



GENAZZANO  
FCJ COLLEGE



## 2023 Fee Schedule and Business Regulations Notice

Ready to take  
on tomorrow.

# 2023 fee schedule.

## ELC3 – Year 12 fee schedule

YEAR LEVEL	ANNUAL TUITION FEES	TECHNOLOGY AND OTHER LEVIES #	TOTAL TUITION FEES AND LEVIES	MONTHLY INSTALMENTS OVER 10 MONTHS
ELC 3 – 2 days	\$9,913	-	\$9,913	\$991
ELC 3 – 3 days	\$14,278	-	\$14,278	\$1,428
ELC 3 – 4 days	\$18,607	-	\$18,607	\$1,861
ELC 3 – 5 days	\$21,565	-	\$21,565	\$2,157
ELC 4 – 3 days	\$15,180	-	\$15,180	\$1,518
ELC 4 – 4 days	\$19,278	-	\$19,278	\$1,928
ELC 4 – 5 days	\$22,608	-	\$22,608	\$2,261
P – 3	\$19,193	\$295	\$19,488	\$1,949
Year 4	\$22,274	\$295	\$22,569	\$2,257
Year 5 – 6	\$22,274	\$983	\$23,257	\$2,326
Year 7 – 8	\$28,310	\$462	\$28,772	\$2,877
Year 9	\$31,881	\$752	\$32,633	\$3,263
Year 10	\$31,881	\$795	\$32,676	\$3,268
Year 11	\$31,881	\$580	\$32,461	\$3,246
Year 12	\$31,881	\$688	\$32,569	\$3,257

A proportion of funds raised or fees collected by the school may be used to support the operation of the ELC.  
 Sibling Discount: second child 5%, third child 10%, fourth child 25%. Refer to the terms and conditions for the annual fees in advance.

## Capital building levy - charged to all families prep to Year 12

PER FAMILY	AMOUNT
One student	\$1,750
Two student	\$2,250

In addition to the above tuition fees and levies, the Capital Building Levy is compulsory for all families (Prep to Year 12) and funds our Capital Works Program to deliver world class facilities.

## Technology support and other levies

The Technology Support Levy includes an iPad (School Based) for Years P to 4; MacBook Air (Take Home) in the Junior School for Years 5 to 6; and support of the BYOD Program in the Senior School for Years 7 to 12.

Other levies include activities such as Year Level camps, Duke of Edinburgh Program, Driver's Education Program and Year 12 items including the jumper, video and common room funding.

## Additional fees for specific activities

### Music fees

LESSON	PER SEMESTER	PER ANNUM
30 minutes	\$958	\$1,916
45 minutes	\$1,401	\$2,802
60 minutes	\$1,905	\$3,810
Instrument hire	\$354	\$708

### Speech and drama fees

LESSON	PER SEMESTER	PER ANNUM
35 minutes (shared)	\$565	\$1,130
40 minutes (individual)	\$1,262	\$2,524

### Boarding fees

BOARDER TYPE	AMOUNT
Full boarder	\$31,374
Weekly boarder	\$25,098

### Rowing fees 2022/2023 Season

YEAR LEVEL	AMOUNT
Learn to row (Year 8)	\$320
Junior rowing	\$3,100
Intermediate rowing	\$3,300
Senior rowing	\$3,600

## Payment Terms and Conditions

Fees are invoiced in advance in November in the year prior to the new school year. Families are required to select one of two (2) payment options:

1. Annual Payment – in full by 25 November (attracts a 3% discount on 2023 Tuition Fees)
2. Monthly Payment – in ten (10) equal payments by Direct Credit on 18 November and then 15th day of each month from December to August

The Fees and Levies referred to in this notice are applicable for the 2023 school year and are subject to annual review. The administration of all fees and levies accord with these Terms and Conditions, the Business Regulations Notice and Enrolment Agreement.

An administrative charge for late payment of \$250 will be levied where a family fails to make a valid payment by the chosen payment plan due date and where no prior advice has been provided to the College. The late administration fee charge will recur each month the debt remains unpaid and will subject the enrolment position for review where no action or communication is made by the family. If applicable, legal costs incurred by the College for the outstanding collection of fees will be charged to your account.

### Fees & levies

The tuition fee covers all curriculum related costs including excursions, camps and activities. Students admitted to the College during the year will be charged fees on a pro-rata basis and other levies and charges as appropriate.

Some additional charges do apply in respect of special non-compulsory activities such as booklist levies, rowing, calculators, team uniforms, Saturday netball, private music and speech and drama lessons.

