



// 2021 FFPOS SCHEDULE OF FEES  
AND BUSINESS CONDITIONS



**St Hilda's**  
ANGELICAN SCHOOL FOR GIRLS

## REGISTRATION FEE

The registration fee is \$150 (including GST) and covers the administration cost associated with enrolment.

## CONFIRMING FEE

The confirming fee is \$8,640. Upon acceptance of a place (usually three years prior to entry), a non-transferable Confirming Fee is payable to the School. For a second daughter, the Confirming Fee is reduced to 50% of the amount that would be otherwise payable. No Confirming Fee is payable for subsequent sisters.

Financial Members of GHS & St Hilda's Old Scholars Association will receive a 10% discount.

## FEES AND CHARGES

|                   | ANNUAL   |
|-------------------|----------|
| FFPOS (Year 1-6)  | \$29,655 |
| FFPOS (Year 7-12) | \$43,230 |

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### Overseas Student Health Cover

All FFPOS students are required to organise Private Health Insurance for the number of years enrolled.

### Other Charges

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#### Student Assigned Learning Device Program

The Student Assigned Learning Device Program provides students in Years 5-12 with an individual device compliant with the School's specifications as part of the academic program. The following charge will appear on Term 1 Fee Accounts:

**Year 5 and 6:** \$455      **Year 7 to 12:** \$590

The program includes the device, accidental damage insurance, year group specific accessories, insurance (excess of \$100 payable) and technical management. Should an accidental damage claim be rejected by the insurer, the full cost of the repair will be charged to fee accounts. In the event that the student's device is lost or stolen, a charge of \$500 will apply.

#### Cocurricular

Charges for some school camps and other cocurricular subjects may apply.

#### Parents' and Friends' Association

The Parents' and Friends' Association membership fee is \$80 per family. This charge will be applied to the Term 1 Fee Account.

## PAYMENT OF ACCOUNTS

Fee Accounts are emailed before the start of each semester to your nominated email address(es). It is important that the people responsible for fees keep their current or preferred email address on school records.

Please note that it will be the obligation of those responsible for the fees to inform the School via email to [accounts@sthildas.wa.edu.au](mailto:accounts@sthildas.wa.edu.au) should preferred billing details change. Outdated email records will not exempt the application of a late payment fee.

## PAYMENT OPTIONS

St Hilda's offers the following different payment options.

|          |                   |  |
|----------|-------------------|--|
| Option 1 | Annual Payment    | ONE payment due <b>25 January 2021</b><br>(1.75% discount)   |
| Option 2 | Semester Payments | TWO equal payments due the first day of each Semester.   |
| Option 3 | Prepayment        | Tuition and Boarding fees for an agreed number of future years may be paid in advance. For more information please contact the Director of Finance & Operations. |

### Payment Methods

Payment of accounts may be made by the following methods. Please note receipts are issued for cash payments only.

- BPay** Details of the biller code and reference number appear on your Fee Account.
- Credit Card** You can pay via the secure online fee payment website, in person at Accounts, or paid by telephone on 9285 4279. Credit Card administration fees apply - 1.95% for AMEX.
- Direct Debit** Payment from a nominated bank or credit card account by completing a Direct Debit Authority Form available on the School website.
- Cash** In person at Accounts.

## BUSINESS CONDITIONS

The following conditions apply to all International Students (Full Fee Paying Overseas Students).

## FINANCIAL REQUIREMENTS

### Confirming Fee

Upon acceptance of a place, a non-refundable, non-transferable Confirming Fee is payable to the School.

For a second daughter, the Confirming Fee is reduced to 50% of the amount that would be otherwise payable. No Confirming Fee is payable for third and subsequent daughters.

The Confirming Fee is payable in full at the time of acceptance of a place and is calculated as 20% of the current Year 7 annual FFPOS tuition fee. The Confirming fee is a one off payment and is not deducted from future tuition fees.



