



SUNSHINE COAST
GRAMMAR SCHOOL

BUSINESS REGULATIONS – ENROLMENTS

Current at 5 February 2015

Introduction

We understand that choosing the correct school for your child is one of the most important decisions you have to make. In order to ensure the smooth processing of your application for enrolment, please follow the enrolment procedures outlined.

Enrolment Application

It is required that a Sunshine Coast Grammar School Enrolment Application Form is completed in full and be signed by both parents or both guardians of the child seeking entry to the School. Enrolment Application Forms are enclosed in the School Prospectus, which the Registrar will be pleased to post to you. Alternatively, an electronic copy can be downloaded from SCGS website <http://www.scgs.qld.edu.au/enrolments/>.

Joint and several responsibilities for the enrolment of the child at Sunshine Coast Grammar School are necessary for all enrolments. Space is provided at the bottom of the Enrolment Registration Form for both signatures.

Parents/guardians wishing to enrol should send the following information together with their Enrolment Application Form:

- a photocopy of their child's last two school reports;
- a photocopy of the child's birth certificate;
- the non-refundable Enrolment Registration Fee (refer current Fee Schedule); and
- copy of Year 3, 5, 7, 9 Test results (most recently completed).

Cheques are to be made payable to Sunshine Coast Grammar School or alternatively, credit card details may be supplied on the back of the Enrolment Application Form. BPAY or electronic transfers are also accepted by the School. Please note that until the above information and payment has been received, the enrolment procedure cannot commence.

Enrolment Registration Fee

A fee is required with each Enrolment Registration Form (please refer to current fee schedule). This registration fee is not refundable. Where it is required to defer the year of entry, every effort will be made to accommodate the change but no guarantee can be given.

Enrolment Registration List

Acknowledgement that an Enrolment Registration has been processed shall include notification that the child's name has been included on the Enrolment Registration List. Enrolling parents/guardians will also be advised whether their child's enrolment has been accepted or placed on the waiting list for that year.

Notification to enrolling parents/guardians that a child's enrolment registration has been accepted indicates that a place is available for their child in the nominated year and is subject to an interview with the Head of the relevant sub-School, acceptance by the parents/guardians of a formal offer of a place and payment of the Confirmation Fee. The formal offers are sent out approximately twelve to eighteen months prior to the child's commencement at the school.

Placement onto the waiting list indicates that positions for that year have been filled. Where vacancies subsequently become available, they will be allocated from the waiting list as determined by the Principal. Parents/guardians will receive written notification when a vacancy becomes available for their child.

Interview Process

A letter will be sent to you the year prior to your child/children's commencement at the Sunshine Coast Grammar School inviting you to attend an interview with the Head of the relevant Sub-School. This interview allows us to discuss any academic or social requirements and to confirm the year of entry. Following the required interview process, you will be advised by mail if your application for enrolment has been successful.

Offer of a Place

A formal Offer of a Place at Sunshine Coast Grammar School will be made in writing by the Registrar. It will normally be valid for 14 days from the date of the letter of Offer. Where a formal offer is not accepted within the nominated period, or prior to the student commencing at the School (whichever is the sooner), that offer may be withdrawn without notice and the vacant position offered to the next student on the waiting list.

Confirmation of a Place

The Acceptance of Offer Form must be completed in full for all details and signed by both parents/guardians. This form encompasses undertakings relating to business regulations which enrolling parents/guardians are required to give before their child can take up a place at the School. In addition, parents/guardians are required to take joint and several liability for the payment of all school fees for their child.

The completed form must be lodged together with the Confirmation Fee (please refer to current fee schedule) before the nominated date in order to secure the enrolment. Where both of these requirements are not complied with, the Acceptance of Offer will not be valid and a place may not be held and the student may not commence at the school.

Confirmation Fee

The Confirmation Fee is a non-refundable fee which is required to be paid to demonstrate the firm intention of enrolling parents/guardians to take up a place held for their child for commencement on a nominated date. The School has to incur expenditure for both physical and human resources in preparation for the new school year.

