



Fees & Business Regulations

2024 International Student Fees

Year Level	Annual Fee AUD\$	By Semester
Year 9, 10, 11 & 12	\$49,508.00	\$24,754.00

TERMS & CONDITIONS

Students

Camberwell Girls Grammar School (CGGS) offers a small number of places to International Students. These places are available to students who are not Australian Citizens, New Zealand Citizens, Australian Permanent Residents or Australian Temporary Residents and are students who hold a student visa.

Confirmation of Enrolment (COE)

A non-refundable Enrolment Confirmation Fee of AUD \$1,000.00 plus one semester's (half year) tuition fees are to be paid (in advance) prior to each semester.

- ◆ AUD \$24,754.00 per semester for Years 9 - 12

The Confirmation of Enrolment (CoE) (for visa application) will be sent to the applicant once the Enrolment Confirmation Fee and one semester's tuition fees have been received by the school.

Depending on the student's level of entry and the student's level of English, a student may be required to sit an English assessment test. Enrolment at the school is subject to achieving a satisfactory standard of English.

Enrolment at CGGS is subject to the parent/s or guardian/s accepting an offer of enrolment by signing the terms and conditions of the Written Agreement.

During the course of your child's enrolment, parent/s or guardian/s are required to inform the School of any change to their contact details, and any relevant information concerning their child, such as:

- ◆ reports or assessments pertaining to the student's learning, medical, physical, social and psychological needs
- ◆ any change in family circumstances which may affect the student's life at school
- ◆ any Court orders that may impact on the student

Parent/s or guardian/s are responsible for ensuring the ongoing accuracy and currency of student and family information provided to the School.

Complaints and Appeals Process

If a student has a grievance of any sort in relation to their schooling, they should follow the procedures as outlined in the International Students Complaints and Appeals Policy. The student should discuss the issue with the International Student Coordinator. If the matter is not satisfactorily resolved then a complaint or appeal can be made to the Principal. Failing that, an external complaint or appeal can be lodged with the Overseas Student Ombudsman who offers a free and independent service for international students (www.ombudsman.gov.au or phone 1300 362 072).



Change of Status

The school's policy is that if a student obtains Australian Residency status prior to the end of Semester 1, the student will be charged local fees for the year. If the change in status occurs after the end of Semester 1, then local fees will be charged from the beginning of the following year.

Homestay, Welfare and Support Services

All students, regardless of age, are required by CGGS to have school-approved support services for the duration of their studies, by living with their parent under a Guardian visa, an eligible relative living in Australia (approved by CGGS) or an independent commercial agency that provides support services to International Students while residing in a homestay accommodation. School-approved homestay is organised collaboratively with the school's agent, Australian Homestay Network Pty Ltd (AHN) and school-approved support services are organised through International Student Alliance (ISA). CGGS retains overall responsibility regarding the accommodation, support and general welfare of International students living in a homestay arrangement. For further information please refer to the School's Accommodation, Welfare and Support Policy for International Students.

Overseas Students Health Cover (OSHC)

It is mandatory for student visa holders to have visa length OSHC. The cost of OSHC is included in the tuition fees and arranged through the school.

Compulsory Fees

Registration Fee

A student's name will be registered as an applicant following the receipt of the Application for Enrolment Form and the payment of the Registration Fee of AUD \$100.00. This fee is applicable to all International Students - Year 9 to Year 12. It covers administrative costs and is non-refundable.

Confirmation of Enrolment Fee

The non-refundable Enrolment Confirmation Fee is AUD \$1,000.00.

Tuition Fees

Tuition fees include compulsory Overseas Student Health Cover, Victorian Curriculum & Assessment Authority (VCAA) fees for Years 11 and 12, extra English Language support, and the majority of excursions and camps for the relevant year level. Tuition fees are reviewed annually.

Any credit card or direct debit payment which is declined by the bank for any reason, may attract an administration fee of AUD \$75.00. The school may not permit a student to attend classes when fees remain outstanding.

The Principal may authorise particular expenditures (for example medical or school materials) to be charged to the student's account.

Fees and charges are subject to annual review and may change from year to year.

Non Tuition Fees

Non-tuition fees include the following:

- ◆ Textbooks, reading materials, stationery (approximately AUD \$750.00 depending on year level)
- ◆ School uniforms (approximately AUD \$1,250.00 depending on how many items of each are purchased)
- ◆ Bring Your Own Device (BYOD) – students are required to bring their own portable device (approximately AUD \$2,000)
- ◆ Optional private music tuition
- ◆ Optional international or domestic school-organised excursions



Fee Payment Policy

Tuition fees are payable one semester in advance (Semester 1: 20 weeks, Semester 2: 20 weeks). Due dates for payments are 15 February and 15 July (of each school year) within two weeks of the study period commencing.

Liability for Payment

Acceptance of an enrolment offer is acknowledgement that each signatory to the Written Agreement is jointly and severally liable to the School for payment of all accounts. This applies even if the accounts are usually paid by one parent or guardian, and regardless of whether the accounts are addressed only to one parent or guardian. A parent or guardian of a child may not delay or refuse to pay an account on the basis that another parent or guardian of the child is responsible for payment of all or part of any account.

