



## REGISTRATION FEE

A Registration Fee of \$150 (including GST) is payable with each application for student enrolment. The fee, which is non-refundable, covers the administration cost associated with enrolment.

## CONFIRMING FEE

Upon acceptance of a place, a non-refundable, non-transferable Confirming Fee is payable. For a second sister, the Confirming Fee is reduced to 50% of the amount that would be otherwise payable. No Confirming Fee is payable for the third and subsequent sisters.

For financial members of the GHS & St Hilda's Old Scholars Association a 10% discount is offered.

<b>ELC Entry</b>	10% of JK/KG Fee	\$1,761*
<b>Junior School Entry</b>	20% of Year 5 Fee	\$4,180
<b>Senior School Entry</b>	20% of Year 7 Fee	\$5,380

\*For boys joining ELC a Confirming Fee of \$1,085 will apply

## Discounts

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### Sibling Discount

A reduction of 5% applies on tuition fees for the second and subsequent members of the same family attending St Hilda's at the same time.

### Clergy Discount

A reduction in tuition fees applies for children of Anglican clergy and ordinands. Applications should be made to the Principal.

## 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.

## FEES AND CHARGES

ANNUAL	ANNUAL FEE (IN ADVANCE)	FOUR EQUAL INSTALMENTS (PER INSTALMENT)	TEN EQUAL INSTALMENTS (PER INSTALMENT)
<b>Early Learning Centre</b>			
<b>Junior Kindergarten (5 DAYS)</b>			
\$17,786	\$17,475	\$4,446.50	\$1,778.60
<b>Junior Kindergarten (3 DAYS)</b>			
\$10,672	\$10,486	\$2,668.00	\$1,067.20
<b>Junior Kindergarten (2 DAYS)</b>			
\$7,115	\$6,990	\$1,778.75	\$711.50
<b>Kindergarten</b>			
\$17,786	\$17,475	\$4,446.50	\$1,778.60
<b>Junior School</b>			
<b>Years PP to 2</b>			
\$17,786	\$17,475	\$4,446.50	\$1,778.60
<b>Years 3 to 4</b>			
\$18,796	\$18,467	\$4,699.00	\$1,879.60
<b>Years 5 to 6</b>			
\$20,900	\$20,535	\$5,225.00	\$2,090.00
<b>Senior School</b>			
<b>Years 7 to 9</b>			
\$26,900	\$26,430	\$6,725.00	\$2,690.00
<b>Years 10 and 11</b>			
\$27,120	\$26,645	\$6,780.00	\$2,712.00
<b>Year 12 (*3 INSTALMENTS)</b>			
\$27,120	\$26,645	\$9,040.00*	\$2,712.00

### Annual Payment Discount

A 1.75% discount applies for a full year's tuition fee paid by **25 January 2021**.

## BOARDING FEES

Boarding fees are additional to tuition fees and include full board and supervision, nursing services and some laundry services.

ANNUAL	FOUR EQUAL INSTALMENTS (PER INSTALMENT)	TEN EQUAL INSTALMENTS (PER INSTALMENT)
<b>Years 7 to 11</b>		
\$24,175	\$6,043.75	\$2,417.50
<b>Year 12 (*3 INSTALMENTS)</b>		
\$24,175	\$8,058.33*	\$2,417.50



## PAYMENT OF ACCOUNTS

Fee Accounts are emailed before the start of each term 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> (1.75% discount)
Option 2	Term Payments	FOUR equal payments due the first day of each term. In Year 12 this is three equal payments.
Option 3	Monthly Payments	MONTHLY payments drawn on the 1st or 16th day of each month (or following business day).  This option is only available using our direct debit system as follows: <ul style="list-style-type: none"><li>• Payment may be made from a nominated bank or credit card account.</li><li>• Credit card administration fees apply for AMEX.</li><li>• Existing direct debits will continue until such time as you cancel the arrangement.</li><li>• Tuition fees and boarding fees (if applicable) will be billed in ten equal instalments from February to November inclusive.</li><li>• Incidental charges will be included in the monthly payment following the issuing of the term fee statement.</li></ul>
Option 4	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 statement.
- 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 the Accounts Office.
- Cheque** Made payable to St Hilda's Anglican School for Girls and attached to the remittance advice.

## BUSINESS CONDITIONS

The following conditions apply to all students who were born in Australia, hold Australian Citizenship or Australian Residency Status.

## FINANCIAL REQUIREMENTS

### Confirming Fee

Upon acceptance of a place, a non-refundable, non-transferable Confirming Fee (outlined in the Schedule of Fees) is payable to the School at the time of acceptance of a place.

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.

For financial members of the GHS & St Hilda's Old Scholars Association a 10% discount is offered.

### Fees

1. School fees are reviewed by the School Council annually and are published in the Schedule of Fees.
2. School fees are payable by the due date and payment methods are outlined in the annual Schedule of Fees brochure.
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 per account 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 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 a payment in lieu of notice of 25% of the student's current annual tuition fee.

If a family requests a withdrawal of a student from the School for a period of time and the family wish to return in the future, the withdrawal process must be followed and a re-enrolment fee applies.

The re-enrolment of a student is subject to the availability of a place. If re-enrolment is possible, a \$1,500 re-enrolment fee at the time of re-offer applies.

Confirmation of a return to the School must be **notified prior to the commencement of Term 4 of the preceding year**.

## Maintaining a position in the year group

If a family request that the School hold a place during a period of absence the current payment of full tuition fees will continue.

## 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.

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.



## 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 notice penalties 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.

### **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.

#### *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.

### **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 Fee 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.

### **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.

### **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 residency or visa status of a student.

## 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.

Should parents elect not to permit St Hilda's to use images of their child for Secondary Purposes, they are required to provide a recent photograph of their daughter to enable Staff to identify their daughter for the purposes of 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 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.

