



FIRBANK GRAMMAR SCHOOL BUSINESS TERMS AND CONDITIONS

Application for Enrolment:

Applications for Enrolment to gain admission to the School must be made on the official application form available on the Firbank website.

Firbank is an open entry School. Priority of entry is given to siblings, the children of Old Grammarians and by date of application. As valued members of our community, the application fee for children of FOGA members is waived.

Refer to the Enrolment Policy and Process on the School website: <https://www.firbank.vic.edu.au/>

Enrolment:

Enrolment at the School depends upon the Principal being satisfied about the child's suitability. If a place is offered, the School will forward an Enrolment Authority Form for completion. In order to accept the offer of enrolment the form must be duly completed and returned, together with the non-refundable enrolment fee and any applicable interest free deposit by the nominated date. If these payments are not received by this date, the offer may be withdrawn.

Both parents are required to acknowledge in writing on the enrolment authority form the responsibility for the payment of school fees and charges. In signing the enrolment authority form both parents agree that they are jointly and severally responsible with all other signatories for all fees and charges payable as a result of enrolling their child at the School. Both parents agree that this arrangement continues, irrespective of any changes to the relationship between them and the co-signatory or any court order between them or any child support arrangements or other arrangements between them. No separate or split invoices will be issued.

Tuition Fees and Charges:

Tuition, Boarding Fees and other charges are fixed by the School Board.

While it is practice of the Board to set fees for the whole year, the Board reserves the right to amend fees during the year if general economic or other circumstances require such action.

All fees and charges made by the School are payable on the published due date. Please refer to the published fee schedule on the school website: <https://www.firbank.vic.edu.au/>

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Fees for Local Students are charged in four equal instalments.

Fees for International Students are charged in two equal instalments.

Fees for ELC are charged and paid via Direct Debit from a nominated Bank Account or Credit Card.

Please refer to the ELC Fees and Charges Policy.

If a child is withdrawn, or suspended, at the insistence of the School, all fees and charges are payable for the billing period in which the child's enrolment is terminated or suspended.

For children entering the School in the course of a year, pro rata fees and charges other than application fee, enrolment fee and any applicable interest-free deposit, are payable.

A discount on Tuition Fees is available where the annual fees are paid in advance as a lump sum payment. Please refer to the published fee schedule on the school website:

<https://www.firbank.vic.edu.au/>

The School does not offer any variation on the published terms and payment of tuition fees and charges.

Late Payments and Outstanding Accounts:

Where any fees are not paid by the due date specified on the invoice, a late fee of 15%pa of the outstanding amount will be charge to the account.

Parents who require credit for the payment of School accounts should contact their own bank or credit provider. Edstart and Futurity Investment Group are alternative payment options to assist families manage their school fee payments. Please visit <http://www.edstart.com.au> or <http://www.futurityinvest.com.au/education-loans/for-schools/AITC> for more information. The School does not receive any commission from this service.

The School reserves the right to engage legal services and claim associated costs of debt recovery in case of fee default.

Where fees and charges are not paid by the due date, the Principal reserves the right to withdraw or terminate existing fee concessions including staff and scholarship concessions. The School, at its sole discretion, may reinstate concessions upon full payment of outstanding fees and charges.

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In these circumstances, the concession recommences from the date of payment of all outstanding amounts owing to the School.

At the discretion of the Principal, non payment of fees and charges may also result in a student's tuition being suspended or academic records being withheld until payment is made in full.

Where fees continue to remain unpaid beyond the current billing period, the Principal reserves the right to revoke the student's enrolment.

Discounts:

The School Board determines the level of any sibling discounts on Prep – Year 12 Tuition and Boarding Fees.

The Sibling Discount applies in order of the age of the children currently attending the school full-time.

Siblings are defined as siblings and step-siblings, where the responsibility of the payment of the account is the same. Siblings on any other fee concession such as a scholarship will only attract the sibling concession on the residual amount (i.e. on the net amount payable after all other concessions have been deducted).

Sibling Discounts will not apply to ELC students.

Firbank and Brighton Grammar Schools offer a sibling discount to families with children at both schools. This is currently valued at 5% of the annual tuition fee charged by each school for each full fee paying student. The concession will not apply to students who are in receipt of any other fee concession including internal sibling concession or scholarship. The concession will not apply to ELC students. The concession will apply providing at least one child is enrolled at each school.

Any sibling discount is not retrospective and only applies so long as all fees are paid by the due dates or in accordance with an agreed payment schedule.

The School reserves the right to withdraw or vary the value of the discount at any time.

Scholarships and Bursaries:

Scholarships are awarded by Firbank on the expectation and condition that the student will complete Year 12. If a student's enrolment at Firbank is withdrawn or terminated prior to completion of Year 12, all tuition fees which have been remitted up to that date pursuant to the scholarship will become

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immediately due and payable by you to Firbank. For the avoidance of doubt, any fees payable in lieu of notice are also payable in addition to this amount.

The School reserves the right to review Scholarships and Bursaries at any time.

Extra-Curricular Activities:

The school reserves the right not to allow a student to participate in optional excursions and activities.

Temporary Absences/Part-Time Attendance:

Requests for Temporary Absences or Part-time attendance must be submitted in writing prior to the relevant Term commencing.

