

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

- As a largely privately funded school, the Lycée Condorcet, the International French School of Sydney relies upon the fees paid by student's families for the greater part of its funding.

For the benefit of all students who attend the school, the School Board requires that fees payable on behalf of each student are paid, in full, within the school year.

At the time of enrolment on the Eduka platform and by entering their personal information, parents and guardians agree to be responsible for the payment of their children's fees. Furthermore, parents agree to maintain and update the school of any changes to their personal information and provide any additional information, as requested, by the school to ensure the school continues to receive NSW and Commonwealth grants.

School fees are reviewed annually during the preparation of the subsequent year's school operating budget. The budget and any changes to the fees are approved by the School Board.

Quarterly, throughout the course of the year, the School's actual operating costs are tracked against these original budget estimations. This quarterly review is presented to and tracked by the Board.

School fees are invoiced approximately two months prior to the commencement of each semester and are to be paid in full within 30 days. The Due Date will be noted on the fee statement. Fee statements are sent by email; therefore it is critical parents ensure the School Office is notified of any change of email addresses.

Reminder Notices will be sent one (1) week following the due date noted on the Fee Statement. Outstanding school fees will incur **an overdue charge**. Please refer to the Fees Schedule for rate details at paragraph 19.

2. HOW ARE SCHOOL FEES DETERMINED?

School fees are reviewed and rebaselined annually based on an analysis of cost 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 Groundskeeping staff), associated award Superannuation and Workcover expenses. They also pay for any payments associated with fire protection, pest control and security services as well as expenses such as 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.

- Repayment of loans acquired to finance the purchase of the school.

4. SCHOOL FEES INCLUDE:

- Petite section:** Tuition, mandatory canteen 5 days per week, stationery, excursions (a supplementary fee may be requested) and other costs (insurance, administration...).
- Moyenne section:** Tuition, stationery, excursions (a supplementary fee may be requested) and other costs (insurance, administration...).
- Kindergarten (Grande section):** Tuition, stationery, excursions & camps (a supplementary fee may be requested) and other costs (insurance, administration...).
- Primary (Year 1 to Year 5 levels):** Tuition, school books, exercise books, excursions & camps (a supplementary fee may be requested) and other costs (insurance, administration...).
- Junior Secondary (Year 6 to Year 9 levels):** Tuition, school books, excursions & camps (a supplementary fee may be requested), science kits and other costs (insurance, administration...).
- Senior Secondary (Year 10 to Year 12 levels):** Tuition, school books, excursions & camps (a supplementary fee may be requested), science kits and other costs (insurance, administration...).
- IB (Year 11 to Year 12 levels):** Tuition, school books, excursions & camps (a supplementary fee may be requested), science kits and other costs (insurance, administration...).

5. SCHOOL FEES DO NOT INCLUDE:

- Exam fees
- Canteen fees (except for petite section of the maternelle)
- Uniform
- 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 School on the day the Commonwealth Government conducts a census of the number of students attending the School. These fees are not invoiced if the parents can 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 19 for rate details for 2019-2020.

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

It is mandatory for the payment of fees, for 2019-2020, to be paid in full one month prior the beginning of each semester regardless the method of payment.

AGS funding solutions (ex-School Plan) is available for parents/families who wish to pay fees in instalments over the course of the semester. (See <https://www.asg.com.au/> for more information). Parents can also use other available payment providers.

9. ENTRY FEE

The Entry fee from Petite section to Terminale/Year 12 is payable from the offer date to secure enrolment. 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 19 rate details for 2019-2020.

10. ANNUAL ADMINISTRATION FEE FOR CURRENT STUDENTS

An administration fee is invoiced annually from the second academic year onwards. It will be invoiced along with and included in the same invoice as the first semester fees. Please refer to the Fees Schedule for rates at paragraph 19.

11. OTHER FEES AND BONDS

• Enrolment application fees

To submit an application to enrol, parents must complete the enrolment form on the Eduka platform and pay an Enrolment Application fee of \$250. The application will not be reviewed prior to this payment being received. The enrolment application fee is non-refundable.

• After-School Care (Petite & Moyenne Sections Only):

Is available from 3:25pm to 5:45pm. A flat rate per semester is payable depending on the number of days required per week. The Casual Rate applies for parents who give notice at least 1 day in advance of using this service. A higher rate applies to parents who have not informed with reasonable notice, of their wish to use of the after-school care. A penalty is applied in case of late pick up of the child. Please refer to paragraph 19 to find out the rates for 2019-2020.

• Canteen fees for Petite section

The canteen is mandatory for 5 days a week in Petite section, except for students with a medical management plan. The 5-day canteen flat fees are included in the tuition fees.

• Canteen fees from Moyenne section to Year 12

Two canteen options are available to students:

- canteen 'flat fee': a full meal at lunchtime every day at the school according to the chosen option
- canteen 'ticket': for meals taken occasionally (occasional rate)

Enrolment for the canteen service is made on the Eduka platform at the latest 1 month and a half before the school starts. 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 canteen option during the semester. The Moyenne and Grande section 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.