## Fees

1. School fees are reviewed by the School Council annually and are published in the FFPOS Schedule of Fees.
2. School fees are payable by the due date.  
Payments may be made by cash, direct debit, BPay, EFTPOS, Visa, MasterCard or Amex. Payments using credit cards, including BPay option will incur a merchant service fee. Direct bank transfer to St Hilda's Anglican School for Girls, BSB 086 164 Account Number 50818 3194 Swift Code: NATAAU3306P. Please use your child's surname, proposed calendar year and academic year of entry as reference.
3. Fees not paid by the due date, and where no other arrangement has been reached with the Director of Finance and Operations, will incur an administrative charge and the remission of any discounts that have been applied.
4. If fee accounts remain outstanding after the due date, the student may be excluded from attending classes and will not be permitted to commence a new school term unless:
  - there are special circumstances which have been advised in writing prior to the due date
  - financial arrangements are made for payment of the unpaid fees prior to the due date which are acceptable to the School
  - the Council directs that the student shall not be so removed.
5. Outstanding accounts may be referred for legal action. All associated recovery costs will be payable by the Debtor.
6. Other costs such as for camps, excursions, materials or purchases may be charged to a student's account at the School's discretion and shall be payable under the same conditions as School fees.
7. Courses studied outside the normal School program may attract additional fees and charges.
8. Fee accounts are to be up to date in order for students to participate in any trips, tours or other non-compulsory activities.
9. A pro rata charge is applied for students entering the School during a term.
10. Remission of boarding and tuition fees because of absence due to illness or for any other reason will be granted only in exceptional circumstances.

## Payment Obligations

Signatories to the Acceptance of Offer acknowledge that they are jointly and severally responsible for all fees, of whatsoever nature and kind, payable as a result of enrolling a child at St Hilda's. Responsibility for these fees subsists with all enrolling signatories irrespective of what may happen to the relationship (if any) of enrolling signatories.

Enrolling signatories also acknowledge and understand that St Hilda's is not bound by any Court Orders or Child Support Assessments, Orders or Agreements as between enrolling signatories. Where more than one person signs the Acceptance of Offer but payment is made by either of the enrolling signatories, or by any other party, the enrolling signatories acknowledge that they remain throughout the attendance of the child at St Hilda's jointly and severally responsible for all fees of whatsoever nature and kind, payable as a result of enrolling their child at St Hilda's.



## **GST**

Most fees and charges are GST-free. However, the School reserves the right to charge GST as and when it becomes applicable.

## **NOTICE OF WITHDRAWAL**

A full term's notice in writing must be given to the Principal before the withdrawal or leave of absence of a student from the School.

In the event of the intended withdrawal or leave of absence of a student at the end of a year, written notice must be given to the Principal prior to the commencement of Term 4. Failure to provide necessary notice will attract an in lieu of notice fee of 25% of the student's current annual tuition fee.

## **Boarders**

An offer of enrolment in the Boarding House will be for the full calendar year of student enrolment. Any request for withdrawal or leave of absence must meet the provision of notice and will require the payment of the balance of the boarding fees for the remainder of the year.

In the event of the intended withdrawal or leave of absence of a student at the end of a calendar year, written notice must be given to the Principal, prior to the commencement of Term 4.

Transfers from the Boarding House to the Day School are subject to the same conditions as withdrawal from the Boarding House in relation to the boarding fees.

## **Refund Policy**

Refer to the School's FFPOS Refund Policy as available on the website.

## GENERAL CONDITIONS

### **School Values, Policies and Procedures**

All students are expected to abide by School Values, Policies and Procedures. The School reserves the right to discipline, suspend or expel any student at any time whose behaviour is considered unacceptable. In such cases, normal in lieu of notice fees will apply and no refund of fees will be made.

All parents are expected to abide by the St Hilda's Community Code of Conduct. The Community Code of Conduct is a broad outline of behavioural principles, expectations and ideals. This policy will provide guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate. The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour. The Community Code of Conduct is available from the School's website.

### **English Proficiency**

An overseas student must have achieved the specified level of English determined by the academic entry year which she is enrolling. Should your daughter not reach the required level of English prior to entry, final enrolment may be deferred or denied. In the latter case, monies already paid will be refunded.

### **Courses and Programs**

The School reserves the right to amend its academic and other programs at any time without notice. This may include discontinuance of teaching subjects and other programs.

