



2024 FEE INFORMATION INTERNATIONAL STUDENTS

Prep to Year 12 Fees

Year Level	Annual Tuition Fees \$	Annual Levies \$	Payroll Tax Levy \$	Annual Total \$	Per Term 1 & 2 \$	Per Term 3 & 4 \$
Prep	26,802	1,316	550	28,668	7,030	7,305
Year 1	26,802	1,316	550	28,668	7,030	7,305
Year 2	26,802	1,316	550	28,668	7,030	7,305
Year 3	29,013	1,915	550	31,478	7,732	8,007
Year 4	29,013	1,915	550	31,478	7,732	8,007
Year 5	31,627	2,395	550	34,572	8,505	8,780
Year 6	31,627	2,395	550	34,572	8,505	8,780
Year 7	35,481	2,515	550	38,546	9,499	9,774
Year 8	35,484	2,753	550	38,786	9,559	9,834
Year 9	37,912	2,993	550	41,455	10,226	10,501
Year 10	37,912	2,633	550	41,095	10,136	10,411
Year 11	39,431	2,035	550	42,015	10,366	10,641
Year 12	39,431	2,035	550	42,015	10,366	10,641

Annual Levies

The Annual levies as shown above are a levy which represents a recovery of some of the costs incurred by the School in providing a wide range of resources to students. This includes most excursions, incursions, sporting events including transport, most camps, printed materials, subject specific materials, some software, wifi and internet access, library and laboratory curriculum materials, the School diary, ID cards, and some year level specific programs (eg. Primary school swimming).

The annual levy also includes the use of School-leased iPads (to Year 2) and School-leased laptops (Years 3-9).

Please note the above fees and levies tables do not include any other charges that may be incurred and charged to families during the year. For example, private music tuition fees, bus fees to and from school, student stationery, book list charges, student uniforms, some extra-curricular activities and camps, or interstate/overseas trips. Any extra levies will be communicated in an appropriate time frame for families and students to consider.

Payroll Tax Levy

An additional new Payroll Tax Levy per student will be payable in Semester 2 of 2024. Students will be billed across Terms 3 and 4 at a total cost of \$550 or \$275 per term. The amount is applied pro-rata for any part time students.

The new payroll tax levy is to help TKS recover the cost of the new Payroll Tax introduced by the current Victorian Government on Independent Schools in 2023 which begins from 1st July 2024. It is important that we keep this levy separate to our normal levies in case the tax changes or is repealed. For absolute transparency, should this tax be repealed – this levy will be removed by TKS.

Elective Subjects

Some subjects require an additional charge due to their specialist nature. These charges cover the provision of specialised equipment and trained experts. These charges will be notified to families by the end of Term 1, and are billed in Term 2 and are non-refundable.

Private Music Lessons

1. Individual Lessons (30min) + includes ensemble participation: \$450 per term
2. Group Lessons (2 students – Prep to Year 7 only): \$325 per term
3. Individual Lessons (45min) + includes ensemble participation (16 lessons per Semester): \$675 per term
4. Instrument Hire charges: \$95 per term (per instrument)

Bus Services

The Knox School Bus Service will offer various routes in 2024. Please refer to the School website for further details and route information and changes. The cost per student is \$425 (inc. GST) per term.

Payment for bus services are invoiced ahead of each Term and payable by the start of each Term. Notification to cancel a bus service must be sent to TKS via reception@knox.vic.edu.au two weeks before the start of each term. Failure to notify TKS by this time may result in a Terms charge to the student. Bus service fees are non-refundable once a student has started and committed to a Term.

All bus enquiries should be sent to reception@knox.vic.edu.au

Homestay Accommodation

For students who will reside in homestay accommodation, other costs that families will need to consider relate to:

- Homestay accommodation - this item will be paid directly to the homestay family - \$390 per week
- Support Provider Fee - this item will be paid directly to the support provider - \$2,600 per year
- Public transport - approximately \$30 per week

Money for other discretionary spending - approximately \$50 to \$150 per week

Rental Accommodation

For students who will reside in a rental property with their parents, other costs that families will need to consider relate to:

- Rental monthly fee
- Rental bond
- Food
- Gas, electricity and water charges
- Public transport
- Money for other discretionary spending

** Please refer to Study Melbourne website www.studymelbourne.vic.gov.au/money-and-budgeting/the-cost-of-living-in-victoria for an estimated overall cost of expenses

Enrolment Application Fees

There is a non-refundable \$130 (inc GST) fee to register each new application.

