



PENINSULA

— GRAMMAR —



**INTERNATIONAL
ENROLMENT PROCESS,
APPLICATION & FEES | 2018**

ENROLMENT AT PENINSULA GRAMMAR

Peninsula Grammar is an open-entry coeducational School from 3YO Kinder through to Year 12.

Our student body currently comprises over 1440 students.

The School is divided into a series of sub-schools, comprising:

- Junior Years – 3YO Kinder to Year 4
- Middle Years – Years 5-8
- Pre Senior Year – Year 9
- Senior Years – Years 10-12

ENROLMENT PROCESS

STEP ONE - INITIAL CONTACT WITH THE SCHOOL

Enquiries are welcomed by International Admissions Staff, by telephone (either +613 9788 7819 or +613 9788 7702) or by email to enrolments@tps.vic.edu.au

Extensive information is available on our website: www.peninsulagrammar.vic.edu.au

If requested, a prospectus together with an Application for Enrolment for each child will be forwarded to you.

We will be happy to arrange a personal tour of the School if you wish. You are welcome to attend our Open Days during the year.

Please return the Application for Enrolment to our International Admissions Office. Please do not delay as positions are limited and your early response may assist your application.

Kindly familiarise yourself with the details of our services, our obligations to you and your rights and responsibilities in relation to the enrolment before making an application. By applying, being accepted and later signing our Enrolment Agreement, you are agreeing to all of our terms. Details are available on our website www.peninsulagrammar.vic.edu.au. Hard copies will be forwarded upon request.

We are governed by an Act of the Federal Government of Australia. The Act is known as the ESOS Act. You can access it at www.dest.gov.au/esos

STEP TWO - REGISTRATION AND WAITING LISTS

On receiving your Application for Enrolment you will be issued with a prompt response in regard to current availability.

STEP THREE - CONFIRMING ENROLMENT

Depending on placement availability, a Letter of Offer will be forwarded to you.

You are welcome to meet key people prior to acceptance of an offer of a place, if you wish. Please note our International Staff travel overseas throughout the year – countries and travel dates can be found on our website: www.peninsulagrammar.vic.edu.au

We will confirm your child's place in the School on receipt of an Entry fee plus Registration, Tuition & Boarding fees (see next page) and a signed Enrolment Agreement plus all completed medical forms. Again, your timely response will help to assist your child's enrolment.

BOARD OF DIRECTORS REGULATIONS AND FEES 2018

TERMS & CONDITIONS

Your child's enrolment is subject to the terms and conditions set out in:

- This Enrolment and Fee Statement, approved by our Board of Directors and published annually on our website;
- The Enrolment Agreement, a copy of which is provided to you upon enrolment; and
- School Policies, which are available upon request.

Please be aware that these terms and conditions are subject to change from time to time. You will be required to accept revisions to the Enrolment and Fees Statement, the Enrolment Agreement (if any) and School Policies each year. You are welcome to contact our Registrar on 9788 7702 or Business Manager 9788 7706 if you have any questions. In signing the Enrolment Agreement you agree all signatories will be jointly and severally responsible for all terms, conditions, fees and charges outlined in this agreement.

OUR FEES (INTERNATIONAL STUDENTS)

Peninsula Grammar's Fees comprise four components:

1. **Enrolment and Entrance Fees**
2. **Annual Tuition Fees**
3. **Annual Compulsory Charges** (eg. camps/transport/capital developments etc.)
4. **Optional Charges** (eg. private Music/Sport lessons etc.)

1. ENROLMENT AND ENTRANCE FEES

A non-refundable, non-transferable Enrolment Fee of \$100* per student (Day & Boarding) is payable when an Application to Register for Enrolment is completed with the School. There is a discounted family fee of \$150 if multiple siblings are registered at the same time for enrolment at the School.

A non-refundable, non-transferable Entrance Fee of \$850 is payable on acceptance into the School to cover the administrative cost of our admissions process. This is not offset against tuition fees.

