



# **Fees and Regulations Policy**

## **Western Grammar School**

**Office: 15 Cannery Road, Plumpton, NSW 2761**

**Parking: 16 Bottle Road, Plumpton, NSW 2761**

# Fees and Regulations Policy

## **RATIONAL:**

It is important to understand that Western Grammar has an obligation to collect reasonable fees from the parents to meet the operational expenditures of the school.

## **EXPLANATION ABOUT CHARGES:**

A non-refundable Enrolment Application Fee of \$50 is payable to the School at the time when application is submitted for enrolment. After necessary documentations and upon the completion of enrolment process the parents and caregivers will be requested to pay at least one term tuition fee of their child to reserve the place in the class. Positions are often limited, therefore selection criteria is applied and sometimes unavoidable.

Where places in a particular year or level are limited, preference may be given to families with siblings already attending Western Grammar School. The student's admission is completed once formal admission offer is signed by the parent/caregiver/guardian and returned with the payment of at least one term fee and building levy to the school within specified time. Unless and until fees are paid admission is not guaranteed or confirmed.

Offers of a place must be accepted and completed no later than 7 days from the date of offer. If offer is not accepted within specified time or no alternate arrangement is made with the school administration, the school may offer the place to next student in the waiting list.

Payment of building levy of \$125 or any amount declared by the school's governing body is compulsory for each student. The building fee is none refundable and to be paid annually by all the students to maintain their position in the school. The building funds may be changed (increased/decreased) by the school board or principal at any time without prior notice.

Miscellaneous Expenses may incur throughout the year. School will provide sufficient notice to the parents to meet the ongoing miscellaneous expenses of the students. Parent will also be responsible to meet the cost of books, uniforms and transport.

## **SCHEDULE OF FEES AND CHARGES**

### **Enrolment Application Fee:**

A Non-refundable Application Fee of \$50.00 or more is payable at the time of lodging enrolment application form. Enrolment application fee is related to the cost of processing applications and is subject to change without any notice.

### **Tuition Fees:**

The total annual tuition fee for primary school students is described in the separate fee Schedule. At least one term fees is to be paid in advance to confirm the enrolment and to reserve the place for a successful student. This will help the school to ensure that no one is unnecessarily kept in the waiting list and no one is refused due to the limitation of available space.

Tuition fee is subject to review annually and may increase or decrease by the governing body of the school or by the Principal at any time without notice.

### **Building Levy:**

Annual building levy of \$125 or amount declared by the school from time to time is compulsory for each child.

## **MISCELLANEOUS EXPENSES:**

Miscellaneous Expenses are charged as required for any activity or program organised by the school for the students.

- Excursions
- Camps
- PDHP / Sporting Activities
- Curriculum Based activities
- Any other optional or mandatory expense may be requested by the school for the necessary educational requirement.

## **DISCOUNTS:**

School fees and charges are due by or before the beginning of each term. Discounts and concessions may be applicable subject to the following terms and conditions and decisions made by the school board or the Principal.

**Early Bird Discount:** 5% to 10% discount is offered to attract lump sum fees and charges in advance. This discount may be offered by the school to the parents upon the payment of complete year fee by or before the first week of the first term of each year.

**Sibling Discount:** Depending upon the decision of school board or Principal discount of 5% to 50% (each year or for any one term) may be offered to the parents having more than one student enrolled together at Western Grammar School.

**Staff Discount:** Staff discount may be awarded to any staff member by the principal based on the special circumstances of the individual staff member.

**Principal Discount:** Principal's discount may be awarded to any student by the principal depending upon the financial situation of parents of particular student.

**Scholarship:** Scholarship will be awarded by the school to the most

deserving and outstanding students to enhance and encourage the students for their best academic and overall performance.

**Special Note:**

Early bird discount and sibling discount are not applicable to the international students. All discounts are subject to the compliance of fees and regulation policy, enrolment policy and attendance policy. Discount is also not available if payments are not made on time. In the event that any policy or procedure is breached by the parents, caregiver or the guardian, the Principal or school admin may terminate the prior discount or any other award. Above discounts are subject to review every year and may change at any time without notice.

**PAYMENT TERMS:**

Generally fees are payable by or before the beginning of each term. If dues are not paid on time the given discount can be forfeited by the principal. In the event of breach of payment terms or none compliance of attendance and enrolment policies student may be excluded from the classes until payment is made in full or prior arrangement is made with the school and compliance to the policies and procedures is ensured by the parents or guardians. Enrolment can also be terminated by the principal if fees are not paid on due date and if parents are failed to respond to the requests of school administration.

**REFUNDS**

Fee will not be refunded if withdrawal notice is not given or given after the start of the term. 50% of the due balance will be refunded if one term withdrawal notice is given. After the start of first term of the year with the notice of two term 100% of the remaining fee will be refunded. Under special circumstances principal is authorized to approve the application for the refund of the 100% remaining fee.