If the enrolment is cancelled prior to commencement or during the first term, an amount of \$1,500 is deducted from their advanced payment for Term 1.

Instalments

The net annual tuition fee and the net annual levies are divided into four instalments. Instalments are due:

	Invoice Date	Due Date
Instalment 1 (Term 1)	24 October 2023	14 November 2023
Instalment 2 (Term 2)	3 April 2024	16 April 2024
Instalment 3 (Term 3)	25 June 2024	16 July 2024
Instalment 4 (Term 4)	17 September 2024	1 October 2024

Payment Methods

Our preferred method of payment for fees and levies is via BPAY, which incurs no additional fees for both families and The Knox School. We do not accept cash or cheque payments at the school.

- **BPAY:** via internet banking using the BPAY code on your invoice or fee statement
- **Online via credit card:** via our website (please note credit card surcharges apply) www.knox.vic.edu.au/payments
- **Direct deposit to our bank account** – via online transfer or cash deposit at bank branch:

Bank Details:

The Knox School
NAB Bank
BSB 0831 66
Account 037293273
Reference: Family ID number & surname

Overdue Accounts

The School may in its sole and absolute discretion charge an administration fee of \$150 on any amount of School Fees that remain unpaid for 28 days after they fall due for payment.

If payments cannot be adhered to because of significant personal or financial difficulties, an application for variation must be made in writing to accounts.receivable@knox.vic.edu.au. The School may, in its absolute discretion, elect to not allow a student to start a new term, or to otherwise terminate a student's enrolment, where that student's account remains in arrears beyond the term where the account falls due.

A student may not be permitted to attend co-curricular or sporting excursions, tours or camps until all amounts owing to the School (including the cost of the excursion, tour or camp where applicable) have been paid in full by the due date.

The School reserves the right to withdraw any scholarships or concessions while any amount remains outstanding or unpaid to the School in respect of that student or any of their siblings.

Building Fund & Scholarship Fund

Parents are strongly encouraged to donate to the TKS Building Fund & Scholarship Fund, which helps provide and maintain school buildings and offer scholarships opportunities to families and students.

Any donations are fully tax deductible and a Tax Receipt is provided at the end of the financial year for each family account.

A suggested amount of \$200 per family is included on all Termly Fee Statements. Please note – this payment is voluntary.

Extra donations can also be made via our website or by contacting accounts.receivable@knox.vic.edu.au

Withdrawal of Students

One term's notice in advance (before school holidays) must be given in writing, to registrar@knox.vic.edu.au, of the intention to withdraw a student from the school or one term's fee in lieu will be payable immediately.

Holding Fee

A holding fee of 50% of the applicable tuition fees for the year level is required if students take a leave of absence from their studies at the School. The amount is calculated according to the time on leave. It is applicable for leave covering a minimum of one term and to a maximum of one year. Places may not be held for more than one year. One term's written notice to the Registrar is required for any leave of absence. For students who are absent from School due to an extended illness (one School term or longer), an application for fee relief can be made to the Chief Financial Officer and should include a medical certificate.

This Fee Information document is reviewed by the School annually. Any amendments are at the School's absolute discretion, but any changes to the fees will not be retrospective.

Refund Policy

ALL REQUESTS FOR REFUND MUST BE IN WRITING TO THE DIRECTOR OF INTERNATIONAL PROGRAM AND THE FOLLOWING WILL APPLY.

