



GENAZZANO  
FCJ COLLEGE

# 2023 International Fee Schedule and Business Regulations Notice

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on tomorrow.





## 2023 Annual tuition fees international students

YEAR LEVEL	ANNUAL FEE*	BOARDING FEE #	TOTAL TUITION FEES AND LEVIES
P – 3	\$27,918	-	\$27,918
Year 4 - 6	\$31,294	-	\$31,294
Year 7 - 8	\$38,888	\$31,374	\$70,262
Year 9 - 12	\$42,458	\$31,374	\$73,832

\* Incorporates compulsory excursions that are part of the curriculum

# Exclude if living with parents as approved by the College

### Enrolment fees

FEE TYPE	AMOUNT	CONDITIONS
Application Fee	\$500	Non-refundable
Confirmation Fee	\$1,500	Non-refundable
Enrolment Deposit	\$3,500	Credited to your first tuition fee instalment
First instalment of fees	One semester	

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%.

### Capital building levy

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

## Terms of payment

Tuition fees are billed and payable as follows:

### First instalment

Issued in December, payment in full is required by due date, 14 days prior to commencement of Semester One.

### Second instalment

Issued in June, payment in full is required by due date, 14 days prior to commencement of Semester Two.

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.

## Methods of payment

The following methods of payment are accepted:

### 1. GenConnect

The College's preferred payment method for fees and charges is via the College's online payment portal. The portal can be accessed via the College website or GenConnect using the primary named debtor login credentials. The payment portal provides families with the ability to choose their preferred payment timing option.

### 2. Direct Deposit into Genazzano Bank Account

Account name	Genazzano FCJ College Limited
Bank	National Australia Bank, Camberwell, Australia
BSB	083 166
Account number	515 443 513
SWIFT CODE	NATAAU3303M (For payments made from overseas)

### 3. Cheque

Made payable to Genazzano FCJ College and returned to the College Finance Office. Please ensure that the cheque is attached to the payment advice at the bottom of your Fees Statement.

### 4. BPAY

Using an internet banking facility to transfer the funds.

**Biller Code** 10629

**Reference Number** as detailed on your Fee Statement

### 5. EFTPOS/CASH

The College has debit and credit card payment facilities at Student Services. Please note that AMEX transactions incur 1% surcharge.

If applicable, legal costs incurred by the College for the outstanding collection of fees will be charged to your account.

## Terms and Conditions - International Students

### 1. International Student Advocate (ISA)

Genazzano requires all international students without parents in Melbourne, including students over 18 years old, to have an ISA. An Appointment of International Student Advocate Form must be completed at the time of enrolment. ISA's must live in Melbourne and act as an additional support person for girls who are in Australia without their parents. Students are not to alter their ISA arrangements without prior consultation with the College. The College must be informed and approve of any changes to the ISA arrangements.

### 2. Privacy

Information provided to the College will be treated in accordance with the College's Privacy Policy, a copy of which is available on the College website, [genazzano.vic.edu.au](http://genazzano.vic.edu.au)

### 3. Health insurance

As a condition of their visa for studies in Australia, the Australian Government requires health insurance to be paid in advance for the length of the student's visa. Students must pay the health insurance membership fees to the College and the College will transfer these fees to BUPA. BUPA will issue a cover note until membership cards are available. Alternatively, health insurance can be arranged by the family and proof of the cover must be presented to the College.

### 4. Refund policy

Refund provisions apply when a student does not start a course on the agreed date or withdraws before the commencement of the course.

- Genazzano will refund all payments, other than the application fee (\$500) and confirmation fee (\$1,500), if a student does not successfully gain a visa to study at the College.
- Where fees have been paid in advance and the enrolment is subsequently cancelled by the parents or legal guardian, more than one term prior to the due commencement date, all fees paid will be refunded except for the initial application fee (\$500) and confirmation fee (\$1,500).
- One full school term's notice in writing to the Principal is required in the event of the withdrawal of a student from the College. If this notice is not given, payment of one full term's fees in lieu of a full term's notice is required and where applicable, the boarding fee.
- This agreement does not remove the right to take further action under Australia's consumer protection laws or to pursue other legal remedies. The College's grievance procedure does not circumscribe the student's right to pursue other legal remedies.

### 5. Insurance

The College carries insurance in respect of student accidents. Loss of equipment or personal belongings will not be covered by the College's insurance. The College does not carry insurance in respect of the non-payment of fees resulting from the death or disablement of a parent or legal guardian. Parents are responsible for payment for damage to College property caused by the student.

### 6. Additional expenses

College Uniform, please visit [bobstewart.com.au](http://bobstewart.com.au) for your daughter's uniform requirements.

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/student-life/uniforms/second-hand-uniforms](http://genazzano.vic.edu.au/student-life/uniforms/second-hand-uniforms) to find out more.

College booklists, please refer to Champion Education [champion.com.au](http://champion.com.au)

### 7. Accommodation

Genazzano FCJ College has strict accommodation requirements. All students are required to live in approved accommodation by the College, preferably the College Boarding House. This also applies to students over 18 years of age. If a student is living with a parent, the College must be informed and approve of these arrangements.

### 8. College allocated and Bring Your Own Device Program (BYOD)

Prep to Year 6 students are provided with a College owned device. All students in Year 7-12 will be subject to the Bring Your Own Device Program (BYOD); therefore, students from Years 7-12 are required to purchase and use their own personal notebook, subject to the minimum specifications as set out in the Digital Technologies Information Sheet, provided upon confirmation of enrolment.

### 9. Curriculum enrichment programs

Genazzano FCJ College provides a wide range of optional co-curricular activities for students as an integral part of their educational experience. Our activities are run before, during and after school, and on weekends. At the commencement of each semester, students are invited to register their interest to start an activity on GenConnect via the co-curricular tile, under Registrations. Activities and Fees will be listed in detail at this time.

## 10. 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 with an adjustment charge to apply upon re-entry). The deposit will be credited against tuition fees due on commencement (re-entry). The holding deposit is non-refundable or transferable should the student not return to the College and a term's notice is provided.

## 11. 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.

## 12. 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.

## 13. Account enquiries

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)