



CHRIST CHURCH
GRAMMAR SCHOOL

SINCE 1898

2023 ANNUAL TUITION FEES SCHEDULE

The following Fee Schedule will operate for 2023.

Early Learning Centre (ELC)

Year Level	Net Annual Tuition Fee	Consolidated Charges	Total Annual Fee	Full Year Annual Fee paid in advance (by 15 January)
3-year-old ELC program (5 days)	\$23,468	\$250	\$23,718	\$23,131
3-year-old ELC program (3 days)	\$17,601	\$250	\$17,851	\$17,411
4-year-old ELC program (5 days)	\$23,468	\$250	\$23,718	\$23,131

Primary School

Year Level	Net Annual Tuition Fee	Consolidated Charges	Total Annual Fee	Full Year Annual Fee paid in advance (by 15 January)
Prep	\$23,804	\$450	\$24,254	\$23,659
Year 1	\$28,014	\$450	\$28,464	\$27,764
Year 2	\$28,014	\$800	\$28,814	\$28,114
Year 3	\$28,884	\$900	\$29,784	\$29,062
Year 4	\$28,884	\$950	\$29,834	\$29,112
Year 5	\$29,661	\$950	\$30,611	\$29,869
Year 6	\$29,661	\$2430	\$32,091	\$31,349

Consolidated Charges

The consolidated charges assist in covering the cost of year level camps, excursions and incursions, booklist items, and whole year level expenses incurred as part of the curriculum, supporting the technology infrastructure, and maintaining school facilities.

Note: For those families paying on a Term basis, the entire consolidated charges fee is due in Term 1.

Rebates and Subsidies

Funding for children attending ELC

Funding received by the State Government for children attending 3- and 4-year-old ELC programs has been incorporated into the calculation of the Net Annual Tuition Fee. As the ELC is not an approved childcare provider through the Commonwealth Government there is no entitlement available for parents to access the Child Care Subsidy.

Kindergarten Fee Subsidy

Parents of children attending the 3- and 4-year-old ELC programs, providing they are eligible, may be entitled to a Kindergarten Fee Subsidy administered by the Department of Education and Training. For further information parents should refer to the ELC's Handbook or if unsure please ask one of our ELC staff to assist with determining your child's eligibility.

Camps, Sports and Excursions Fund (CSEF)

This fund helps with paying for eligible Primary School students to attend school camps, sports and excursions. Parents should visit the State Government website: www.dhhs.vic.gov.au/camps-sports-and-excursions-fund to determine eligibility prior to contacting the School.

Payment of Fees

Tuition fees are payable in advance and a discount on the net annual tuition fee is available where fees are paid in full by January 15 2023.

Additional charges are payable for:

- Private Music Tuition and Instrument Hire
- Uniform purchases
- After School Care and School Holiday programs run by our partners Extend
- Tuck Shop purchases run by our partners Catercare
- Extra-Curricular activities program after and before school
- Snow Sports program
- Chess Tournaments
- Trips not part of overall year level curriculum
- School photographs

Uniform Shop

All students are required to wear the prescribed School uniform. Both new and second-hand items are available for purchase at the Uniform Shop, located at 659 Punt Road, South Yarra (Corner of Punt Road and Park Place – entrance off Park Place) Tel: +61 3 8533 7564 Email: uniformshop@ccgs.vic.edu.au

The Uniform shop is open during School Terms on Wednesday (8.15am – 10.30am and 2.00pm – 4.00pm) and Fridays (8.15am – 10.30am). The Uniform Shop may also open additional periods during times of high demand. A pricelist is available, and items can also be ordered via the Order form on the Christ Church Grammar School App.

Private Music Tuition and Instrument Hire

Private Music tuition is optional and can be arranged through the School's Music Department. Applicable fees for 2023 are:

Lesson	Fee
Individual Music Lesson (Prep – Year 6) (30-minute)	\$880 per semester (16 lessons)
Group Music Lesson (Prep – Year 6) (30-minute)	\$560 per semester (16 lessons)
Suzuki Individual Music Lesson (ELC) (30-minute)	\$600 per semester (16 lessons)
Suzuki Group Music Session	\$22.50 per session
Instrument hire (per semester)	\$120 per semester

***N.B** – Costs for sheet music purchases, examinations, examination books, music stands, music satchels, music record books and other instrumental resources are also billed in addition, if incurred. If a hired instrument is not returned after discontinuation of lessons a replacement fee will be charged. All the above music costs are processed to the family's account.

After School Care Program / School Holiday Program

Extend are the providers of our After School Care and School Holiday programs. The After School Care program operates between 3.00pm – 6.00pm on all School Term days and is available for all students (3-year-old kindergarten to Year 6). The School Holiday programs, also available for all students (3-year-old kindergarten to Year 6), operate for most of the School Holiday periods (8.00am – 6.00pm) with the exception of some public holidays and compulsory shut-down periods over Christmas / New Year. A School Holiday style of program also operates on pupil-free days during Term.