2. ANNUAL TUITION FEES

Tuition Fees are charged in three instalments per year. These instalments in 2018 will be issued on 17 January 2018, 11 April 2018 and 11 July 2018. Extras are charged with each instalment. A supplementary account will be issued on 30 October 2018 for extras only.

These fees are for students that are **NOT** Australian Citizens or students with permanent residence status that are **NOT** entitled to Government Grants. We offer instalment payment programs and details can be obtained from the Business Manager.

YEAR LEVEL	ANNUAL FEES	INSTALMENTS X 3
Year 9, 10, 11, 12	\$33,360	\$11,120

For current students, fees are not pro-rata to exclude days when a student is absent from school due to illness or any other reason, nor if the student does not commence on the first day of any Term. Tuition fees will be applied pro-rata for new students who commence at the School after the first day of Term 1 on the condition the student commences on the date specified in the letter of offer.

3. ANNUAL COMPULSORY CHARGES

CAPITAL DEVELOPMENT LEVY

An annual Capital Development Levy of \$660 per family is charged in 3 instalments per year. These funds are used by the School to maintain and develop the grounds and the facilities of the School.

COMPUTER EXPENDITURE

Students in Years 9 to 12 are required to purchase a laptop computer. The laptop must meet defined school specifications, which will be outlined in our letter of offer, enrolment agreement and information technology policy.

SOFTWARE LICENSING FEE

A fee of \$172* for students in Years 3 to 6 and \$187* for students in Years 9 to 12 will be charged with billing 1 per student. This fee is to cover the licensing costs associated with school-used software and applications.

TRANSPORT FEES

This fee is payable with billing 1 and is an inclusive charge for all bus travel for the year to sporting fixtures, academic excursions, the outdoor education camps and off-campus lessons. Students from Years 9 to 12 will incur a fee of \$369 per student.

CAMPS

Students in Year 10 are expected to attend an outdoor education camp. Camp fees are charged with billing 2.

YEAR LEVEL	CAMP FEES*
Year 10	Varies, dependent on elective selected by student

4. OPTIONAL CHARGES

VOCATIONAL EDUCATION TRAINING (VET)

The VET program is an optional program for VCE students that involves a more practical hands-on approach to learning. For new enrolments into this program in 2018 the School will contribute the first \$800 of the cost of the program each year with the remainder payable in instalments each term.

PARENTS ASSOCIATION CONTRIBUTION

This contribution of \$44 per year is optional and is charged \$22 per billing 1 and billing 3 to assist with the ongoing support to the School of The Peninsula School Parents Association (PSPA).

TOPSA (THE OLD PENINSULA SCHOOL ASSOCIATION)

This is a one-off charge of \$325 for Life Membership to TOPSA, our alumni, to be charged with billing 2 for all Year 12 students. Year 12 students who leave the School prior to billing 2 and Year 10 and 11 students who leave during 2018, will be offered the option of Life Membership to TOPSA.

MUSIC - PRIVATE INSTRUMENTAL LESSONS

Music fees will be billed each semester in advance in bill 1 and bill 3. Please contact the Music Department on **9788 7733** for further information on costs and enrolment.

LEARNING SUPPORT

Additional fees may apply if extensive support from the Department of Learning Support is required. Costs will be discussed in advance if such support is required.

BOARDING FEES

Peninsula Grammar offers boarding facilities for both domestic and international students. Boarding Fees for International students are charged in addition to annual tuition fees.

	ANNUAL FEE	INSTALMENTS X 3
Accommodation	\$17,316	\$5,772
Catering	\$9,354	\$3,118
Total	\$26,670	\$8,890

PAYMENT OPTIONS

For your convenience, Peninsula Grammar offers a range of payment methods:

PAYMENT BY BILLING

Accounts are sent to parents/guardians on the issue dates. For 2018, the relevant billing dates are 17 January 2018, 11 April 2018, and 11 July 2018 and the supplementary account on 30 October 2018. These are payable in full within thirty days from the issue date.

