

Administrative and financial department

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School Fees Policy & Schedule

Please read carefully and note that the prices indicated may be subject to change during the year, following the Board's decision

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 a requirement 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.

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 Board.

School fees are invoiced approximately 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 each semester, at the very latest. As school fee statements are sent by mail or email, it is important to ensure that the School Office is notified of any change of address or email address.

Reminder Notices are normally posted within two (2) weeks following the due date. Unpaid school fees will incur **an overdue charge**.

2. HOW ARE SCHOOL FEES DETERMINED?

School fees are determined 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 Groundsmen) and associated award Superannuation and Workcover expenses, 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 loan to purchase the school.

4. SCHOOL FEES INCLUDE:

- **Petite and 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 11 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 cap or hat)
- 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.

6. CENSUS DAY FEES

These fees have to be paid by parents if the student does not attend the School on the day that the Commonwealth Government conducts a census of the number of students attending the School. These fees are not invoiced if the parents are able to provide sufficient evidence that the student was unable to attend due to illness or other special circumstances.

The fee is necessary to offset the amount the School will not receive in Commonwealth Grants by reason of such non attendance.

Please refer to paragraph 18 to find out the rate for 2017-2018.

7. 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.

8. PAYMENT OF FEES

The policy for the payment of fees in 2017-2018 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).

9. ENTRY FEE

The Entry fee from Petite section to Terminale/Year 12 is payable up-front upon acceptance. This Fee is non-refundable.

Students who leave and then re-enrol at the school will incur a new Entry Fee. However, if they re-enrol within 2 years, the Entry fee will be reduced provided the school has been notified prior to their departure. Please refer to paragraph 18 to find out the rates for 2017-2018.

10. ANNUAL ADMINISTRATION FEE FOR CURRENT STUDENTS

The administration fee will be invoiced annually with the fees for the first semester, from the second academic year. Please refer to the Fees Schedule for rates at paragraph 18.

11. OTHER FEES AND BONDS

• For petite & moyenne section

Waiting list fees: The number of children accepted in the petite and moyenne section school is limited and there is a waiting list. To enrol your child on the waiting list, please complete the enrolment form and send it with your waiting list fee. The registration date is one of the priority criteria. The waiting list fee is non-refundable.

After-School Care:

From 3:25pm to 5:45pm. A flat rate per semester is payable depending on the number of days per week (days to be set) according to the terms and conditions written on the enrolment document. The Casual Rate applies for parents who give notice and pay at least 2 days in advance of using this service. A higher rate applies for parents who do not inform us, with reasonable notice, of their wish to use of the after-school care. Please refer to paragraph 18 to find out the rates for 2017-2018.

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

A bond for primary and 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. Please refer to paragraph 18 to find out the rates for 2017-2018.

• **Canteen fees from Petite section to Year 12**

Two canteen options are available to students:

- canteen 'flat fee': a full meal at lunchtime everyday at the school (the flat fee is adjustable to 5 days or 3 days)
- 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 from the School reception.

The students may not change the enrolment type during the semester. The Preparatory school 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.

12. 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 in two (2) instalments** is organised with the Accounts Department. 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 an overdue charge of \$250.
Please refer to paragraph 18 to find out the rate for 2017-2018
- Costs incurred to the collection of outstanding fees will be debited to the relevant student's account.
- A child's enrolment at the school may be suspended if fees are not paid **within 30 days of the due date.**
- Where the School is informed that fees will be paid by the employer and the employer fails to pay those fees by the due date the parents of the pupil will remain liable for payment of those fees.
- 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.

13. 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 the school early during a semester.

• **Please Note:**

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

14. 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.

Note: Parents who have applied for a «Bourse» 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 Business Manager. This hardship assistance fund is only for families who are not entitled to apply for a French government financial assistance 'Bourse'. This fund is for students who are already enrolled at the school.

16. SIBLINGS DISCOUNT ON TUITION FEES FOR RATES 2 & 3

The following sibling discount will apply for school year 2017-2018

- 5 % for the second child
- 12% for the third child
- 17 % for the fourth child and the following ones

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 (FOR STUDENTS IN PRIMARY ONLY)

The school outsources an activity program for after school care and during the school holidays. This program is organised by YMCA. The school organises child care and holiday care (short holidays only) for petite and moyenne section. 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/>

¹ Rate 1: applies to families who receive a financial contribution 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 official letter from the employer's accounts department is required**).

³ Rate 3: applies to families or international students whose visa does not entitle them to apply for Australian financial aid.

Please check which category you belong to during enrolment.

⁴: Exam session 2018

⁴: The school year 2016/2017 (5 days flat rate) 1st semester \$ 669 & 2nd semester \$ 849

18. FEES SCHEDULE FOR 2017-2018

SCHOOL FEES SCHEDULE 2017-2018	Rate 1 ¹	Rate 2 ²	Rate 3 ³
	In AUD	In AUD	In AUD
Petite and moyenne section	19.731	14 093	14 093
Kindergarten (Grande section)	19 731	11 578	16 215
Primary School	18 645	8 672	13 309
Year 6	23 871	11 644	16 281
Junior Secondary (Year 7 to 9)	23 871	11 644	16 547
Seconde-Première-Terminale/Year 10-11-12	26 840	13 420	18 323
IB /Year 11-12	29 461	15 506	20 409

OTHER FEES 2017-2018	In AUD	In AUD	In AUD
Entry fee (only on application)	1,500	1,500	1,500
Reduced Entry fee	500	500	500
Annual administration fee	400	200	200
Preparatory school waiting list	150	150	150
Preparatory school aftercare Flat rate	10	10	10
Preparatory school aftercare Casual	16	16	16
Preparatory school aftercare Penalty rate	30	30	30
Petite and moyenne section school aftercare during the short school holidays	60	60	60
Sport sections (Chess not included) per semester	375	375	375
Chess sport section per semester	175	175	175
Sport Association (swimming and surfing) per semester	105	105	105
Sport Association sportive (soccer 1st semester & handball 2 nd semester) per semester	50	50	50
Identifying talents swimming per semester	110	110	110
Exam Fees Brevet (Y 9) ⁴	55	55	55
Exam Fees Bac EAF (Y 11) ⁴	150	150	150
Exam Fees Bac (Y 12) ⁴	500	500	500
Exam Fees IB	1 000	1 000	1 000
Annual Canteen Fees ⁵	1 518	1 518	1 518
Casual Canteen Fees ⁵	9.50	9.50	9.50
Sports Uniform	70	70	70
Bond on Primary school books and equipment	500	500	500
Bond on Secondary school books and equipment	500	500	500
Overdue charge for late payment	250	250	250
Census Day fee (from Grande section to Year 6)	4.433	4.433	n/a
Census Day fee (from Year 7 to Terminale/IB)	4.703	4.703	n/a