Programs and fee details are available and bookings can be made via the link to the Extend website provided on the Christ Church Grammar School App or www.extend.com.au The service can also be contacted **Ph:** +61 428 428 413 **Email:** christchurchgrammar@extend.com.au

Canteen

Catercare are the providers that operate the Canteen. The School uses Flexischools which is an online and cashless operating system that allows parents to place and pay for their child's lunch order. Parents can access the Flexischools online system via the Christ Church Grammar School App.

Extra-Curricular Activities Program

The School offers a number of different extra-curricular activities each Term for Primary School students that typically run Monday – Thursday afternoons (3.30pm – 4.30pm or 3.40pm – 4.40pm). These activities include coding, robotics, karate, gymnastics and Latin. Chess is also available prior to school on Wednesdays (7.45am – 8.30am). Bookings and payment for different extra-curricular activities are available either by logging into your Parent Lounge account or via our provider, Kids Unlimited website depending on the activity. The cost of extra-curricular activities ranges from \$160 - \$360 per Term (8-weeks), depending on the activity.

Other one-off Extra-Curricular Programs

The School offers students, in designated year levels, opportunities to participate in one-off extra-curricular programs such as snow sports, chess tournaments and others from time-to-time. These activities are added to the family's account upon invitation and booking into the activity.

School Photographs

School photographs are ordered and paid through the photographer appointed by the School each year.

Terms of Payment (ELC TO Year 6)

Tuition fees are invoiced in advance in the year prior to the new school year. Families are required to select one of the three (3) payment options:

- 1. Annual Payment** – in full by 15 January 2023 (2.5% discount on the Net Annual Tuition Fee)
- 2. Monthly Payment Plan (Direct Debit)** – in nine (9) payments processed on the 28th day of each month from January to September 2023. The Monthly Payment Plan (Direct Debit) needs to be set up by 15 January 2023 through logging into Parent Lounge by clicking [this link](#). If you are unsure of your Parent Lounge login details, please email itsupport@ccgs.vic.edu.au
- 3. Term Payment** – If you have not paid the total annual fee in full or set up a direct debit monthly payment plan by January 15, 2023 you will automatically be placed on Term billing with the four (4) payments due by 31 January 2023, 15 April 2023, 30 June 2023 and 30 September 2023.

The Fees and Charges referred to in this notice are applicable for the 2023 school year and are subject to annual review. The administration of all fees and charges aligns with these Terms of Payment, the Business Regulations and the Terms and Conditions of Enrolment Agreement.

Non-payment of any accounts rendered within the required timeframe may result in the charging of a late fee. The amount of the late fee, which is subject to change, is currently \$150. If the account remains unpaid after a further 14 days and no contact has been made with the School, the School may issue a letter advising that the student(s) are asked not to attend School, and that their ongoing enrolment at the School cannot be guaranteed. Families may be requested for their student not to commence a new term unless the previous term's fee commitment has been settled.

In the event that an account is referred for external collection, the costs of such will be added to the account with responsibility for settlement borne by the account holder. Where tuition fees are outstanding, those students may not be permitted to attend extracurricular and other school co-curricular activities and end of year reports may be withheld until payment is received.

Fees and Charges

The Net Annual Tuition Fee and Consolidated Charges cover all curriculum related costs, unless otherwise stated. Students admitted to the School during the year will be charged tuition fees on a pro-rata basis and the full amount of the Consolidated Charges will be applicable. Any additional activities voluntarily undertaken will be subject to separate fees including: private music tuition, snow sports, chess, gymnastics, Latin, coding and robotics etc. The School receives Commonwealth and State Government Recurrent Grants for Students enrolled in Prep to Year 6. State Government funding is also attracted for the 3 and 4-year-old ELC program. A proportion of funds raised or fees collected by the school, may be used to support the operation of the Early Learning Centre (ELC).

Methods of Payment

Fees and charges can be paid via the School's online payment portal available in Parent Lounge. Parent Lounge can be accessed via the Christ Church Grammar School App or website and using your login credentials provided by the School. The payment portal provides families with the ability to make payment using their credit or debit card.

Fees and charges can also be paid by the following method:

- BPAY – using a Net Bank facility to transfer the funds using the Biller Code of 120022 and the Reference Number as detailed on your Statement of Account.

Tuition fees and charges are strictly due and payable by the listed dates. Where fee accounts are in arrears (or where an approved payment plan is not adhered to), a student may be restricted from participating in extracurricular and other school co-curricular activities or the child's end of year report may be withheld until payment is received. The Principal reserves the right to refuse to allow a student to either commence a new term, or to remain at the School while any fees or charges remain unpaid.

Enquiries

All general fee and payment enquiries should be directed to the Accounts Officer or Accountant in the Finance Office.

Specific fee or business-related matters (advice of financial difficulties families may be facing, changes in enrolment and/or family circumstances) are to be directed to the Director of Business.

