



Fee Policy & Fee Schedule

(Please read carefully)

1. Lycée Condorcet- the International French School of Sydney relies on private funding for a substantial component of its income. Fees paid by families provide the majority of this funding.

As a matter of equity among families that attend the school, there is an expectation by the School Board that the complete sum of fees payable on behalf of each student is completely paid within the school year.

Parents and guardians agree at the time of enrolment that they will be responsible for their children's fees while at school. There is an expectation that this commitment will be honoured.

School fees are reviewed in the latter half of each year at the time of preparation of the following year's school operating budget. The Budget is approved by the School Board.

During the course of the year, actual operating results are compared with original budget estimates on a quarterly basis. This quarterly review is presented to the Financial Board.

School fees are invoiced one month prior to the commencement of each semester and are payable within 14 days of the date of the invoice statement. This means that school fees must be paid two (2) weeks before the first day of school, at the very latest. As school fee statements are posted, it is important to ensure that the School Office is notified of any change of address.

Reminder Notices are normally posted within two (2) weeks following the due date. Unpaid school fees will incur a late fee penalty.

2. HOW ARE SCHOOL FEES DETERMINED?

School fees are calculated annually based on the analysis of costs for each student in each section. These figures are determined in the School Budget each year.

3. SCHOOL FEES PAY THE FOLLOWING:

- The employment of staff (Teachers, School Officers, Clerical, and Groundsman) and associated award Superannuation and Workcover charge, contract payments associated with fire protection, pest control and security services. They also pay for insurances, water, electricity, audit fees and other professional costs, cleaning supplies and telephones.
- Maintenance of grounds and repairs to plant, equipment and furnishings.
- Classroom and specialist resources, general office and stationery costs, copy paper, postage, professional printing and staff professional development costs; bus transport for sports, swimming, camps and excursions, first aid supplies, sports, swimming and other tuition expenses. Also included is the cost of some consumable and non consumable booklist supplies to students in all year levels.
- Capital expenditure involving school and office furniture and fixtures, computers and other equipment.
- Payment of the school loan.

4. SCHOOL FEES INCLUDE:

- **Preschool** (Petite section to Moyenne section): Schooling, school stationery, excursions (a supplementary fee could be requested) and other costs (insurance, administration,..).

- **Kindergarten** (Grande section): Schooling, school stationery, excursions (a supplementary fee could be requested) and other costs (insurance, administration,..).
- **Primary** (Year 1 to Year 5 levels): Schooling, school books, exercise books, excursions & camps (a supplementary fee could be requested) and other costs (insurance, administration,..).
- **Junior Secondary** (Year 6 to Year 9 levels): Schooling, school books, excursions & camps (a supplementary fee could be requested), science kits and other costs (insurance, administration,..).
- **Senior Secondary** (Year 10 to Year 12 levels): schooling, school books, excursions & camps (a supplementary fee could be requested), science kits and other costs (insurance, administration,..).
- **IB** (Year 10 to Year 12 levels): schooling, school books, excursions & camps (a supplementary fee could be requested), science kits and other costs (insurance, administration,..).

5. SCHOOL FEES DO NOT INCLUDE:

- Exam fees
 - Canteen fees
 - Sports Uniform (1 pair of shorts, 2 polos, 1 sports pants & jacket, 1 cap)
 - School bus services (for travel to and from home)
 - Extra-curricular activities
 - Small School supplies: pens, compass, rulers, etc...
- Any temporary absence, irrespective of the duration, does not entitle parents to a school fee reduction.

As per the Board's decision, a reduction of annual school fees is given for large families. Check rates applicable at Point 16.

6. SCHOOL AND EXTRA CURRICULAR INSURANCE COVERS

The Student Accident Protection Plan is the AON Gold Plus Option and details of the current cover is available on the website.

Student Accident Summary of Cover Accidental death and bodily injury to enrolled students 24 hours per day/7 days per week.