Deferral, Suspension or Cancellation of Enrolment

An international student's enrolment can be deferred, suspended, or cancelled. The student may initiate a deferment or suspension on the grounds of compassionate and compelling circumstances, whilst the School may suspend or cancel an enrolment due to a breach of visa conditions, breach of course progress or attendance requirements, the failure to pay fees and / or student misbehaviour.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact on the student's course progress or wellbeing. Some examples of compassionate or compelling circumstances may include but are not limited to the following:

- ◆ Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- ◆ Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- ◆ Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- ◆ A traumatic experience such as involvement in or witnessing a serious accident or being the victim of a serious crime (supported by police or psychologist report); or
- ◆ Inability to begin studying on the course commencement date due to delay in receiving a student visa.
- ◆ For further information please refer to the School's Deferment, Suspension and Cancellation Policy for International Students.

Withdrawal of a Student

Prior to commencement at the school, written notice of withdrawal must be received by the Admissions Office at least two months prior to the date of entry offered.

A semester's notice in writing to the Principal is required in respect of a withdrawal of a student once a student has commenced at the school.

Termination of Enrolment

Refer to the Written Agreement. In addition, the School reserves the right to exclude any student permanently or temporarily, at the sole discretion of the Principal, if this action is in the interest of the student or for the good of the School.



Refund Policy

The school is a member of the Australian Government's Tuition Protection Service (TPS).

The Registration Fee and the Enrolment Confirmation Fee are both non-refundable.

Tuition fees which have been paid will be refunded if a student is unable to obtain a visa within the specified period. Evidence of inability to obtain the visa must be provided.

Where written notice of withdrawal of a student is received by the Admissions Office at least two months prior to the date of entry offered, tuition fees already paid will be refunded in full. There will be no entitlement to any refund of tuition fees already paid or payable if written notice of withdrawal is not received by the Admissions Office at least two months prior to the date of entry offered (this excludes where a visa is not granted).

For students who have already commenced at the school, tuition fees paid for a semester will be refundable if written notice of withdrawal from the school or from any special subject is received by the school on or before the first day of the previous semester, otherwise there is no entitlement to any refund of tuition fees already paid or payable. Once a semester has commenced, there is no entitlement to any refund of fees paid or payable for that semester.

This agreement does not remove the right for the student and / or family to take further action under Australia's consumer protection laws.

Please refer to the School's International Student Refund Policy for more information.

Discipline of Students

The school reserves the right to exclude any student permanently or temporarily, at the sole discretion of the Principal, if this action is in the interest of the student or for the good of the school.

Privacy & Old Grammarians Database

Parent/s or guardian/s acknowledge that the School may from time to time collect personal information about parent/s or guardian/s and students before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School, but is also relevant for the student's education, health, care, welfare and development.

All information is held within the terms of the School's Privacy Policy, Australian Privacy Principles, and the Privacy Act 1988 (Cth).

From time to time, the School engages in fundraising activities. Information received from the parent/s or guardian/s may be used to make an appeal to parent/s or guardian/s. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. The School will not disclose parent/s or guardian/s personal information to third parties for their own marketing purposes without the parent/s or guardian/s consent.

Information such as academic and sporting achievements, student activities and similar news is published in School communications, programs, records of achievement, newsletters and magazines, the School's website, and the School's social media channels. This may include publication in newspapers or other public media arranged by the School. Photographs, audio, video or other digital media of student activities may be taken for publication. The parent/s or guardian/s consent to the student being identified (including being named, photographed, recorded in audio, video or other digital media) in material used to promote the School unless the relevant Head of School is advised in writing that the parent/s or guardian/s do not give this permission. Written notice must be sent to the relevant Head of School by email.



No student image and corresponding name will be included in any advertising material or vehicle without parent/s or guardian/s consent. If the student leaves the School, the parent/s or guardian/s give permission for their name and address to be included on the Old Grammarians database. The primary purpose of retaining this information is to enable the School to inform the student about the School's activities and reunions, and to keep alumni members informed about other members. If you do not agree to this, please advise the School.

Changes to Terms & Conditions

Camberwell Girls Grammar School may prospectively amend these Terms & Conditions at any time, in part or in full, at the discretion of the School by providing notice of such amendments to parent/s or guardian/s by publication of the amendments via School approved communication channels or by any other such means as determined by the School.

Acceptance of Business Regulations

Each person signing the Written Agreement agrees to the terms and conditions of these Business Regulations, subject to change.

These Terms & Conditions dated 1 November 2023 replace all previously issued versions and remain valid until subsequently updated.

Bank Details

Payments can be made by BPAY, Cheque, Visa or Mastercard or, directly to the school account through bank transfer to:

Account Name: Camberwell Girls Grammar School

Bank: National Australia Bank

Branch Address: 330 Collins Street MELBOURNE VICTORIA AUSTRALIA 3000

BSB Number: 083 004

Account Number: 11792 4127

Swift Code: NATAAU3303M

Collection of tuition fees for full fee International Students

CGGS complies with the provisions of the Education Services for Overseas Students (ESOS) Act, National Code and Tuition Protection Service (TPS) system put in place by the Australian Government.

If you have any questions or queries, please contact the Camberwell Girls Grammar School Business Office.