1. All refunds will be made in Australian dollars.
2. All requests for refunds must be made in writing accompanied by some form of verification. Refunds will be paid to the person specified in the acceptance of offer/written agreement only.
3. We will refund you within fourteen (14) days all fees paid by you, if we refuse your enrolment application.
4. We will refund you within thirty (30) days all fees paid by you, if you produce to us before you commence at the school certified evidence that your application for a student visa has been rejected by the Australian immigration authorities.
5. An enrolment may be cancelled by the parents/guardians at any time, including before the agreed starting date, provided a minimum period of one clear and complete term's notice is forwarded to and received at the School by the Registrar in writing. We will then refund you within thirty (30) days with any remaining balance. If such written notice is not received, the School shall be entitled to charge an amount equal to the next instalment of fees and charges normally due and payable, in addition to any current instalment fees and charges which may already be or have become due and payable under the Agreement of Enrolment. Neither non-attendance nor a breach of school rules and regulations by the student shall constitute cancellation under this provision;
6. If your student visa is cancelled due to non-attendance or due to not maintaining satisfactory academic progress, you will have to pay any balance due and you will not be entitled to a refund. Please refer to our "Terms and Conditions of Enrolment/Written Agreement" for details.
7. Please note: Pro-rata fees only apply for mid-term entry (e.g. 9 week term, then pro-rata from Week 5 onwards)

IN THE EVENT THAT THE COURSE IS UNABLE TO BE PROVIDED BY THE SCHOOL

8. the School will advise the parent/guardian in writing, giving reasons for this action. If the school is unable to organise an alternative course, the balance of any unspent tuition fees paid in advance will be refunded within 28 days. If after a refund, the student is unable to find an alternative course within 30 days, additional options will be made available through the Tuition Protection Service (TPS). TPS is an initiative of the Australian Government to assist international students whose education provider is unable to fully deliver their courses of study. The TPS ensures that that international students are able to either complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees.
9. We will refund you within fourteen (14) days the unused portion of the pre-paid fees if the School defaults. The School may or may not repay to the overseas student (including any tuition or non-tuition fees collected by education agents on behalf of The Knox School.



The Knox School

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Registered School No. 1841
CRICOS Provider No. 00151G
A.C.N. 095 158 222
A.B.N. 16 095 158 222

Conditions of Enrolment and Payment of Fees

1. The School's "Terms and Conditions of Enrolment" are detailed in the "Application for Enrolment" pack and must be read in conjunction with this document.
2. The 1st instalment of the Annual Tuition Fee and Subject Levies (being 1 full semester Fees and Levies) and the Overseas Student Health Cover (OSHC) are payable at the time that your "Application of Enrolment" has been accepted.
3. Subsequent instalments of tuition fees and other charges are payable on the due date as indicated on the invoice.
4. The conditions applying to any refund of the Annual Tuition Fee are contained in the "Application for Enrolment" pack.
5. Please ensure that you have answered ALL the questions on the "Application for Enrolment" form and have attached all required documents.
6. The School reserves the right NOT to allow a student to continue their education at the School whilst their fees or charges remain unpaid
7. There is a compulsory Government VCE administration fee that needs to be paid if you enrol in the VCE program. When a student needs to have the study outcomes reassessed, resit for exams or deferral of study, no fee will be charged
8. The Knox School (the School) reserves the right to withhold a student's reports or results, or not allow a student to attend the School whilst any fees or charges relating to a previous instalment remains unpaid. The Chief Financial Officer is authorised by the School to take whatever steps deemed necessary to recover overdue accounts and any costs associated with the recovery action.
9. The School advises that students will be unable to participate in optional camps and/or interstate and overseas excursions unless all fees are paid and up-to-date or a payment plan is in place and being met in full.
10. The School reserves the right to increase School fees, levies or any other charges from time to time without notice. Any increases will only apply to future payments applicable following the date of the revision and increase.
11. Except where specifically stated to the contrary in this document, refunds of fees and any other charges paid, will not be made.

Queries

Any queries about this Fee Schedule, or the payment of a student's account, should be directed to accounts.receivable@knox.vic.edu.au

Contact Details

Please direct fee enquiries to the Accounts Department:

Accounts Department

Phone: +61 3 8805 3807

Email: accounts.receivable@knox.vic.edu.au

Valid as at 17 October 2023
Last updated 17 October 2023