7. PAYMENT OF FEES

The policy for the payment of fees in 2011-2012 is that the full payment of school fees is compulsory at the beginning of each semester.

School Plan is available for parents/families who wish to pay fees in instalments over the course of the semester.

(See <http://www.schoolplan.com.au/> for more information).

In the case of no payment of fees, a child's enrolment at the school will be suspended.

Fees that are owing when a family leaves the school or when significant arrears have accumulated may, depending on circumstances, be handed to a Debt Collection Agency for recovery, which may involve the instigation of legal action.

8. ENTRY FEE

The Entry fee from Preschool to Terminale/Year 12 is of \$1,000 payable up-front upon application. This is non-refundable.

Students who leave and then re-enrol at the school will incur a new entry fee.

9. ANNUAL ADMINISTRATION FEE FOR CURRENT STUDENTS

The administration fee will be invoiced annually with the fees for the first semester. Please refer to the Fees Schedule for rates at point 18.

10. OTHER FEES AND BONDS

• For Preschool ONLY

Waiting list fees: The number of children accepted in the preschool is limited according to Australian government regulations and there is a waiting list. To enrol your child on the waiting list, please complete the enrolment form and send it with your payment of \$150. The registration date is one of the priority criteria. The waiting list fee is non-refundable.

NB: Petite section (PS): For Children in Petite section (PS) who are younger than three years old and who will not commence their schooling until halfway through the 1st semester or in the 2nd semester, irrespective of the starting date, 1st semester school fees are payable on the first day of the school year in order to secure the place offered.

- **Enrolment Bond:** When your child is offered a position in the Preschool, a \$1,000 bond is to be paid upon acceptance of the position offered. This bond must be sent together with your application form and the entry fee of \$1000. The Enrolment Bond of \$1,000 is non-refundable but it will be credited against the fees of your child in the 2nd Semester of Year 2. Please note that interest will not be paid on Enrolment Bonds.

- **After-School Care:**

From 3:30pm to 5:25pm. A flat rate per semester (\$10 per day or \$16 Casual Rate) is payable depending on the number of days per week according to the terms and conditions written on the enrolment document. The Casual Rate applies for parents who give at least 2 days notice in advance of using this service. A penalty rate of \$30 applies for parents who do not inform us, with reasonable notice, of the use of the after-school care.

- **Bond for School Books from Year 1 to Year 12**

A bond of \$150 for primary students and \$300 for secondary students is billed once with school fees for all new students. This is reimbursed when the student leaves the school. In case of damage or loss of books, the cost of books not returned or their replacement cost including freight will be deducted from this bond.

- **Canteen fees from Preschool to Year 12**

Two canteen options are available to students:

- canteen 'flat fee': a full meal is taken at lunchtime everyday at the school (flat rate)
- canteen 'ticket': for meals taken occasionally (occasional rate)

Enrolment for the canteen service is made at the same time as enrolment or re-enrolment at the school. The canteen fees for the students 'flat rate' will be billed each semester by the

school. The students may opt for the canteen 'ticket' and purchase their tickets with the School Accountant.

The students may not change the enrolment type during the semester. The preschool students may try the canteen service for a maximum period of two weeks at the occasional

rate. If they then enrol for the term, a pro-rata of the flat rate will be billed for the remaining term.

Any temporary absence, irrespective of the duration, during or at the end of the school year including those due to the school curriculum, does not entitle parents to a fee reduction from the canteen.

11. PAYMENT OF FEES

Fees are payable within 14 days of the date of the invoice statement and may be paid in the following ways:

- **One (1) year full payment in advance.** A discount of 1% may be deducted if paid by the due date. If you wish to pay yearly, please advise the Accounts Department at the end of the current year for next year's fees.
- **Payment by semester.**
Regardless of payment method chosen, fees will be billed two (2) times a year unless you have chosen the yearly option.
- Payment made via **School Plan** (see attached). (See <http://www.schoolplan.com.au/> for more information).
- Other invoiced amounts are due and payable within seven (7) days of billing.
- Fees not paid by the due date will attract a late fee charge of 10% on outstanding accounts.
- Costs incurred to the collection of outstanding fees will be debited to the relevant student's account.

