



# Ravenswood

## SCHEDULE OF FEES AND CHARGES FOR 2009

### FULL FEE PAYING STUDENTS

*(Fees and charges are reviewed annually)*

Ravenswood is registered by the Department of Employment, Education and Training to accept overseas students. An overseas student is a girl who is not an Australian or New Zealand citizen, a permanent resident or a refugee. The school does not receive government subsidies for overseas students so they must pay full fees according to a government approved scale.

If there is a vacancy, overseas students will be required to show evidence of English competency in order that they may pursue their studies satisfactorily. An outline of the syllabus studied must be included with the application. For reports written in a language other than English, an English transcript is required and certified as correct.

If a student is accepted for enrolment, government regulations require that medical insurance be arranged and paid for. A Bond is required by the school before an official acceptance advice is issued which will then enable a visa to be obtained. It is important for applicants to indicate if they are an overseas student so that the school can complete all the government requirements for a visa to be obtained without undue delay, if they are accepted. Please note that Full Fee-Paying Overseas Students are not eligible for rail or bus concession cards or free travel. Please note that copies of Passport and Australian Visa details (if applicable) must be submitted with the application.

FEES	Tuition Per Semester	Boarding Fees Per Semester (Plus GST on Food)
Year 3	\$ 9,880	
Year 4	\$10,120	
Year 5	\$10,120	
Year 6	\$10,790	
Year 7	\$12,515	\$ 8,930
Year 8	\$12,745	\$ 8,930
Year 9	\$13,090	\$ 8,930
Year 10	\$13,090	\$ 8,930
Year 11	\$13,605	\$ 8,930
Year 12	\$13,605	\$ 8,930

#### CONCURRENT SIBLING DISCOUNTS ON TUITION FEES

2nd daughter 10%                      3rd daughter 12.5%                      4th and subsequent daughters 15%

#### ENROLMENT FEES (non refundable) can be paid by cheque or credit card

Administration Fee including GST \$500                      Enrolment Fee \$1,800

A Bond, equivalent to one Semester's tuition and (if applicable) boarding fees in advance, is payable at the time of enrolment. This bond will be held by the school and credited against the final Semester invoice. A payment for Medical Insurance (currently \$354) must also be made on acceptance of a position in the school and will then be included in the Fee Invoice each year.

#### SUNDRY CHARGES

Core Curriculum Charges for each grade (charged each Semester) cover Locker Hire, Athletics & Swimming Carnivals and other compulsory charges. Other student charges including After School Care Fees (charged at the end of each term). Charges for Camps, Excursions, Tours, etc will be advised. For further information contact the Accounts Department. The Board of Studies levies an administrative charge on overseas students who are candidates for the Higher School Certificate. This charge is payable at the time of application for the examination.

#### FEE PAYMENT INFORMATION

##### PROMPT PAYMENT DISCOUNTS

Fees received by the specified date are eligible for a prompt payment discount of \$150 per Semester for tuition and boarding fees, if applicable, for each student.

##### PAYMENT OF FEES

Fees will be invoiced prior to the commencement of each Semester in January and July. Invoices for other student charges will be issued at the end of each term. Payment options include cash, cheque and BPAY. Please refer to your invoice for details.

##### GST

Educational expenses including tuition are generally exempt from GST. The School reserves the right to charge GST for goods and services provided where exemptions do not apply.

##### CURRICULUM RELATED SUBJECTS

This optional tuition is provided in a wide range of subjects. Details and application forms are available from the School Office.

CRICOS 02306K

*Please read Terms & Conditions overleaf*

# TERMS & CONDITIONS for FULL FEE PAYING STUDENTS

## Local Guardian

Overseas students must have a local guardian in Sydney providing adequate and suitable support for their well-being, whether they are seeking a Day or Boarding place. The guardian is also expected to translate relevant documents. If parents employ agents for any part of the enrolment or support process, any payments and responsibilities for the actions of the agents are with the parents, not with Ravenswood. Ravenswood's preferred accommodation for overseas students is in our Boarding House. This is a safe and nurturing environment where the students can practise their English and receive extra academic support.

The guardian will be required to sign the relevant Child Protection document. Guardians must be over 21 years of age and preferably a relative or very close family friend of the student so that they can offer family and emotional support for the student in addition to the support provided by Ravenswood. The school must also sign documentation indicating Appropriate Accommodation and Welfare.