### **Reports**

#### *Prior to Entry*

The School requires a copy of the student's most recent school report and the return of other required documentation including a medical report form (supplied by St Hilda's for the doctor to complete).

#### *Current Students*

School reports are available on SEQTA. Where parents are separated or divorced, reports will be available to each parent unless the School is provided with a copy of an order or agreement which states reports are to be available to one parent.

### **Student Assigned Learning Device (SALD)**

The School operates a student assigned learning device program where students are provided with an individual device from Year 5 to 12. An annual SALD program fee will be applied to Term 1 Fee Accounts. This fee is reviewed annually.

The device remains property of the School and is required to be returned to the School upon request. In the event that the device is not returned to the School, charges will apply.

Damage and total loss of devices will incur a fee which will be charged to fee accounts.



## **Insurance**

Students' personal property is not insured by the School against loss or damage. Parents are advised to arrange private insurance.

Personal accident insurance is provided for all students taking part in school activities or work experience.

Students are responsible for the care, maintenance and timely return of all school property. Students and/or their parents will be held liable for damage to or loss of school property. The assessed cost shall be charged to school accounts. Parents will be required to make good any damage to school property or equipment caused by students.

## **Commonwealth Government Funding**

St Hilda's is required to provide address details of all students entering the School to the Department of Education, Skills and Employment. This requirement excludes Junior Kindergarten and Kindergarten students, Full Fee Paying Overseas Students and students who are expatriate Australian without a residential address in Australia.

## **Privacy Policy**

The information supplied on an Application for Enrolment is required by the School to manage the enrolment application. No personal information will be disclosed outside the School without the express consent of the parents/guardians unless it is for the purpose of:

- the School providing services to the student or the parent/guardians
- advancing or protecting the needs of the student or parent/guardians
- a related secondary purpose

except when required by law.

A copy of the Schools' Privacy Policy is available from the School's website. Information provided to the School about a student may be made available to the State and Commonwealth agencies.

## **Residency Status**

The school must be notified immediately of any changes to the visa or residency status of a student.

If a student changes visa status (e.g. becomes a temporary or permanent resident) they may be asked to pay full overseas student's fee for the duration of the calendar year.



## Student Images

St Hilda's values the privacy of its students and families. On enrolment, parents can elect to authorise St Hilda's to use images of their child for *Secondary Purposes* such as:

- School newsletters;
- School yearbook – Chronicle;
- School magazine – Ammonite;
- St Hilda's social media channels;
- Media stories;
- St Hilda's website and Image Archive; and
- St Hilda's other marketing / promotional material

St Hilda's will not publish student images for secondary purposes without the parent permission.

The Student Images Permission will be current for the duration of the student's enrolment and up to five (5) years after the enrolment ceases, however, it may be withdrawn at any time upon written notice to the School.

If the permission is withdrawn, then the student's name will be listed on the Not for Publication List.

The rejection, unconditional approval and consent, conditional approval and consent or withdrawal of the Student Images Permission will not affect the student's enrolment.

St Hilda's will confirm the currency of the Student Images Permission on a yearly basis as part of the student record update process.

## Termination of Enrolment

St Hilda's may terminate a student's enrolment if:

- i. fees are not paid by due date;
- ii. the student has failed to meet the requirements of the School Curriculum and Standards Authority or has otherwise failed to make satisfactory progress in her academic work.
- iii. the Principal considers, in the Principal's absolute discretion, that:
  - a mutually beneficial relationship of trust and cooperation between the parents and the School has broken down; or
  - parents' (and or community members') behavior towards the School, staff, students and/or parents of a St Hilda's student is not aligned, or is in direct conflict, to the School's values; or
  - parents (and or community members) engage in activity or the threat of activity that places St Hilda's reputation in disrepute including by making comments on social media and/or other publications.

## Alterations to Business Conditions

The School Council reserves the right to amend the fees, charges and conditions referred to herein and on the Schedule of Fees from time to time in accordance with school policies and governing law. Any alteration will be binding on the parents/guardians as if originally embodied in these Conditions.