PAYMENT YEARLY

If annual tuition fees (and boarding fees, if applicable) for 2018 are paid in full before Friday 16 February 2018 a 2.5% discount will apply. Late payments will not attract a discount. Please contact the Accounts Department for a payment quote for fees paid in advance.

PAYMENT BY CREDIT CARD

The School accepts payment by EFTPOS as well as MasterCard and Visa. Payment by credit card can be made:

1. Online at www.peninsulagrammar.vic.edu.au. Go to 'Payment/School Fee Payments' on the main navigation.
2. Telephone **1300 731 858** and follow the prompts.
3. At the School Accounts Office.

If you require further information on payment options please contact the Accounts Department on **9788 7782** or email accounts@peninsulagrammar.vic.edu.au

WITHDRAW AND LATE FEES

WITHDRAW

A minimum of one Term's written notice is required to withdraw the student's enrolment from the School. This withdrawal notification must be provided in writing to the Principal. If the student is to be withdrawn at the conclusion of a Term, notice must be given no later than 3.00pm on the Friday of the last week of the preceding Term. Where the required notice is not provided a termination fee of 25% of the annual tuition and, where applicable, boarding fee is payable.

LATE FEES

Any late payments will incur an administration charge of \$300 (including GST) for every thirty (30) days the payment is overdue.

Where a tuition fee account is in arrears the student is not permitted to incur additional costs by participating in non curriculum elective activities.

Our collection activities will pursue all avenues, including legal action to recover outstanding debt to the School.

BILLING DATES 2018

BILL 1 2018 - 17 JANUARY 2018

BILL 2 2018 - 11 APRIL 2018

BILL 3 2018 - 11 JULY 2018

BILL 4 2018 - 30 OCTOBER 2018

Monthly invoices will be sent for other incidental costs incurred.

LEGAL MATTERS

If legal matters arise which affect your child's enrolment (including changes to guardianship or access), or which may impact upon your child's education you are required to promptly advise the Business Manager and Principal in writing. Hard copies of relevant legal documentation must also be provided. Unless advised otherwise, the School will proceed on the basis that both parents have equal parenting rights in relation to the student, and that both parents are jointly and severally liable for payment of fees and charges. Unless provided with legal documentation to the contrary, the School will not accept an enrolment, nor a withdrawal of enrolment, unless consent of both parents is provided.

DOMESTIC STUDENTS

This business notice is applicable to International students only. Please refer to the document entitled **Enrolment and Fee Statement 2018** for domestic students.

PRIVACY

In enrolling the student, the caregivers acknowledge and consent to the provisions of the School's Privacy Policy. Without limiting the generality of the foregoing and unless written notice is provided to the contrary, the caregivers acknowledge and consent to the student being photographed or videotaped from time to time within the School's grounds or participating in school events or activities, and to the use of these photographs or videos in school publications, advertisements, editorials or the School's website, social media or the websites and marketing materials of Independent Schools Victoria and school-affiliated associations.

*Throughout this document, * indicates GST inclusive*

ELECTRONIC BANKING DETAILS FOR PENINSULA GRAMMAR

BSB: 083 253

ACCOUNT: 684 505 746

NAME: THE PENINSULA SCHOOL

National Australia Bank
Collins Street
Melbourne Vic Australia 3000

School SWIFT Code for Funds Transfer is
NATAAU3303M

Please ensure you identify students' name on Funds Transfer.

REFUND POLICY

Notification of cancellation, withdrawal, leave of absence, or deferral of enrolment at the School or enrolment in an Extra Subject must be made in writing and addressed to the Principal.

HOW AND WHEN TO APPLY FOR REFUNDS

In the event of course cancellation or a student withdrawing or being asked to withdraw from a course, the refund policy will be initiated by the School.

