



# ENROLMENT CONDITIONS FOR PLACEMENTS IN 2015

## 1. STANDARD FAMILY CAPITAL CONTRIBUTION (SFCC)

When the first member of a family accepts a place at the School a NON-REFUNDABLE Standard Family Capital Contribution (SFCC) is payable to the Gabriel Foundation Education Trust. The SFCC is NOT tax deductible. The SFCC assists the Foundation to support various School building projects.

### 1.1 The SFCC Payable for 2015 is:

Early Learning Centre	entry at ELC for girls	\$1,045
	entry at ELC for boys	\$540
Junior School	entry at any level for girls	\$2,045
Junior School	entry at Prep for boys	\$1,045
	entry at Year 1 for boys	\$865
	entry at Year 2 for boys	\$680
Senior School	entry at Year 7	\$3,110
	entry at Year 8	\$2,685
	entry at Year 9	\$2,175
	entry at Year 10	\$1,660
	entry at Year 11	\$1,125
	entry at Year 12	\$1,125

1.2 When a student moves from the Early Learning Centre to the Junior School, the SFCC payable will be the difference between the rate in the Junior School and the Early Learning Centre, applicable to the year the student commenced at the School. Similarly, the SFCC payable when a girl moves from the Junior School to the Senior School will be the difference between the rate in the Senior School and the Junior School applicable to the year the student commenced.

1.3 If the initial family member joining the School is a boy and a girl subsequently joins the School the difference between the SFCC payable for the girl and the SFCC paid in respect of the boy will be payable.

1.4 Each family is required to pay, as a maximum, one Year 7 level SFCC provided a family member is still a CURRENT student when another member of the family joins the School.

1.5 When a student re-enters the School after a period of absence the amount of SFCC paid previously will be deducted in determining the SFCC liability.

1.6 Should the student be withdrawn after the SFCC has been paid, but prior to starting at the School, the SFCC will be refunded, less a 20% administration fee.

## 2. PAYMENT OF FEES AND CHARGES

2.1 All fees rendered and charges levied are payable in advance by the first day of each term. Fees are non-refundable and not subject to pro-rata payment. An overdue fee charge will be added to any fees and charges still outstanding after that date. If parents experience temporary difficulty in paying the fees by the due date, they should contact the Chief Operating Officer immediately.

2.2 Parents who pay a full year's fees in advance will receive a discount at a rate determined by the Board.

2.3 A child must leave the School if fees are outstanding for more than one term without the written approval of the School. The fees and any other charges, including the overdue fee charge, then outstanding may be recovered as a debt due and payable to the School. The School may approve to extend the period for payment of fees and charges.

2.4 The School may refuse to accept an enrolment if this form is not signed by each adult having custody of the child at that time.

2.5 Each adult signing this form is jointly and severally liable for payment of all fees and charges.

## 3. SCHOOL BEHAVIOUR GUIDELINES

3.1 The School Behaviour Guidelines, together with such rules and conditions as may be determined by, or with the authority of, the Board from time to time, must be upheld at all times.

3.2 The School may deal with a breach of School Behaviour Guidelines and other rules and conditions as it sees fit including expulsion or suspension for any period.

- 3.3.1 The signatories to this form may request the Board, in writing, to reconsider any action taken as an exercise of discipline. The Board must consider the request and may take any other action it considers appropriate. The signatories to this form accept that the decision of the Board following consideration of the request is final.
- 3.3.2 Fees and other charges remain payable during a period of suspension.

#### **4. EXCLUSION FROM THE SCHOOL**

- 4.1 Under the Australian Capital Territory Education Act 2004 a student may be suspended for a stated period of not longer than 20 days or excluded from the School if the Principal considers that the student is guilty of a serious breach of the School rules or has otherwise engaged in conduct which is prejudicial to the School, or its staff, or its students.
- The parents of the student will be consulted and informed in writing. In the case of suspension, the student will be given reasonable opportunity to continue his or her education. In the case of exclusion, the parents and student will be offered information about alternatives for continuing his or her education.
- 4.2 If the Principal believes that a mutually beneficial relationship of trust and co-operation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal may require the parents to remove the student from the School.

#### **5. NOTICE OF WITHDRAWAL AND CHANGES TO ENROLMENT**

- 5.1 Notice, in writing, of at least one complete School term is required to:
- (a) cease enrolment;
  - (b) change from boarding to day student status;
  - (c) change from day student to boarding status;
- In case of (a) and (b) fees for one half term are payable if notice is not given. For example, if a student is not returning for Term 3, written notice must be received by the Principal by the last day of Term 1. In the absence of such notice, one half of the Term 3 fee is chargeable.
- 5.2 If a boarder leaves the Boarding House within two school years after entry, a continuing place in the School as a day student cannot be guaranteed.
- 5.3 The School must be notified, in writing, if a child suffers from any illness or disability or develops such conditions during his/her time at the School.