The annual compulsory levies charged include the Capital Building Levy (except for students attending the ELC) and Technology Support and Other Levies.

## Methods of payment

The College's preferred payment method for fees and charges is via a Direct Debit nomination form, however the College's online payment portal is still available. The portal can be accessed via GenConnect using the primary named debtor login credentials. The payment portal provides families with the ability to choose their preferred payment timing option, annually or monthly.

Additional charges may be billed via your Sundry Account during the course of the year and are payable separate to the Tuition Account on the portal and due by their respective due dates. If you have a College managed tuition account, your payment will be processed as per the notified balance and due date on the account.

Instructions on how to use the payment portal can be found on the home page of the portal. The portal ensures the College administers all credit card and direct debit transactions in accordance with privacy and banking legislation.

Fees and levies can also be paid by the following methods:

1. Direct Deposit/EFT – BSB: 083-166 Account No. 515 443 513 (include your Account Code in payment reference).
2. Cheque – made payable to Genazzano FCJ College and returned to the Finance Office attached to the Fee Statement.
3. BPAY – using an internet banking facility to transfer the funds and using the Biller Code of 10629 and the Reference Number as detailed on your Fee Statement.
4. EFTPOS/Cash – the College has debit and credit card payment facilities at Student Services.
5. Please note that AMEX transactions incur a 1% surcharge.

Fees are strictly due and payable by the listed dates. Where tuition or sundry fee accounts are in arrears (or on an approved payment plan that is not adhered to), a student will not be permitted to undertake co-curricular activities such as music, rowing and international tours. The Principal reserves the right to refuse to allow a student to either commence a new term, or to remain at the College while any fees or charges remain unpaid.

Payment of tuition fees in full for two (2) years in advance can be made at current school year rates where such payment is made by 30 September each year.

## Voluntary Building Fund contributions

Families may choose to donate to the College Building Fund to support the master plan when choosing their payment option via the online payment portal. The donation can be paid in one payment or incorporated into your payment plan to spread the cost over the period. All donations (\$2 or more) to the Building Fund are eligible for a tax deduction via the donors' annual income tax return.

## Annual booklist

All students in Prep to Year 12 are issued with an annual booklist in Term 4 each year. The booklist details all resources and stationery requirements for the new school year. In some year level instances, subject or resource levies exist where the College has been able to administer or negotiate a better price outcome. Such levies will be charged with the first invoice for 2023.

## Early Learning Centre (ELC)

Fees for the ELC will be charged in line with the Prep to Year 12 system. All ELC families will pay a non-refundable confirmation fee upon entry to the College of \$750.

For ELC4 girls entering Prep the following year, a further non-refundable deposit of \$750 is required. This will provide life membership of the Alumnae Association at the conclusion of their studies at the College.

Please note that to attend the ELC all children must turn three (3) or four (4) by 30 April of the entry year. Children must be 3 years old to attend the program.

## Uniform / Second Hand Uniform Shop

All students are required to wear the prescribed College uniform that is available for purchase at Bob Stewart, 203/205-211 High Street Kew, Tel: +61 3 9853 8429. Open Monday to Saturday.

The College operates an online Second Hand Uniform Shop where families can list and buy second hand uniforms 24 hours, 7 days a week. Simply register on the Sustainable School Shop website, [sustainableschoolshop.com.au](http://sustainableschoolshop.com.au) or visit [genazzano.vic.edu.au/second-hand-uniforms](http://genazzano.vic.edu.au/second-hand-uniforms) to find out more.

## Enquiries

All general fee and payment enquiries should be directed to the Finance Office. Specific fee or business related matters (including advice of changes in family circumstances) are to be directed to the Director of School Services.

### Finance Office

T: +61 3 8862 1234

E: [accounts@genazzano.vic.edu.au](mailto:accounts@genazzano.vic.edu.au)

### Business Office

T: +61 3 8862 1005

E: [businessoffice@genazzano.vic.edu.au](mailto:businessoffice@genazzano.vic.edu.au)

## Fees policy & business regulations

### A. Application

Applications for entry to Genazzano, from the Early Learning Centre (ELC) to Year 12, must be submitted 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 with the College. A student's name will be registered as the Applicant following the receipt of the Form and the Fee.

Enrolment applications for Prep to Year 12 are subject to the outcome of an interview conducted by the Principal or nominee, interviews normally occur 24 months prior to the proposed date of entry.