Finance Office T: +61 3 9866 3540 E: accountsreceivable@ccgs.vic.edu.au

Director of Business T: +61 3 9866 3540

Christ Church Grammar School Donations

Members of the Christ Church Grammar community who are interested in making donations or bequests, to support building development or scholarships at Christ Church Grammar School, may be done so through the Christ Church Grammar School Foundation and are encouraged to contact the School's Director of Business on +61 3 9866 3540. Depending on the purpose of your donation, access to a tax-deductible receipt may be possible.

Fee Policy and Business Regulations

Application

Applications for entry to Christ Church Grammar School, from the Early Learning Centre (ELC) to Year 6, must be submitted on the School's Application for Enrolment Form. The form is to be accompanied by a non-refundable Application Fee of \$150. While application is a pre-requisite for enrolment, it is not a guarantee of admission and the School at its discretion reserves the right to reject any application and offer a place to any student irrespective of date of application.

Confirmation of Enrolment

Following the application and interview process, and subject to the School Enrolment Policy and position availability, a formal offer may be made. Parents/Guardians are required to sign and return the Confirmation of Enrolment form for their child with a non-refundable Enrolment Confirmation Fee payment of \$1,000 per child. For ELC entry a further \$2,500 is also required to be paid at the time the offered place is accepted, with this amount credited to the student's statement in Prep. Should the student not continue through to Prep at Christ Church Grammar School, this amount is surrendered. Please note that this contribution fee is also non-transferable. The person/s signing the Confirmation of Enrolment form is/are completing an agreement to abide by the Payment Terms and Conditions, Fees Policy and Business Regulations, as well as the Enrolment Terms and Conditions and Parent Code of Conduct. A place is confirmed for a student only after an offer has been made and all enrolment fees have been paid. An enrolment fee payment received after the due date may result in the place being no longer available. The School's enrolment offer includes an agreement on payment of fees and acceptance of School policies. If a place is not immediately offered, the family will be advised of their addition to the waiting list. Acceptance of an enrolment is acknowledgement that each signatory on the Confirmation of Enrolment Form is jointly and severally liable to the School for payment of all accounts. This applies even if the accounts are usually paid by one parent or guardian, and regardless of whether the accounts are addressed only to one parent or guardian. A parent or guardian of a child may not delay or refuse to pay an account on the basis that another parent or guardian of the child is responsible for payment of all or part of any account.

Cancellation of Enrolment

One full term's notice is required, in writing to the Principal, before the cancellation of enrolment or withdrawal of a student from the School occurs. If the required notice is not given, a full term's tuition fees may be charged.

Tuition Fees and Accounts

- a) Tuition fees are billed in advance for all enrolled students.
- b) Accounts are payable by the listed instalment due dates. A late fee of \$150 will be charged if payment is not received by the due date.
- c) The School may choose to not permit a student to re-enter class in a new term when fees remain outstanding.
- d) If a student is absent through illness, there will be no reduction in fees. Every effort will be made to remain in close contact with the family and arrange home study for the student where possible.
- e) Parents are responsible for payment for breakage or damage to School property caused by the student.
- f) Fees are subject to annual review. Parents will be notified of the new School Year fees in November.
- g) Attendance at year level camps is compulsory and no reduction in the Consolidated Charges is applicable, unless authorised by the Principal.

Early Payment Discount

Payment of the annual tuition fees in full by the advertised due date will receive a 2.5% discount. The Early Payment discount is only applicable to the Net Annual Tuition Fee and does not apply to the Consolidated Charges component of the fees. Scholarship, bursary and concession recipients will not receive a discount for early payment of the annual tuition fees in full by the advertised due date given the quantum of the discount provided as part of the scholarship, bursary or concession granted.

Non-payment of Accounts

Non-payment of any accounts rendered within the required timeframe may result in the charging of a late fee. The amount of the late fee, which is subject to change, is currently \$150. If the account remains unpaid after a further 14 days and no contact has been made with the School, the School may issue a letter advising that the student(s) may be asked not to attend School, and that their ongoing enrolment at the School cannot be guaranteed. No student may commence a new term unless the previous term's fee commitment has been settled. In the event that an account is referred to legal collection, the costs of such will be added to the account with responsibility for settlement borne by the account holder.

Extended Approved Absences

Where a student is absent from the School for one term or more (to a maximum of one year) and a place is to be kept pending their return, a full term's notice in writing to the Principal is required and a Holding Fee of \$2500 will be charged. Upon the student's return to School, the Holding Fee will be credited against future Tuition Fees. If the student does not return, the Holding Fee is non-refundable and not transferrable.

Deferred Enrolment

An enrolment may be deferred to another year level and/or year of entry by providing notice in writing to the Principal after a place has been confirmed and the enrolment fee has been paid. Confirmation of a place in a year level other than that originally noted, will be subject to availability.

Goods and Services Tax (GST)

GST is not charged on tuition fees. Other activities, however, may attract GST.

Change of Family Details

It is a requirement that families advise the School of any change to their contact details, family circumstances or other relevant particulars. Personal details can be updated via Parent Lounge (which each family has secure access to). A change in family circumstances should be reported to the Principal and Director of Business (eg: family separation).