School holidays are the responsibility of the Guardian in consultation with the parents.

## Enrolment Process

An Administration Fee, that includes GST, is payable on application. This amount is not refundable.

If you wish to confirm your daughter's enrolment, you are required to pay a non-refundable Enrolment Fee of the specified amount approximately 18 months prior to commencement. The school requires an enrolment fee to be paid for the first two daughters in a family. Subsequent daughters are exempt from this condition of entry. The enrolment fee is not refundable in any circumstances and will not be refunded if you fail to take up the place.

## Fees

The billing period is equivalent to two terms' fees (one semester). All signatories to the original Acceptance of Offer are jointly and severally liable for the payment of fees and disbursements incurred on behalf of their daughter. All fees are payable immediately upon receipt of account. If an account is not paid in full within 60 days from the specified date, an enrolment may be suspended unless there is a satisfactory reason which is approved by the Finance Committee. Tuition fee discounts apply for sisters of current fee paying students and for the daughters of ordained Uniting Church Clergy in settlement. Sister discount does not apply to families in receipt of Clergy discount. Clergy discount is family means tested.

Accounts remaining unpaid after the specified date will be charged an overdue charge (Overdue Charge) calculated on the amount outstanding from the specified date until date of payment. The Overdue Charge is a rate percent per annum determined by the school from time to time. It is based on the average rate received by the school on its deposits plus an amount to reflect the administrative costs of the school incurred in collecting outstanding fees. The Overdue Charge represents a genuine pre-estimate by the school of the loss that it would suffer if fees are not paid by the specified date. The current rate may be obtained from the Finance Office.

## Withdrawal and Refund Policy

Parents must give a full term's notice in writing of the proposed withdrawal of a student, or a full term's fees (plus GST) will be charged.

Boarders are expected to continue to attend the school as Boarders. All changes to status are at the Principal's discretion. Boarders may only become Day girls at the end of a school year, with a notice in writing to the Principal at the end of Term 3. This change of status is not automatically granted.

Fee charges in lieu of the required notice are genuine pre-estimates by the school of the loss that it would suffer if parents have not provided a full term's notice of withdrawal, or change in status, as the case may be.

If a student is expelled from the school following disciplinary action, fees will be refunded pro rata.

In accordance with the Educational and Training Services to Overseas Students ESOS Act 2000 and the national Code of Practice, the following refund policy applies to all full fee paying overseas students:

- The Administration Fee and Enrolment Fee are non-refundable.
- Tuition fees for Full Fee Paying Overseas Students will be refunded in full if a visa application is rejected (provided that written notification is received from the Australian Embassy) and/or the course is not offered.
- Refunds, where applicable, will be made in accordance with ESOS Act 2000.

## Temporary Long Absence

This is leave that is 12 months or less. Written requests for Temporary Long Absence must be approved by the Principal. Full fees are applicable for the time the student is absent or her place may be forfeited.

## Returning Students

These are students who leave the school for a period of more than 12 months. A full term's notice in writing is required and must include a statement of intent to return. Full school fees are payable to the end of the current year of departure.

If a place is to be held by the school then half fees are payable until the beginning of the year of return, when full fees will apply.

If a place is not held, parents must contact the school in writing requesting Year and Grade of return. If a place is available an application fee is charged. Full fees will be payable from the beginning of the school year of re-entry.

## Discipline

The school may require standards of dress and behaviour which the school, in its absolute discretion, considers appropriate.

In accepting an offer of a place at the school, parents accept the school's authority to determine and administer the school's rules and regulations and agree that their daughter will attend all classes, Assemblies, Chapel Services and participate fully in the activities of school life.

The school may exclude any student, either permanently or temporarily, at any time and without notice, if the Principal in her absolute discretion deems such action advisable.

The school may amend its rules, policies and practices at any time without notice to parents.

## Change of Address

Any change of address and/or telephone number should be advised to the Enrolments Office as soon as possible.

## Amendment

The Council may alter the Terms & Conditions of entry at any time.

*(Reference in these Terms and Conditions to a 'parent' means and includes a Guardian of a student. For the purpose of fee billing, the four term year is divided into two Semesters.)*