#### **6. LIABILITY**

- 6.1 The School is not liable for any loss or damage to the person or property of any student at the School, however it occurs, unless the School or its employees or agents have been negligent. A student is not an agent of the School unless he or she is acting in accordance with the instructions of an employee of the School or in accordance with rules applicable to students of the School from time to time.
- 6.2 The signatories to this form each agree to indemnify the School from all claims made against it for loss or damages where the direct and substantial cause of the loss or damage was the wilful and deliberate act of the child named in this form and this child was of an age and level of understanding to comprehend the reasonably foreseeable consequences of his or her actions.
- This indemnity does not apply in cases where the child was acting in accordance with the instructions of an employee of the School, or where the negligence of the School or its employees was the direct and substantial cause.

#### **7. CURRICULUM**

- 7.1 The nature, type and standard of education provided by the School is entirely at the discretion of the School and may be changed at any time.
- 7.2 The School will provide periodic reports to parents on the educational and personal development of each student. The School may withhold any information where it considers disclosure would not be in the interests of the child.

#### **8. STUDENT WELFARE**

- 8.1 The School accepts responsibility for the welfare of each student during normal School hours and while under the organised supervision of employees of the School. Welfare of students outside these times is entirely the responsibility of the parents.

#### **9. ADVANCEMENT THROUGH THE SCHOOL FROM THE EARLY LEARNING CENTRE**

- 9.1 Advancement to a higher year level, whether at the end of the School year or during a year, is at the discretion of the School. For children attending the Early Learning Centre, subject to School readiness, the order of enrolment to Preparatory level will be full-time Early Learning Centre students followed by part-time Early Learning Centre students and then children on the waiting list.

## **10. ENROLMENT DEPOSIT FOR NON-RESIDENT STUDENTS**

10.1 For all non-resident enrolments at the School a deposit of \$500 per student will be included within the first School Term's statement of account. This deposit is refundable, less any outstanding charges, during the term after the student leaves the School. Non-resident enrolments apply to the following visa status:

- diplomatic visa
- student visa
- any other visa classified as temporary

## **11. CHAPEL ATTENDANCE**

11.1 I/We accept that as an Anglican school no-one is excluded from our chapel services therefore attendance is required by all students.

# **ADMISSION PROCEDURE**

After making the decision to enrol your child at the School, you will need to complete the Application for Registration form and return it to the School and pay the AUD\$150 registration fee. The Director of Admissions will then send you a letter of acknowledgement. At this stage of the entry procedure your son or daughter is placed on a waiting list for entry to the School. Please note that this does not automatically guarantee a place at the School.

The admission to the School of each student is subject to:

- (a) evidence that the student is capable of benefiting from the School's educational program
- (b) an interview with the student and his/her parents
- (c) subject choice availability after Year 7, and
- (d) the Principal's authority

There are additional requirements for full fee paying overseas student applications. Please contact the Director of Admissions for further information.

It is usual for students to enter the School at:

- (a) Reception and Pre-Prep in the Early Learning Centre, Year 3 in the Junior School or
- (b) Year 7 and 11 in the Senior School

The preferred age, for students entering the Early Learning Centre Reception class, is 3 years of age by Day 1, Term 1 in the calendar year of entry.

In line with other ACT schools, the age cut-off date for entry to Canberra Girls Grammar School is 30 April. This means that children entering the Early Learning Centre for Pre-Prep are 4 years old by 30 April of that year, and those entering Preparatory are 5.

There may be some vacancies created in other years by the unexpected withdrawal of students already in the School. These are comparatively few and are often not known to the School until shortly before they occur.

## **ENROLMENT INTERVIEW**

In the calendar year prior to the desired Year of entry to the School and subject to vacancies, the Director of Admissions will contact you requesting a copy of your child's latest school reports and birth certificate to support the application. Once this information is received you will be contacted again so that an interview can be arranged.

Students entering the Early Learning Centre attend an interview with the Director of Junior School (ELC to Year 2). Students entering the Junior School attend an interview with the Head of Junior School. Students entering the Senior School attend an interview with the Principal or Head of Senior School.

## **OFFER OF A PLACE AND ACCEPTANCE**

Subject to interview, your child will be offered a place. At this point you are asked to pay a Standard Family Capital Contribution and sign the Enrolment Conditions for Placement as a formal acceptance of a place at the School.