REFUND IN THE EVENT OF DEFAULT BY STUDENT:

	NOTICE	REFUND/CANCELLATION FEE	ADDITIONAL REQUIREMENTS
Cancellation of enrolment prior to commencement	One Term's notice Less than one Term's notice	No fee payable 25% of the net Annual Tuition and Boarding fee payable	
Cancellation of an Extra Subject	One Term's notice Less than one Term's notice	No fee payable 50% of the Term subject fee payable	
Cancellation of enrolment after commencement	Anytime	No refund	Should a student become seriously ill or be required to return home due to exceptional circumstances of a compassionate nature (such as death or severe illness in the family) and as a consequence can no longer continue their study, the School may refund the balance of unused fees. This fee refund is wholly at the discretion of the School. Appropriate evidence, such as a medical certificate, will be required.
Cancellation of Student Visa by the Department of Immigration and Citizenship	Anytime	No refund	
Visa refused by the Department of Immigration and Citizenship	Prior to arrival	Full refund	The School must be supplied with the relevant letter of visa rejection from DIAC
Student expelled from the School	Anytime	No refund	

Fees will not be refunded for any reason other than the above.

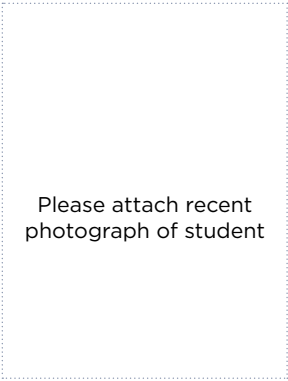
REFUND IN THE EVENT OF DEFAULT BY THE SCHOOL (SECTIONS 27 - 31 ESOS ACT 2000).

The School will pay a full refund to the Student within two weeks should:

- The course being offered not commence on the agreed starting day
- The course cease to be provided after it starts and before it is completed, or
- The course is not provided fully to the student because of a sanction imposed on the School.

The Student will be provided with a statement explaining how the refund amount has been calculated. In the event that an Extra Subject ceases to be provided after it starts and before it is completed, the School will endeavour to arrange for another subject to be provided to the student as an alternative. Should the alternative course of study/ program be acceptable to the student, no refund of fees for the original enrolment will be made by the School, nor will any additional fees be charged to the student for the alternative program.

If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or call 1300 362 072 for more information.



Please attach recent photograph of student

APPLICATION TO REGISTER FOR INTERNATIONAL ENROLMENT

STUDENT DETAILS

Family name _____

Given name/s _____ Preferred name _____

Date of Birth _____ Male/Female _____

Country of Birth _____ Language/s spoken at home _____

Nationality _____ Religion/Denomination _____

Current residential address _____

Postcode _____

Applying for Year Level _____ Commencement Date _____

Requesting Boarding: Yes No Requesting Homestay: Yes No

PARENT/GUARDIAN ('CAREGIVER')

Caregiver 1:

Full name _____ Male/Female _____

Residential Address _____

Home telephone _____ Mobile telephone _____

Email _____

Occupation _____ Employer/Business name _____

Occupation address _____

Occupation telephone _____ Occupation email _____

Relationship to student: _____ Does the student reside with this Caregiver? Yes No

Caregiver 2:

Full name _____ Male/Female _____

Residential Address _____

Home telephone _____ Mobile telephone _____

Email _____

Occupation _____ Employer/Business name _____

Occupation address _____

Occupation telephone _____ Occupation email _____

Relationship to student _____ Does the student reside with this Caregiver? Yes No

GUARDIAN IN MELBOURNE

Relationship to Student:

i.e. family member- mother/father/brother/sister/uncle/aunt/cousin - if not a blood relative please complete below

Relationship to Student if 'Other'

(i.e. Family Friend or Guardian Company - not family related)

Full Name/s:

Male/Female

Residential Address:

Business Address if applicable:

Telephone:

Mobile telephone:

Email:

ADDITIONAL INFORMATION

Does the student reside with any person other than Caregiver 1 and/or 2? Yes No

If yes, full name

Male/Female

Residential Address

Home telephone

Mobile telephone

Email

Occupation

Employer/Business name

Occupation address

Occupation telephone

Occupation email

Relation to student:

If the student does not live with both Caregivers, please provide relevant information as to custody and access arrangements. **If there is an applicable court order in relation to this student, please provide a copy.**

REPORTS AND ACCOUNTS

To whom should the School send **reports** and other **correspondence**? Caregiver 1 Caregiver 2 and/or Agent

To whom should the School send **accounts**? Caregiver 1 Caregiver 2 and/or Agent

SCHOOL AFFILIATIONS

Is either Caregiver or any grandparent a past student of the School? Yes No

Name/s (*when enrolled*)

Years of attendance/past House affiliation

Name/s (*when enrolled*)

Years of attendance/past House affiliation

Does the student have siblings who are current or former students of the School,
or who are registered for enrolment?

Yes No

If yes, names

Years of attendance

Is either Caregiver a current or former staff member?

Yes No

Is any member of your family affiliated to one of our Houses? Yes - specify House: _____ No

STUDENT'S NEEDS

Has the student taken part in any extension or gifted and talented children's program? Yes No

Does the student have any special learning needs? Yes No

Does the student have a disability, including an intellectual, physical, mental, behavioural or emotional disability? Yes No

Has the student ever received support from a therapist or other specialist, such as a speech therapist, occupational therapist, physiotherapist, behavioural therapist, psychologist, etc? Yes No

Does the student have any medical conditions or allergies? Yes No

If you have answered yes to any of the above questions, kindly provide details below, or attach any relevant documents to this form.

The School acknowledges its rights and obligations under the Disability Standards for Education pursuant to the Disability Discrimination Act 1992.

QUESTIONNAIRE

How did you become aware of Peninsula Grammar?

- | | |
|---|--|
| <input type="checkbox"/> General reputation of the School | <input type="checkbox"/> Recommendations from friends or family |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Newspaper advertisements or editorials |
| <input type="checkbox"/> Relocation consultant | <input type="checkbox"/> The Good Schools Guide or other publication |
| <input type="checkbox"/> School signage | <input type="checkbox"/> Other: (please specify) |

What prompted you to enrol at Peninsula Grammar? Please feel free to choose more than one criterion.

- | | |
|---|--|
| <input type="checkbox"/> Academic excellence | <input type="checkbox"/> Music Program |
| <input type="checkbox"/> Sports program | <input type="checkbox"/> Coeducation |
| <input type="checkbox"/> Location | <input type="checkbox"/> Extension programs for gifted/talented children |
| <input type="checkbox"/> Foreign language program | <input type="checkbox"/> Access to special needs assistance |
| <input type="checkbox"/> Drama program | <input type="checkbox"/> Social events for families |
| <input type="checkbox"/> Laptop program | <input type="checkbox"/> High quality facilities and grounds |
| <input type="checkbox"/> Uniform policy | <input type="checkbox"/> Recommendation |
| <input type="checkbox"/> Religious affiliations | <input type="checkbox"/> General reputation of the school |
| <input type="checkbox"/> Student safety, wellbeing & pastoral care | <input type="checkbox"/> Fees |
| <input type="checkbox"/> Range of subject choices for senior students | <input type="checkbox"/> Community service program |
| <input type="checkbox"/> Scholarship program | <input type="checkbox"/> Other: (please specify) |

CHECKLIST

Please return:

- Completed Application to Register for Enrolment Form, signed by both Caregivers if applicable
- Passport sized photograph of the student
- Copy of birth certificate or passport
- Copy of most recent school report and NAPLAN results if applicable.

PRIVACY

Peninsula Grammar respects your privacy and that of your child. The School adheres to the National Privacy Principles, as set out in the Privacy Act 1988. Information collected on this form will be used and stored in accordance with the Act and Peninsula Grammar's Privacy Policy. If you wish to receive a copy of the School's Privacy Policy, please refer to our website or contact the Admissions Office.

CAREGIVERS ACKNOWLEDGEMENT AND AGREEMENT

The Caregiver/s request that the student be registered for enrolment as a student at Peninsula Grammar.

