

Student Enrolment and Fee Policy

INTRODUCTION

The governing body of a registered school must demonstrate that the school has an enrolment and fee policy that comply with the relevant laws.

SCOPE

This Policy and its Procedures apply to all prospective and current students at Queenwood School for Girls Ltd (Queenwood) and their Parent/Guardian(s).

RESPONSIBILITIES

The Council is responsible for setting and approving the enrolment and fee policy.

The Principal and appointed delegates are responsible for the effective implementation of this policy.

ENROLMENT POLICY

Queenwood is an inclusive, independent school exclusively for girls, offering education from Kindergarten through Year 12. Prospective students may apply for enrolment at any time, with parental or guardian consent. For Kindergarten admission, students must be 5 years old by March 31st. The school reserves the right to request a meeting with the parent(s) or guardian(s) before extending an offer of enrolment.

When considering enrolment, Queenwood takes into account several factors:

- **Family Connection:** Priority may be given to applicants with siblings currently attending Queenwood or alumni connections, such as being the daughter or granddaughter of Queenwood alumnae.
- **Applicant's Profile:** Consideration is given to the potential contribution the applicant can make to the school community, including involvement in extracurricular activities and academic performance at previous schools. Applicants with English as a second language must meet specified proficiency levels.
- **School's Capacity:** The School assesses its ability to cater to the specific needs or talents of each student.
- **Other factors considered** include the chronological order of application receipt and the status of being a daughter of staff members.

Queenwood maintains an electronic register of enrolments for all students.

FEE POLICY

Application & Enrolment Fees

Fees are levied during the enrolment process to facilitate student admission and secure a place within the school.

- Application Fee: A non-refundable application fee of \$300 per student, inclusive of GST, is required for admission applications.
- Acceptance Fee: Upon accepting an enrolment offer, a non-refundable acceptance fee of \$4000 per student, is charged. Once confirmed, this fee is non-refundable.

For sisters enrolled simultaneously, a 50% discount is applied to the second and subsequent acceptance fee(s).

Fees

The school fees encompass Tuition Fees, Curriculum Fee, and Technology Fee.

- Tuition Fees: This fee covers instructional costs, including teaching salaries, facility usage (maintenance, electricity, cleaning), Academic Support Services resources, library access, classroom equipment (e.g., science labs, Design and Technology), examinations, assessments, administrative expenses (insurance, student records management), and IT costs for student and financial management systems, as well as IT technical support.
- Curriculum Fee: This fee encompasses curriculum activities and resources, such as:
 - Excursions: Educational trips outside school premises, covering transportation to and from destinations like museums, historical sites, and science centres.
 - Pastoral Care / Year Group Activities: Activities supporting students' overall well-being, including mental health, personal development, and guest speakers tailored to each year level.
 - Camps: Opportunities for experiential learning, team-building, and personal growth, with costs inclusive of transportation.
 - Subject Levies: Covering resources specific subjects in Senior School for example for Art and Design & Technology subjects.

- IT Levy: This fee covers the cost of classroom software and any School provided technology.

Fees are charged per term.

Items not covered by these fees include textbooks, uniforms, stationery, and instrument hire. Additionally:

- International Baccalaureate (IB) program students may have additional fees.
- Co-curricular activities like sports, drama, dance, or music incur separate charges through Clipboard, with a fee for each activity chosen by students.

Discounts

Sibling discounts for concurrent enrolments are structured as follows:

- 5% discount on tuition fees for the second enrolled sibling.
- 15% discount on tuition fees for the third enrolled sibling.
- 50% discount on tuition fees for the fourth and subsequent enrolled siblings.

Staff members at the School receive the following discounts whilst they remain employed, for their children enrolled as students:

- Full-time staff members are entitled to a 25% discount on tuition fees.
- Part-time staff members are entitled to a prorated discount on tuition fees based on their workload.
- Sibling discounts or rebates are not applicable to staff members.
- Rebates are not available if the students are on scholarship.

Discounts only apply to Tuition Fees.

Payment Options and Rebates

Parents may select from three payment options to align with their financial planning. Fees can be paid:

- Annually at the beginning of each year
- Payment of *Fees by Term* by due date on the invoice
- By Payment plan (monthly, bimonthly, or weekly) via Edstart. The School covers the costs for this option.

The following rebates are provided:

- Term payments by due date \$50 per student; or

- Annual payments \$500 per annum, per student.

Fees paid more than one year in advance:

Fees paid more than a year in advance are calculated as follows:

- For Year 1 actual fees are charged with \$500 annual rebate
- Fees for subsequent years due are calculated using RBA midpoint inflation target. The calculated fees are discounted by 5% for year 2 and 3 and 7% for each subsequent year paid in advance.
- Family discounts are applied if fees are paid in advance for more than one sibling.
- At the time of payment, a detailed fee schedule will be drawn up and agreed to. The schedule documents the fees for each student for each year paid in advance.
- Fees in advance only covers Tuition fees. Other fees will be invoiced annually. A discount is not applicable to other fees.
- Should the student leave the school before the fees in advance is leveraged, the fees will be paid back for that year only as indicated on the fee schedule drawn up at payment date. No interest will be paid on balances refunded.

Late Payment of Fees

An Overdue Administration Fee of \$80 per month is applied to overdue accounts. This fee reflects the administrative costs incurred by the School for collection. Failure to settle all fees and charges may result in the forfeiture of a student's enrolment.

Holding Fees

Holding Fees apply to students who decide to postpone their enrolment date or pause their enrolment for a period. An application to postpone or pause an enrolment must be made to the Principal. The Principal will then approve or deny the holding of a place for the student. The nonrefundable holding fee equals 50% of the Tuition Fee and is required to keep the students place at the School. The holding fee will only be charged if the year level the student will enter has a waitlist.

RELATED POLICIES AND PROCEDURES

Student Attendance Policy and Procedures

Exemption from Attending School

Scholarship Policy

RELATED FORMS AND DOCUMENTS

Application for Enrolment

The Conditions of Enrolment

Annual Fee Schedule

APPENDIX A – ENROLMENT PROCEDURES

Information for Register of Enrolments

The register of enrolments records the following information for each student:

- name, date of birth and address
- name and contact phone number for parent(s)/guardian(s)
- enrolment date of enrolment
- leaving date and destination
- for students older than six (6) years, pre-enrolment situation or previous school (where relevant)
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the student's full name
 - the student's date of birth
 - the student's last known address
 - the student's last attendance date
 - the students' possible destination
 - parents'/guardians' full names and contact information
 - any known work health and safety risks associated with contacting the parents/guardians or student.
 - any information that may help locate the student.