Enrolment applications for the ELC are subject to the outcome of an interview conducted by the Director of the ELC in the year prior to entry. Entry to the College is subject to the same conditions as detailed for Prep to Year 12 applicants.

### B. Confirmation of enrolment

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

Parents are then required to sign and return the acceptance offer for their child with a non-refundable or transferable confirmation fee of \$1,500 (P-12) or \$750 (ELC). The person/s signing the Acceptance Agreement is/are completing an agreement to abide by the Terms and Conditions and Business Regulations.

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

### C. Cancellation of enrolment

One full term's notice is required, in writing to the Principal, before the cancellation of enrolment or withdrawal of a student from the College. If the required notice is not given, a fee of one full term's tuition fees will be charged.



## D. Tuition fees, boarding fees and accounts

1. Tuition fees are billed in advance in November for all students enrolled in the following year. Tuition fees must be paid either in full by 25 November or by monthly payment (10 instalments) from November to August.
2. Accounts are payable by the listed due dates. An administration charge for late payment of \$250 per month will apply if a payment is not received by the College due date.
3. The College may choose to not permit a student to re-enter classes in a new term when fees remain outstanding.
4. For financial arrangements regarding the absence of students, contact the Director of School Services on +61 3 8862 1005 or [businessoffice@genazzano.vic.edu.au](mailto:businessoffice@genazzano.vic.edu.au)
5. If a student is absent due to illness, there will be no reduction in fees. Every effort will be made to remain in close contact with the family and arrange home study for the student where possible.
6. Students that undertake vocational subjects or subjects by Distance Education may be charged an additional levy by the College or external provider.
7. Parents are responsible for payment of avoidable breakage or damage to College property caused by the student.
8. The Principal may authorise particular expenditure (for example student programs or resource materials) to be charged to the family fee account.
9. Boarding fees will be billed at the commencement of the school year. Boarding fees must be paid either in full by 15 February or by monthly payments (10 instalments) from February to November.
10. Fees are subject to annual review. Parents will be notified if the College Council alters these fees and conditions. A full copy of the College Tuition Fee Policy is available upon request.

## E. Early payment discount

1. Payment of the annual tuition fees in full by 25 November will receive a 3% discount.
2. Payment of tuition fees in full for two (2) years in advance can be made at current school year rates where such payment is made by 30 September each year.

Discounts are not applicable to Genazzano families (including Boarding families) with Bursary or Special Discount arrangements.

## F. Sibling discount

A sibling discount on tuition fees will only be applied to siblings who concurrently attend the College – second sibling 5%, third sibling 10% and fourth and additional siblings 25%. **The sibling discount will not apply where other discounts, scholarships or fee remissions have been applied to an account. The sibling discount does not apply to Boarding fees.**

## G. Extended approved absences

Parents whose daughters are to be absent for more than five weeks during a term are required to have given at least one Term's notice in writing to the Principal. For students who will be absent for a semester (two consecutive terms) or more with an expected year of return, a place will be held over for a holding deposit equivalent to one term of annual tuition fees for the year level to which the student returns (charged at current rates.) The deposit will be credited against tuition fees upon the student's return. The holding deposit is non-refundable or transferable should the student not return to the College.

## H. Deferred enrolment

An offer of a position of enrolment at a particular year level of entry may be accepted and deferred to a later year of entry subject to payment of a deferment fee or holding deposit (equivalent to one term's fees). The amount is paid to secure the offered position of enrolment at the College until the student commences at the College. The date on which the deferment is made becomes the new application date. This also applies to students who are currently enrolled and depart the College and request that their place be held for possible return. The deposit is credited towards the next instalment to be charged upon entry/re-entry in the event a place is available. This payment is non-refundable or transferable. should the student not return to the College

## I. International tours/co-curricular programs

A student will not be permitted to participate in overseas tours or fee based co-curricular activities, such as rowing, where tuition or other sundry fees are outstanding or the approved Payment Plan is not being adhered to by the family.

## J. Students on an approved varied education program

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

## K. Goods and services tax (GST)

GST is not charged on Fees and Levies and Co-curricular activities. Other activities, however, may attract GST such as the catering component of Boarding Fees.

## L. Change of family details

It is a requirement that families advise the College of any change to their contact details, family circumstances or any other relevant particulars. Personal details can be updated via the College Portal or by contacting College Reception on +61 3 8862 1000 or email [businessoffice@genazzano.vic.edu.au](mailto:businessoffice@genazzano.vic.edu.au) A change in family circumstances should be reported to the Deputy Principal or Director of School Services (e.g. family separation).