No reduction or remission of fees and charges will be allowable for any absences of less than one full term.

For leave approved by the Principal of one full term or more, the School will charge a holding fee of 13% annual tuition fee for reserving a student's place whilst temporarily absent. All other compulsory charges remain payable without reduction or remission.

At the discretion of the Principal, students may attend the School part-time. Part-time students will be charged pro-rata tuition fees and all other applicable fees and charges will be charged at the full-time or annual rate.

The School offers full School-term boarding. As it is necessary for the School to enter into staffing and catering contracts, a place in the Boarding House is reserved for the whole academic year and there is no reduction in boarding fees for temporary absences.

Withdrawal of a Student:

Parents or guardians are required to provide the school one term's notice in writing prior to the withdrawal of a student in Years Prep to 5, and Years 7 to 12. If notice of withdrawal is not received by the final day of the term prior to the child's last term, the parents or guardians are liable to pay in addition to any other amount owing to the School, an amount equal to one fourth of the annual tuition fee which would have been payable if the child had not been withdrawn from the School.

Parents or guardians are required to provide the school a minimum of 8 week's notice of withdrawal of a student in ELC3. 4 weeks of full fees will be charged if insufficient notice is given.

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Parents or guardians are required to provide the school one semester's notice in writing prior to the withdrawal of a student in ELC 4, Years 6 and Boarders. If notice of withdrawal is not given by the first day of Term 1 or any time prior to Term 2, the parents or guardians of a:

- a) Year 6 student must pay to the School an amount equal to one half of the annual tuition fee which would have been payable in respect of the child if the child had not been withdrawn from the School
- b) ELC 4 student must pay to the School, in addition to any other amounts owing to the School, an amount equal to full 4 weeks fee which would have been payable in respect of the child if the child had not been withdrawn from the School
- c) Boarding Student must pay to the School an amount equal to one semester's boarding fee in lieu of notice. Written notice for the following year must be received before the commencement of Term 3 to avoid being liable for a further semester's boarding fees.

The School may apply and offset the amount of any interest free deposit held by the School in satisfaction of the above.

Visa Requirements:

The Principal may request parents or guardians to remove a child from the School immediately should the child's Visa conditions or Commonwealth Government requirements be breached.

If a student is prevented from commencing at Firbank due to failure to obtain a visa, a refund of tuition fees, boarding fees and interest-free deposit paid will be made. The enrolment fee of \$2,000 is non-refundable.

Should a student be granted a local visa, any overseas fees paid in advance will revert to local student fees from the next full term upon receipt of a copy of the visa.

Interest Free Deposits:

Any applicable interest free deposit will be refunded on written request when a student leaves the School, subject to all financial commitments having been settled and the required notice of withdrawal given. If not claimed within six months of a student leaving, the interest free deposit will be transferred to the School as a non-tax deductible deemed donation.

Medical Treatment:

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The School requires parents and guardians to allow properly authorised medical or hospital treatment to be carried out in emergencies. Normally, the School will make every effort to reach parents or guardians in emergencies, but if an accident or illness requires urgent attention and parents and guardians cannot be contacted, the School has the authority to take whatever immediate action is deemed necessary.

Parents are required to inform the School of any relevant medical, psychological or social conditions that may affect the wellbeing of the student through Consent2Go.

Parents are responsible for the payment of any medical costs associated with the treatment of their child including ambulance transport whilst at School.

The School has travel insurance for students on school arranged overseas, interstate and some intra-state excursions only.

Curriculum:

The School decides on the curriculum throughout the year and the subjects offered at every level each year.

There is no guarantee that subjects offered in one year will be available in any other year.

Parents:

Firbank Grammar School enrolls the family when a child enters the School. Parents are expected to comply with the Behaviour Management Policy.

Please refer to school website: <https://www.firbank.vic.edu.au/>.

Students:

Except when the express permission in writing of the Principal or Principal's delegate is given, children are not permitted to leave School at the end of a Term until the announced closing time.

If a child is late for School or absent, a note signed by the parent is required. For absences other than illness, there must be prior written request to the Head of School from the parent or guardian. In the case of an illness or injury that requires a child to be absent from School, the School should be informed by phone by 9 a.m. When the child returns to School, the reason for the absence should be confirmed in writing.

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No child is allowed to enter the School from a household in which there has been any infectious disease without giving prior notice or without production of a doctor's certificate stating that there is no longer danger of infection.

Participation in organised outdoor activities both within and outside the School grounds is an essential part of a child's education, and a compulsory part of the School curriculum.

Children must attend School functions as and when required.

All students, unless excused by the Principal or Principal's delegate on medical grounds, are required to attend School camp.

Every child admitted to the School is expected to obey all School rules, policies and procedures. Failure to observe the School rules, policies and procedures will render a child liable to disciplinary action and may jeopardise a child's continued enrolment at the School.

Discipline:

The Principal or the Principal's delegate may suspend or expel any student whom the Principal believes is guilty of breaking the general regulations, school rules, policies or any standing instructions, procedures or any law.

The School does not permit corporal punishment.

Privacy:

Refer to the Privacy Policy on the School website: <https://www.firbank.vic.edu.au/>

Approved by the Board of Firbank Grammar School on 28th October 2022.

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