damage to or loss of School property

Students are responsible for the care, maintenance and timely return of all School property. Students and/or their parents will be held liable for the damage to, or loss of, School property. The assessed cost shall be charged to School accounts. For School issued Laptops an insurance excess of \$150 will be charged to parent accounts where the laptop is accidentally damaged. Should an accidental damage claim be rejected by the insurer, the full cost of the repair will be charged to the parents' account.

### Unpaid fees

A student may not commence a new school Semester if an outstanding balance of the account exists and an alternative payment arrangement has not been agreed upon with the School. Students will not be permitted to register or attend any co-curricular trips or exchanges if any portion of the School fee account is outstanding. Fees outstanding may attract a non-refundable late payment fee of \$150 unless alternative payment arrangements have been made with the Chief Financial Officer.

An administration fee may be charged on overdue accounts. Any expenses, costs or disbursements incurred by the School in recovering any outstanding monies, including debt collection agency fees and solicitor's costs, will be charged to the account. In extreme circumstances, the Head of School may decline to maintain the enrolment of any student if fees are not received by the School.

### Annual review of fees

Fees are subject to annual review by the Board of Governors and are usually set in November for the following year. The Board of Governors reserves the right to vary its business conditions from time to time.

## REFUND POLICY

This policy aims to ensure parents are aware of fees and charges payable in the event their child is unable to commence at the School, or withdraws from the School; and provides parents with information to make informed decisions about their child's education. The Refund Policy forms part of the written agreement between the student's family and Bunbury Cathedral Grammar School.

1. This refund policy applies to monies paid directly to the School by the enrolled student. Any fees paid directly to a third party on behalf of a student enrolled at our School are not covered by this refund policy.
2. The Enrolment Fee of \$110 and the Endowment Fee of \$1,000 are both considered non-refundable. Non-tuition fees are generally not refundable unless specified below.
3. All fees must be paid in Australian dollars. All refunds will be made in Australian dollars and are payable to the person/s who have entered into the written agreement (Offer/Acceptance contract) with the School.
4. All requests for refunds must be made in writing directly to the Head of School.
5. Any refund of course fees in the event of visa refusal or school default are prescribed by sections 47D (4) and 46D of the ESOS Act.
6. Fees are as per the Bunbury Cathedral Grammar School International Schedule of Fees, and all refunds will be made to the payee in Australian Dollars by electronic funds transfer within two weeks of the confirmation of the reason for withdrawal.

## REFUND POLICY - SV500 STUDENTS

### Withdrawal prior to commencement

REASON FOR REFUND	NOTIFICATION PERIOD	REFUND
Student's application for a student visa unsuccessful	Before course commencement	Full refund of Tuition and Boarding (if applicable) fees less a maximum of \$250 for administrative expenses
Student with a visa withdraws	More than 10 weeks before semester commencement	Full refund of Tuition and Boarding (if applicable) fees less \$500 for administrative expenses
	More than 4 weeks and up to 10 weeks before semester commences	70% of a semester's Tuition and Boarding (if applicable) fees less \$500 for administrative expenses
	4 weeks or less before semester commences	40% of a semester's Tuition and Boarding (if applicable) fees less \$500 for administrative expenses
The School withdraws offer*	Prior to agreed semester commencement	Full refund of all prepaid Tuition and Boarding fees (where applicable), excluding the Application and Endowment fee.

### Withdrawal after Commencement

At least one Term's notice in writing for the withdrawal of a student, for any reason, is required. A fee in lieu of notice is applicable when required notice is not provided

REASON FOR REFUND	NOTIFICATION PERIOD	REFUND
Student that has commenced studying withdraws	After commencement with no notification in writing	No refund, and fee in lieu of notice as per the Offer/Acceptance contract applies. All other unspent Tuition and Non-Tuition fees paid to the School refunded in full within four weeks of receiving SV500 Refund Application Form
	After commencement with provision of appropriate notice	All unspent Tuition and Non-Tuition fees paid to the School refunded in full within four weeks of the students' departure from the School.
Student enrolment cancelled due to breach of School policies, or student has seriously breached student visa conditions	After commencement	No refund, and fee in lieu of notice as per the Offer/Acceptance contract applies. All other unspent Tuition and Non-Tuition fees paid to the School refunded in full within four weeks of receiving SV500 Refund Application Form
The School defaults prior to the student's commencement or during the student's enrolment due to the School being unable to offer the student's course of study, or part-there-of		Full refunded of all remaining unspent Tuition and Non-Tuition Fees, subject to 3.5. Unspent tuition fees will be calculated according to the following Legislative Instrument Education Services for Overseas Students (Calculation of Refund) Specification 2014

\*Reasons for such cancellations may include but are not limited to:

- the student not meeting entry requirements that were a condition of their enrolment e.g. successfully completing ELICOS requirements
- the School identifying that the student had provided false and/or misleading information in the application and/or enrolment process
- the School identifying that the student knowingly withheld significant information, which will impact the student's ability to attain satisfactory achievement in their course of study and/or the ability of the School to adequately care for and support the student

### Exception to the Refund Policy

Exceptions may be made when the reason for student withdrawal is of a compassionate nature:

- Death or serious illness of a family member, serious illness or disability of a student.
- Political or civil event, or natural disaster in home country that prevents continuation of studies.

### Role of the Tuition Protection Service (TPS)

In the unlikely event that Bunbury Cathedral Grammar School ceases to provide a course of study and the School is at fault, all unspent, pre-paid tuition fees (and associated fees) to date, will be paid to the payee in Australian Dollars by electronic transfer within two weeks of the default day. The Tuition Protection Service ([www.tps.gov.au](http://www.tps.gov.au)) is an initiative of the Australian Government to support international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider, or
- Receive a refund of their unspent tuition fees.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Protection Law if this applies.

This contract is governed by the laws of Western Australia. Parents and Carers submit to the non-exclusive jurisdiction of its courts. The parties will not object to the exercise of jurisdiction by the courts on any basis.