12. FEES CHARGED

- **LATE ARRIVALS**

Late arrivals will incur a minimum of nine (9) weeks' schooling at the rate of half a semester. More than nine (9) weeks of schooling will incur a full semester's fees.

- **EARLY LEAVE:**

There will be no refund of fees for students who leave school early.

- **Please Note:**

Written requests for the withdrawal of a student must be given to the principal four (4) weeks in advance for any reimbursement (if applicable) to be made.

13. FRENCH GOVERNMENT FINANCIAL ASSISTANCE (BOURSES)

French citizens registered at the French Consulate are eligible to apply for a "Bourse" under certain circumstances. Forms may be obtained from the school office in March for the following school year. In the case of a late arrival to the school, parents are to inquire at the French Consulate regarding eligibility. In any case, parents have to make an appointment at the French Consulate to lodge their application in person.

14. FRENCH GOVERNMENT "PRISE EN CHARGE"

French citizens registered at the French Consulate are eligible to apply for a refund of fees for children enrolled in Years 10, 11, 12.

Forms may be obtained from the school office in March for the following school year.

Note: Parents who have applied for a «Bourse» or «Prise en charge» from the French Government must pay their school fees while waiting for the outcome of their application. If the application is successful, parents will receive a refund for the amount approved.

15. EXCEPTIONAL FINANCIAL HARDSHIP ASSISTANCE

For parents who are facing financial hardship and need assistance, please contact the Finance and Administrative Director.

16. SIBLINGS DISCOUNT

The following sibling discount will apply for school year 2011-2012:

- 5% for the second child
- 10% for the third child
- 15% for the fourth child

Note: The first child is the eldest enrolled and all other children must be enrolled at the School to be entitled to the sibling discount.

17. HOLIDAY CARE + AFTER SCHOOL CARE (KINDERGARTEN & PRIMARY ONLY)

The school outsources an activity program for after school care and during the school holidays. This program is organised by YMCA. The charge for this activity is indicated on the application form available to parents prior to each school holiday period.

Please check: <http://www.ymcasydney.org/>

18. FEES SCHEDULE FOR 2011-2012

SCHOOL FEES SCHEDULE 2011-2012	Rate 1 ¹	Rate 2 ²	Rate 3 ³
Entry fee (only on application)	1,000	1,000	1,000
Annual administration fee	400	200	200
Preschool waiting list	150	150	150
Preschool	14,602	11,500	11,500
Preschool Bond (Credit in Yr 2)	1,000	1,000	1,000
Kindergarten	14,602	9,448	12,448
Primary School	15,444	7,145	10,145
Junior Secondary School	20,875	10,017	14,217
Senior Secondary School	22,389	13,682	17,882
IB	22,389	14,764	14,764

OTHER FEES 2011-2012			
Preschool aftercare Flat rate	10	10	10
Preschool aftercare Casual	16	16	16
Preschool aftercare Penalty rate	30	30	30
Exam Fees Brevet (Yr 9)	55	55	55
Exam Fees Bac EAF (Yr 11)	150	150	150
Exam Fees Bac (Yr 12)	500	500	500
Exam Fees IB	1,000	1,000	1,000
Annual Canteen Fees	1,427	1,427	1,427
Casual Canteen Fees	9.20	9.20	9.20
Sports Uniform	130	130	130
Bond on Primary school books	150	150	150
Bond on Secondary school books	300	300	300

official letter from the employer's accounts department is required).

³ Rate 3: applies to families or international students on student or tourist visas.

Please check what rate applies to you when you fill your application.

¹ Rate 1: applies to families who receive a financial contribution for school fees from their employer.

² Rate 2: applies to Australian permanent residents, Australian citizens and those on other long term resident visas who receive no financial contribution from their employer (**an**