GENAZZANO
FCJ COLLEGE

# 2027 Terms & Conditions and Business Regulations

## A Tuition fees, boarding fees and accounts

The fees and levies referred to in this notice apply to the 2027 school year and are subject to annual review. Parents will be notified if the College Council alters these fees and conditions. A full copy of College Policy 9.01 - Fees, Remissions & Payments is available on request.

All fees and levies are administered in accordance with these Terms and Conditions and Business Regulations and the Enrolment Agreement.

Fees are invoiced in advance in November of the year prior to the new school year. Families must select one of two payment options:

1. **Annual payment -** in full by the last Friday of November (see Early Payment Discount, below).
2. **Monthly payment -** ten equal payments on the 15th of each month, from November to August.

Boarding fees are billed at the start of the school year and must be paid either in full by 15 February or in ten monthly instalments from February to November.

**Compulsory levies.** In addition to tuition fees, the following compulsory charges apply, at the rates set out in the 2027 Fee Schedule: year level Levies (Prep to Year 11); a Payroll Tax Levy per enrolment (Prep to Year 12), which meets the College's Victorian payroll tax obligation; and a Capital Building Levy, charged per family, which funds the Capital Works Program. These levies are not discounted and are separate from voluntary Building Fund donations (see G).

## B Early Payment Discount

Payment of the annual tuition fees in full by the last Friday of November attracts a 3% discount.

**The discount does not apply to families with bursary or special discount arrangements.**

## C Sibling Discount

A sibling discount on tuition fees applies only to siblings attending the College at the same time: second sibling 5%, third sibling 10%, and fourth and additional siblings 25%.

The sibling discount is not applied where other discounts, scholarships or fee remissions have been applied to an account, and does not apply to boarding fees.

## D Sundry accounts

Additional charges (for example music, speech and drama, and boarding sundries) may be billed to your Sundry Account during the year. These are payable separately from the Tuition and Boarding accounts on the portal, by their respective due dates. If you have a College-managed tuition account, your payment will be processed according to the balance and due date notified on the account.

## E Fees are strictly due and payable by the listed dates

Where tuition or sundry accounts are in arrears, or an approved payment plan is not adhered to, a student will not be permitted to take part in co-curricular activities such as music, rowing, speech & drama and international tours.

The College reserves the right to refuse to allow a student to commence a new term, or to remain at the College, while any fees or charges remain unpaid.

## F Late payment of fees charge

**An administration charge of $250** will be levied where a family fails to make a valid payment by the due date of its chosen payment plan and has given no prior advice to the College. The charge recurs each month the debt remains unpaid, and the enrolment will be subject to review where the family takes no action or makes no contact. Any legal costs the College incurs in collecting outstanding fees will be charged to the family's account.

## G Voluntary Building Fund Contributions

Families may choose to donate to the College Building Fund, which supports the Master Plan, when selecting their payment option on the on line payment portal. Donations may be paid in one amount or spread across the payment plan. All donations of $2 or more to the Building Fund are tax deductible through the donor's annual income tax return.

## H Illness, VET, College property and other charges

There is no reduction in fees where a student is absent due to illness. The College will make every effort to stay in close contact with the family and, where possible, arrange home study for the student.

Students undertaking vocational subjects or subjects by distance education may be charged an additional levy by the College or the external provider.

Parents are responsible for paying for avoidable breakage of, or damage to, College property caused by the student.

The Principal may authorise particular expenditure (for example student programs or resource materials) to be charged to the family fee account.

## I Annual booklist

All students from Prep to Year 12 are issued with an annual booklist, or an EdSmart communication and payment link (Junior School), in Term 4 each year. It details all resources and stationery required for the new school year. Some year levels carry subject or resource levies where the College has been able to administer or negotiate a better price. College booklists are available from Campion Education at **campion.com.au.**

## J Uniform and secondhand uniforms

All students are required to wear the prescribed College uniform. New uniform is available from Bob Stewart Pty Ltd, 203-207 High Street, Kew (03 9853 8429), open Monday to Saturday.

The Genazzano Mothers Association (GMA) operates a secondhand Uniform Shop where families can donate and buy secondhand uniforms. Details are posted on GenConnect.