The Caregiver/s acknowledge and agree that:

- This is an application for enrolment only and the student will be placed on a waiting list. No guarantee of a place is expressed or implied by the School.
- If a place at the School is offered to the student, the Caregivers will be required to complete and sign an Enrolment Agreement and relevant medical information forms, which must be submitted with payment of the Entry Fee.
- Participation in a broad range of activities such as outdoor education, excursions, work experience, camps, and sporting programs is an essential part of a student's training and involvement in the School community, and a compulsory part of the School curriculum, and that existing students from Term 4 in Year 6, and new students commencing in the Middle or Senior Years are required to participate in the School's Saturday morning sports program.
- The School requires all students in Years 7 to 12 to purchase a laptop computer as specified by the School.
- In the case of boarders, one half-year instalment's boarding fee is required to be paid in advance in addition to the Entry Fee and is not refundable if the student fails to take up the place offered to him or her other than in exceptional circumstances.
- They have disclosed to the School all relevant information regarding the student, including any special needs that the student may have, which may affect the School's ability to educate, supervise or care for the student. If this information is not provided, or inadequately or inaccurately provided, the School reserves the right to refuse or terminate the student's enrolment at the School, and charge additional fees relating to additional care and support services and staff that may be required to be provided to the student without prior notice to the Caregivers. The Caregivers agree to provide further information to the School if any special needs arise or alter over time.
- The School may contact previous schools attended by the student to obtain further information about the student.
- We have read and agree to the terms set out in the School's Admissions Policy.

In signing this document, the Caregivers represent to the School that they are the sole legal guardians of the student and are authorised to enrol the student at the School. If this situation changes, the Caregivers will immediately provide to the School a written notice of the change, in addition to written consent from any other legal guardian of the student to the student's enrolment, or continued enrolment.

Signature of Caregiver 1 _____

Signature of Caregiver 2 _____

Date _____

Date _____

SCHOOL CONTACT DETAILS

Peninsula Grammar - a school in association with the Anglican Church of Australia

20 Wooralla Drive, Mount Eliza, VIC 3930, Australia.

Tel: +61 3 9788 7777

Fax: +61 3 9788 7894

Email: info@peninsulagrammar.vic.edu.au

Principal – Mr Stuart Johnston

Our motto: **Quod Bonum Tenete - Hold fast that which is good**

www.peninsulagrammar.vic.edu.au

LAPTOP – PERSONAL NOTEBOOK INFORMATION

Peninsula Grammar requires all students to have a personal notebook for usage during their time at the school. Please note that there will be an additional setup fee of \$88 to cover the configuration of the notebook to our network.

The following list outlines the requirements that will need to be met in order for us to setup a non school issued notebook for usage in the school. Notebooks that are supplied that do not meet the requirements will be unable to be configured and a notebook that meets the below specifications will need to be purchased.

MINIMUM SPECIFICATIONS REQUIRED

- Australian (English) version of Windows 10 Professional or higher installed

Or

- Australian (English) version of Mac OSX Sierra or higher
- Parallels on Mac installed if doing IT subjects
- Physical US (English) Keyboard layout
- Australian Standard power adapter
- International Warranty
- Ability to be repaired within Australia.

Upon reading this information, considering it carefully and then signing our Enrolment Agreement, we require that you:

- Agree that if your child arrives at the School without a suitable notebook, that we provide one either:
 1. **On a lease basis.** If for a short period for a charge that you will be notified of by invoice – note any damage or breakage that occurs during the lease period will be charged in full to the leasee; or
 2. **As a purchase.** If for an extended period for a charge that you will be notified of by invoice.



PENINSULA
— GRAMMAR —

LEARN . GROW . FLOURISH

info@peninsulagrammar.vic.edu.au | 03 9788 7777 | 20 Wooralla Drive, Mount Eliza, VIC 3930 | www.peninsulagrammar.vic.edu.au

January 2018. CRICOS code 00333A. *The Peninsula School Limited trading as Peninsula Grammar*