• Bond for School and Library Books (Maternelle to Year 12)

A bond for maternelle, primary and secondary students is billed once with school fees for all new students. This is reimbursed when the student leaves the school. In the case of damage or loss, the cost of books not returned or their replacement cost including freight will be deducted from this bond. Please refer to paragraph 19 for rate details for 2019-2020.

12. BUILDING FUNDS DONATIONS

All parents are encouraged to contribute to Lycée Condorcet's Building Fund in the form of tax deductible donations. An amount of \$200 appears on each statement of account as a suggested voluntary donation from each family. Donations are much appreciated and help to contribute to the school's capital works programs. Donations to the Lycée Condorcet's Building Fund are fully tax deductible. If you wish further guidance, you can refer to the Taxation Ruling TR 2005/13 – Income Tax Deductible gifts. <https://www.ato.gov.au/law/view/document?DocID=TXR/TR200513/NAT/ATO/00001>

13. SCHEDULE OF PAYMENT

Fees are payable one month prior the beginning of the semester regardless of the method of payment and may be paid in the following ways:

- **One (1) year full payment in advance.** A discount of 1% will 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 AGS funding (ex-School Plan ; see attached). (See <https://www.asg.com.au/> for more information).

Other invoiced amounts are due and payable within seven (7) days of the invoice date.

Fees not paid by the due date will attract an overdue charge of \$250.

Any additional costs incurred to the collection of outstanding fees will be debited to the relevant student's account.

A student'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 by the due date, the parents of the pupil 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.

14. 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.

- **LATE OFFERS**

In specific cases when a late offer is made by the school (linked with the withdrawal of another student), a pro-rata may be applied on the tuition 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 declared on the Eduka platform six (6) weeks in advance. A \$250 fee will apply to parents who do not provide at least 6 weeks' notice in case of departure.

15. 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.**

16. EXCEPTIONAL FINANCIAL HARDSHIP ASSISTANCE

For parents who are facing financial hardship and need assistance should 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.

17. SIBLINGS DISCOUNT ON TUITION FEES FOR RATES 2 & 3 AND 5 DAYS' FLAT RATE CANTEEN

The following sibling discount will apply for school year 2019-2020 and for 5 days' flat rate canteen:

- 6 % for the second child
- 15 % for the third child
- 20 % 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.

18. HOLIDAY CARE + AFTER SCHOOL CARE (FOR STUDENTS IN PRIMARY ONLY)

The school partners with YMCA who provide an activity program for after school care and during the school holidays. The school organises child care and holiday care (short holidays only) for petite and moyenne section (see section 11 above). The charge for this activity is indicated online on the registration system (Eduka) before each school holiday period.

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

19. FEES SCHEDULE FOR 2019-2020

SCHOOL FEES SCHEDULE 2019-2020	Rate 1 ¹	Rate 2 ²	Rate 3 ³
	In AUD	In AUD	In AUD
Petite section (including a compulsory yearly 5-day canteen package *5)	26 139	16 950	16 950
Moyenne section	24 504	15 315	15 315
Kindergarten (Grande section)	21 947	12 193	17 352
Primary School	19 179	9 133	14 292
Year 6	24 348	12 115	17 274
International Section – Year 6	25 648	13 415	18 574
Junior Secondary (Year 7 to 9)	24 348	12 115	17 274
Seconde-Première-Terminale/Year 10-11-12	27 924	13 962	19 121
International Section – Seconde /Year 10	29 224	15 262	20 421
IB /Year 11-12	32 481	17 095	22 254

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 2020

⁵ The school year 2019-2020 (5 days flat rate): \$1 635

OTHER FEES 2019-2020	In AUD	In AUD	In AUD
Application fee	250	250	250
Entry fee (only on application)	1,500	1,500	1,500
Reenrolment fee in 2 years' time	500	500	500
Annual administration fee	400	200	200
Petite and moyenne section Afterschool care Flat rate	14	14	14
Petite and moyenne section Afterschool care Casual	21	21	21
Petite and moyenne section Afterschool care Late notice and Penalty rates	35	35	35
Petite and moyenne section vacation care during the short school holidays	60	60	60
Sport sections per semester	375	375	375
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	1 635	1 635	1 635
Casual Canteen Fees ⁵	10	10	10
Uniform maternelle	Fees communicated after the result of the competitive pitch and the Uniform contents		
Sport Uniform – Primary and secondary students			
Bond on Primary and Secondary library, school books and equipment	500	500	500
Bond on Maternelle's books	250	250	250
Census Day fee (from Grande section to Terminale/IB)	5 675	5 675	n/a
Overdue charge for late payment	250	250	250
Fee for late withdrawal Notice	250	250	250