

# Business Notice and General Regulations

Updated February 2020

## Enrolment

Enrolment at the School depends upon the Headmaster being satisfied with your son's suitability.

At the discretion of the School, applications may be given preference on the basis of affiliation to Brighton Grammar School.

All offers are subject to interview with the Head of School and provision of supporting documentation.

Refer to the Enrolment Process on the School website: [www.brightongrammar.vic.edu.au](http://www.brightongrammar.vic.edu.au).

## Confirmation of Admission fees

Once an offer is received, the parents or guardians must confirm their acceptance in writing within 14 days and pay the non-refundable fees listed below:

Early Learning Centre: A non-refundable fee of \$3850 is made up of –

- \$1000 confirmation of enrolment fee
- \$2500 fees in advance, deducted from the final billing of Prep. These fees will be retained by the School if the student leaves prior to the completion of Prep.
- \$350 lifetime membership of the Old Brighton Grammarian Society

All other years: A non-refundable fee of \$2350 is made up of –

- \$1000 confirmation of enrolment fee
- \$1000 fees in advance, deducted from the final billing of the first year. These fees will be retained by the School if the student leaves prior to the completion of the first year.
- \$350 lifetime membership of the Old Brighton Grammarian Society

Families returning to the School will be required to pay-

- \$1000 confirmation of enrolment fee, and

- \$1000 fees in advance, deducted from the final billing of the first year. These fees will be retained by the School if the student leaves prior to the completion of the first year.

These fees are subject to change.

The Confirmation of Admission form must be signed by each parent or guardian. Each signatory to the Confirmation of Admission is joint and severally liable for all fees and charges payable to the School at any time. Billings will not be split on a several basis.

## Tuition fees and charges

Tuition fees and other charges are fixed by the School Council and may be changed from time to time at its sole discretion.

A consolidated fee is charged and payable at each invoice date to cover compulsory year-level activities.

Refer to the fee schedule on the School website: [www.brightongrammar.vic.edu.au](http://www.brightongrammar.vic.edu.au).

The published due dates in the fee schedule are the only payment options offered by the School. Normal payment terms are 14 days from the date of the billing, as noted on the invoice.

Fees are not transferable, refundable or able to be deferred to a future year level.

Fees are for four complete terms per year and are invoiced one term in advance. No discounts or concessions will be granted for any intentional or planned absences during the year. This includes, but is not limited to, holidays that extend beyond the gazetted school holidays and public holidays, external activities that involve extended absences from the School and student exchange programs.

Enrolments outside of the normal offer period will be subject to payment within two business days, as noted on the invoice. Failure to make payment within this timeframe may result in the place being offered to another student.

A 2% discount on tuition fees is available where the annual fees (Terms 1-4) are paid as a lump sum in advance, within the Term 1 payment terms.

## Continued enrolment

Subject to this Business Notice and General Regulations, once enrolled, students remain enrolled in the School from year to year.

The parents or guardians are responsible for the ongoing currency and accuracy of student and family information held by the School, including medical details and emergency contact information.

The parents or guardians may update family and student information via the School's portal or, if unavailable, in writing as and when the information changes.

## Late fees and overdue accounts

Fees not paid by the due date specified on the invoice will incur a late fee of 15%pa of the amount outstanding calculated monthly. The School is not responsible for any delays in receiving payment (including banking, portal failures, postal delays or lost mail).

In addition, non-payment of fees and charges may result in the withdrawal of any scholarships or concessions until all outstanding amounts are paid in full. The scholarship benefit or concessions may be reinstated at the discretion of the Headmaster from the date payment is received.

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 at the discretion of the Headmaster. Prolonged non-payment of fees in line within the agreed due dates may result in the student being removed from the School.

## Family discounts

The sibling discount applies in order of the age of the children currently attending BGS as follows:

BGS 2 <sup>nd</sup> child	10% of tuition fees
BGS 3 <sup>rd</sup> child	25% of tuition fees
BGS 4 <sup>th</sup> child	50% of tuition fees
Firbank Grammar	5% of tuition fees, upon receipt and acceptance of a written application.

Any sibling discount granted 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. Failure to pay fees by the due date on more than one occasion will result in permanent removal of the sibling discount.

These discounts are not available to parents or guardians who receive other financial benefits from the School (e.g. scholarship recipients), and for the concession to be applied all students must be billed under the same account.