School Fees: Prep to Year 12 (Australian Students)

The academic year has two Semesters of two terms each of approximately ten weeks in duration. Tuition fees, levies and other applicable fees are charged per Semester in advance. Please refer to *Due Dates for Payment of School Fees (Australian Students)*. The School fees are set out on a separate Fee Schedule, which accompanies this document and are also outlined on the School website.

General Levy

The General Levy fee **includes** excursions (with the exception of a contribution of \$300 air travel costs for Year 9 Sydney/Canberra Excursion), camps (year level), book levy, sports and HPE levies, subject levies, etc. Tuition and General Levy fees **do not include** uniforms and stationery. Tennis School of Excellence, extra-curricular camps and activities (including sporting camps), overseas trips, private instrumental tuition and other specialist activities/sports will be costed on an individual basis and payable separately in advance of the event.

Students are expected to attend all curriculum based and compulsory activities in order to satisfactorily meet academic achievement. In the event a student does not attend a curriculum based activity, for example year level camp or excursion, a portion of the compulsory general levy will not be refunded.

School Fees: Full Fee Paying Students (Overseas Students)

The School also receives funding in the form of Per Capita Grants from the State and Commonwealth government for all students not defined as "Full Fee Paying Students" (overseas students). Therefore tuition fees for students who are defined as "Full Fee Paying Students" by the Commonwealth Government, are higher again to reflect the loss of both the State and Commonwealth Per Capita Grants plus other relevant factors. A list of these fees is set out on a separate Schedule, which is available from the Registrar.

Please refer to the **Enrolment Procedures and Business Regulations for Full Fee Paying Overseas Students** for full terms and conditions.

Due Dates for Payment of School Fees (Australian Students)

New Enrolling Students

Fees for new enrolling students are to be paid for the first Semester by 25 November of the previous year.

Continuing Students

Fee statements are issued at least four weeks before commencement of the next Semester. All School fees are due and payable by 4pm on the first day of each Semester. Payment can be made by Cash, BPAY, Debit Card, EFTPoS, Credit Card (Mastercard, Visa), Cheque or *School Plan* Instalment Plan (www.schoolplan.com.au). Credit Card payments will attract a 1% fee on the total credit card payment amount.

Fees not paid by the due date may incur an interest charge on the fees at a rate of 10% per annum from the due date for payment until the date the fees are paid in full.

Where expenses are incurred by the Sunshine Coast Grammar School in the process of undertaking legal action for debt recovery, these expenses will form part of the total amount recoverable.

The amount of any concession, discount or other reduction in fees given (including Scholarships and Bursaries) will be forfeited and become immediately due for payment where fees are not paid in full by the due date of payment.

Payment of the full year's School fees in the prior year, by a date to be determined by the School Council, attracts a discount on the net Annual Fees payable. The due date will be advised to parents in advance and those who wish to take advantage of the discount will need to contact the Business Office prior to the due date.

Parents who encounter difficulty in timely payment of School fees must contact the General Manager Corporate Services in advance of the due date for payment. The School will be sympathetic to genuine cases of temporary hardship but will be forced to take legal action for recovery where those in difficulty will not communicate with the School. In the extreme case, where parents will not pay the outstanding school fees, the School may suspend or cancel enrolment.

Fees Policy

It is the intention of the School Council that the fee levels set prior to the start of each school year will remain in force for the whole of that year. However, the right is reserved to alter or vary the level of fees during the course of the year, including discounts and other fee reductions given, if factors outside the control of the School Council impact significantly upon the cost of operating the School.

If you terminate the enrolment contract for any reason other than for:-

- our breach; or
- because of an increase in fees within the time limited by this contract,

you must provide us with at least one term's notice. If you do not provide us with one term's notice, you must nevertheless pay to us one full term's fees. We commit resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. We may have difficulty filling the student's position at short notice.

If we expel the student, you must pay fees for the whole of the term in which the student is expelled.