# SCALE OF FEES 2014

## 1. Early Learning Centre (Annual Tuition Fee 2014 per student; payable in four instalments)

NB: The Child Care Rebate (CCR) is not applicable for Early Learning Centre students

### Tuition Fees

Per Year

5 days	\$12,595
3 days	\$7,560
2 days	\$5,060

Before School Care (CCR is not applicable)	After School Care (CCR is not applicable)
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Per year	Per year		
5 days per week	\$2,455	5 days per week	\$4,465
3 days per week	\$1,505	3 days per week	\$2,730
2 days per week	\$1,010	2 days per week	\$1,815
Part-time casual with notice	\$14.50 per day	Part-time casual with notice	\$23.00 per day

## 2. Junior School Out of School Hours Care Program (CCR is applicable)

Per session \$22.00

## 3. Junior School and Senior School Annual Tuition Fee 2014 per student (payable in four instalments)

	Tuition Fees	Full Fee Paying Overseas Students Tuition Fees
Preparatory	\$12,325	N/A
Years 1 & 2	\$12,235	N/A
Years 3 & 4	\$14,290	N/A
Years 5 & 6	\$14,775	N/A
Years 7 & 8	\$17,800	\$25,580
Years 9 & 10	\$18,250	\$26,165
Years 11 & 12	\$19,465	\$27,550

## 4. Annual Boarding Fee 2014 per student (payable in four instalments)

This fee is payable in addition to the Tuition Fee and includes GST on the food component.

	Boarding Fees	Full Fee Paying Overseas Students Boarding Fees
Years 7-12	\$22,890	\$26,370

## 5. Annual Charges

The following are levied, if applicable, on an annual basis. Additional fees and charges for excursions, course materials and other activities will appear on each term's fee statement.

Art .....	Year 7-8 \$55; Years 9-10 \$120; Years 11-12 \$110
Textiles .....	Years 7-8 \$55; Year 9 \$60; Year 10 \$70; Years 11-12 \$125
Textbook Hire .....	\$150 (Years 7-12)
Photography.....	\$280
Musical Instrument Hire.....	\$300 (Years 7-12)
Music Co-curricular Charge.	\$85
Hospitality .....	\$140
Sport.....	\$100-250 (registration insurance levy per season; excluding rowing)
Year 11 Senior PE .....	\$30
Year 12 Senior PE .....	\$15 (one semester only)

## 6. Standard Family Capital Contribution (SFCC)

Each family pays the non-refundable SFCC at the time of acceptance of enrolment. This is a single payment if

the student is entering the Senior School but is payable in two instalments if entering the Junior School and three instalments if entering the Early Learning Centre. Details are available from the Director of Admissions.

## 7. Fees in Advance

A 1% rebate is offered on fees paid four terms in advance, subject to payment being received by the School on or before first day of Term 1 (4 February 2014).

## 8. Payment of Fees

All fees and charges are payable by the first day of each term. Fees are non-refundable and are not subject to pro-rata payment. An Overdue Fee Charge will be levied on amounts outstanding after that time. The charge is \$50 if the unpaid balance is less than \$1,000, \$100 if the unpaid balance is greater than \$1,000 and less than \$2,000; and \$200 if the unpaid balance is \$2,000 or greater. Any parent facing difficulties with the payment of fees should contact the Chief Operating Officer.

School fees may be paid by:

- cash
- cheque
- BPay (details appear on the fee statement)
- fortnightly direct debit over a period of 26 fortnights from 20 December 2013 to 5 December 2014 (contact the Business Office for more information)
- credit cards (MasterCard, Visa and AMEX). A credit card charge will apply.

## 9. Notice of Withdrawal or Change from Boarding to Day Student

A term's notice of intention to withdraw a student from the School or to change a student from boarding to day, must be given in writing to the Principal, otherwise half a term's fees will be charged in lieu of notice should the School not be able to fill the place.

A term's notice must also be given in writing to the Principal of intention to withdraw a student from the School for a limited period of one term or more. Half a term's fees will be charged should the School not be able to fill the place for the period of absence. Re-entry to the School after absence of more than one term is dependent upon a place being available. Due fees apply for absences of less than one term.

A half term's notice must be given before a student discontinues a co-curricular subject (eg private lessons for music, speech or dance tuition etc); a half term's fees will be charged in lieu of notice should the School not be able to fill the place.

## 10. GST

The School reserves the right to charge GST on all taxable supplies.

Belinda Moss  
Chair  
27 November 2013