## Scholarships

For information on scholarships, refer to the Admissions Coordinator on +61 3 8591 2202 or email [admissions@brightongrammar.vic.edu.au](mailto:admissions@brightongrammar.vic.edu.au).

## Extra-curricular activities

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

## Withdrawal of a student

Parents or guardians are required to give the Headmaster or Head of School one term's notice in writing prior to the permanent withdrawal of a student. If the required notice is not received, a fee equivalent to one term's tuition fees is payable. If a student is withdrawn from the School, all outstanding fees and charges become immediately due and payable. There will be no reduction or remission of fees.

If a student is participating in the laptop leasing program, any unpaid future instalments will be immediately due and payable upon withdrawal.

For example: if notice is received from the parents or guardians after the first day of Term 4 to withdraw a student at the year's end, the parents or guardians will be liable to pay Term 1 fees the following year.

## Removal of a student

A student may be removed from the School at the discretion of the Headmaster as a result of:

- unacceptable academic performance
- disciplinary reasons
- failure to meet Commonwealth Government requirements or visa requirements applicable to overseas students
- failure by the student, parent or guardian to adhere to School policies and procedures or rules and regulations, including failure to pay fees in line within the agreed due dates.

If a student is removed in any of the circumstances described above, a pro-rata refund of tuition fees, less one term's fees due to lack of notice, will be applied.

## Student discipline

The Headmaster or his delegates may suspend or expel any student whom the Headmaster believes is guilty of breaking the general regulations, School rules, policies or any standing instructions, procedures or any law.

Corporal punishment is not permitted at the School.

## Authority and indemnity

In the event of a student suffering any injury or sickness, the School is authorised to take such action as it deems fit to obtain medical and/or hospital care and attention.

Parents or guardians will indemnify the School against all costs, claims, actions and demands made against the School, its servants and agents incidental to that care and attention.

There are occasions during the course of a student's enrolment at the School where they will be required to leave the School campus. Travel arrangements may be arranged through contracted bus services, School vehicles and other modes of transport. The parents or guardians enrolling a student in the School consent to such travel arrangements.

## Insurance

The School carries 24-hour student personal accident insurance for all registered students.

For further information, contact the School at [bgsaccounts@brightongrammar.vic.edu.au](mailto:bgsaccounts@brightongrammar.vic.edu.au).

The cover excludes any refund gaps for costs covered by Medicare.

## Curriculum

The Headmaster decides on the curriculum throughout the School and the subjects offered at each year level. There is no warranty that subjects offered in one year will be available in another year. The School may cease offering any subject at its sole discretion.

## Privacy

Refer to the Privacy Policy on the School website: [www.brightongrammar.vic.edu.au](http://www.brightongrammar.vic.edu.au).

## General regulations

Except with the express permission of the Headmaster or Head of School:

- students returning to School must join their classes on the date for resuming
- students are not permitted to leave School at the end of a term until the announced closing time.

Where a student is late for school or is absent:

- the School must be notified by 9.00am
- the School is to be advised in writing of the reasons for the lateness or absence.

Where absences are for reasons other than illness, there must be a prior written request to the Head of School.

The School must be informed in a timely manner of a student's medical needs. This includes but is not limited to changes due to significant illness, accident or disability, (including head knocks or other material injuries) suffered or developed by the student during his enrolment, whether it be during a School activity or otherwise.

No student is allowed to enter the School from a household where there could be an infectious disease or a reasonable expectation that an infectious disease is present without giving the School prior notice and upon production of a doctor's certificate stating that there is no longer a risk of infection to others.

Students are expected to participate fully in School life, including sport, and other organised outdoor activities such as camps and excursions, both on School grounds and beyond. This includes practice for School sport.

Students are also expected to attend functions when required, including practice times when applicable.

All students must attend compulsory School camps as requested unless specifically excused by the Head of School on medical grounds.

All students are expected to uphold the School values and obey all School rules, policies, procedures and instructions from staff. Failure to meet these requirements may lead to disciplinary action and may jeopardise the student's ongoing enrolment at the School.

All parents are expected to uphold the School's core values as detailed in the Parent Code of Conduct [www.brightongrammar.vic.edu.au](http://www.brightongrammar.vic.edu.au)