## K Application for enrolment

Applications for entry to Genazzano, from the Early Learning Centre (ELC) to Year 12, must be made on the College's Application for Enrolment Form on the College website. A non-refundable Application Fee of $250 (including GST) is payable when the form is lodged. A student is registered as an applicant once the form and fee are received.

Applications for Prep to Year 12 are subject to an interview with the Principal or nominee, normally held 24 months before the proposed date of entry.

Applications for the ELC are subject to an interview with the Director of the ELC in the year before entry. Entry is otherwise subject to the same conditions as for Prep to Year 12 applicants.

## L Confirmation of enrolment

Following the application process, and subject to the College Enrolment Policy and the availability of places, a formal offer will be made.

Parents must sign and return the acceptance with a **non-refundable and non-transferable** confirmation fee of **$1,550** (Prep-12) or **$750** (ELC). The person or persons signing the Acceptance Agreement agree to abide by these Terms and Conditions and Business Regulations.

ELC fees are charged in line with the Prep to Year 12 system. For ELC 4 students entering Prep the following year, a further non-refundable deposit of $800 is required.

To attend the ELC, children must turn three (ELC 3) or four (ELC 4) by 30 April of the entry year, and must be at least three years old to attend the program.

Genazzano's enrolment offer includes an agreement to pay fees and accept College policies. Once a student's enrolment is confirmed, Life Membership of the Alumnae Association is awarded automatically (Prep to Year 12).

## M Cancellation of enrolment

Because enrolment is ongoing, the College commits considerable planning and resources ahead of each school year and term, based on known enrolments, class lists and subject selections.

One full school term's notice, in writing to the Principal, is required before the cancellation of enrolment or withdrawal of a student. If the required notice is not given, a cancellation fee of $5,000 will be charged.

For example, if a student withdraws during a term without a full term's written notice, payment is required for that entire term, plus the $5,000 cancellation fee and any other applicable fees, charges and levies.

## N Extended approved absences

Where a student will be absent for more than five weeks during a term, parents must give at least one term's notice in writing to the Principal. For absences of a semester (two consecutive terms) or more, with an expected year of return, a place will be held on payment of a holding deposit equal to one term of annual tuition fees for the year level of return, at current rates. The deposit is credited against tuition fees on the student's return, and is non-refundable and non-transferable if the student does not return.

## O Deferred enrolment

An offer of enrolment at a particular year level may be accepted and deferred to a later year of entry, subject to payment of a deferment fee or holding deposit equal to one term's fees. The payment secures the offered place until the student commences, and the date of deferment becomes the new application date.

This also applies to currently enrolled students who leave the College and ask for their place to be held for a possible return. The deposit is credited towards the next instalment charged on entry or re-entry, if a place is available, and is non-refundable and non-transferable if the student does not return.

## P International tours and co-curricular programs

A student will not be permitted to take part in overseas tours or fee-based co-curricular activities, such as rowing, music, and speech and drama, until all tuition, levies and sundry fees are paid in full, or the approved payment plan is immediately brought up to date.

## Q Students on an approved varied education program

Students are subject to full fees for each school year, reflecting the ongoing academic and wellbeing support provided by the College.

## R Goods and services tax (GST)

GST is not charged on fees and levies. Other activities may attract GST, such as the catering component of boarding fees.

## S Methods of payment

The College's preferred payment method for fees and charges is the online payment portal, accessed through the College website or GenConnect using the primary named debtor's login. The portal lets families choose annual or monthly payment timing. Payments may also be made by BPAY, direct deposit, (EFT) or EFTPOS.

Instructions for using the portal are on its home page. The portal ensures the College administers all credit card and direct debit transactions in accordance with privacy and banking legislation.

The *2027 Fee Schedule and Payment Information* sets out the payment methods available.

## T Change of family details

Families must advise the College of any change to their contact details, family circumstances or other relevant particulars. Personal details can be updated through the College portal, or by contacting College Reception on 03 88621000 or **businessoffice@genazzano.vic.edu.au.**

A change in family circumstances (for example, family separation or family law matters) should be reported to the Director of Business Services at the same email address. The College adheres strictly to confidentiality and the Privacy Principles.

## U Fee enquiries and financial arrangements

For financial arrangements (including arrangements relating to student absences) and specific fee or business matters, contact the Director of Business Services. All general fee and payment enquiries should be directed to the Finance Office.

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**Business Office**
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