Overseas, Interstate and Intrastate Trips and Extra-Curricular Camps and Activities

Increasingly, our students are proceeding on extra-curricular camps and activities (including sporting camps) and overseas, interstate and intrastate trips as an addition or an extension to the school programme. It is a School rule that students will not be permitted to proceed on these trips if there are school fees outstanding or overdue. Camps, activities fees and tour costs must also be paid in advance before students proceed on these events.

Deferring a New Enrolment

Where it is necessary to defer a confirmed enrolment to a subsequent year, written notice addressed to the Principal must be received from the parents/guardians at least two months prior to the nominated commencement date of the child at the school. Every effort will be made to defer a confirmed enrolment to a later year, however, if a place is not found or the child does not ultimately commence at the School then the Confirmation Fee will be forfeited. The School permits one deferral per student.

Deferring an Existing Enrolment

It is possible to defer a current student's enrolment for up to twelve months. A non-refundable payment of \$500 per term, per child or \$1000 per child for six to twelve months' leave is required to retain the student's place until they return from leave. Where leave is planned, that is, not due to sickness or other unforeseen circumstances, one term's notice is required to be given, where possible. The School permits one deferral per student.

Gift Upon Confirmation

A contribution, as outlined on the current Fee Schedule, to the Sunshine Coast Grammar School Building Fund is recommended for consideration by parents/guardians at this time. Although this contribution is voluntary and not part of the enrolment criteria, contributions to this fund ensure that the School can continue to keep fees abreast of its building programme and therefore keep fee rises to a minimum. Where parents/guardians choose to make a gift, it will be tax deductible in accordance with the Income Tax Assessment Act and will be acknowledged by an official receipt.

Withdrawal of a Student from the School

Notice of withdrawal of a student must be provided in writing to the Principal one school term in advance of the departure. In default of these requirements, one term's fees in lieu of notice will be forfeited.

In the event that a student is asked to leave the School because of behavioural problems, misconduct or actions that may bring the School into disrepute, there will be no refund of fees due or paid for that term.

Student Concessions

Discounts are given for brothers/sisters who attend Sunshine Coast Grammar School at the same time on the following basis:

First child:	Full tuition fee payable.
Second child:	5% discount on the basic Tuition Fee. This discount is only given where the siblings attend the school together for the duration of the same school term.
Third child:	10% discount on the basic Tuition Fee. This discount is only given where the siblings attend the school together for the duration of the same school term.
Fourth	15% discount on the basic Tuition Fee. This discount is only given where the siblings attend the school together for the duration of the same school term.
Fifth child and subsequent:	20% discount on the basic Tuition Fee. This discount is only given where the siblings attend the school together for the duration of the same school term.

Where one or more siblings have been awarded a Bursary or Scholarship, then the sibling discount/s emanating from or applicable to those siblings will not be given. Where any other discounts are available from time to time, then the greater discount only will apply.

The same sibling discount is available for a younger brother or sister attending Sunshine Coast Grammar School who has an older brother/sister attending Brisbane Boys' College, Clayfield College or Somerville House for the duration of the same term. An application must be lodged by parents six weeks prior to the commencement of the term for this discount to be given. Neither of these discounts is processed automatically. Parents must apply for them annually.

Sunshine Coast Grammar School Building Fund

The Building Fund assists in the construction of buildings and other educational facilities in line with its Strategic Development Plan. Donations to the Sunshine Coast Grammar School Building Fund form an integral component of the School's budget and financial operations. All donations to the Sunshine Coast Grammar School Building Fund are tax deductible.

Your donations to the Building Fund are important in assisting the School to implement this plan and to continue providing a superior quality education for our students.

A suggested contribution is indicated on each semester's fee statement. This contribution is modest in amount but is a valuable contribution to the fund. Additional contributions that may be possible from time to time are also sought. Your contribution is voluntary and is fully tax deductible in the name of the Sunshine Coast Grammar School Building Fund. An official receipt will be issued for your tax records.