Enrolments at TPS

Prospectus
Enquiries are welcomed by our Admissions staff. The School publishes a Prospectus, which contains valuable information on the School’s programs, facilities and educational values, as well as information on our fees. The Prospectus also includes an Application to Register for Enrolment. Our prospectus is available to download by visiting www.tps.vic.edu.au

School Tours
We offer regular open days and school tours. These are an excellent opportunity to visit the School during a typical School day, and meet with current students and staff. You are also welcome to arrange a personal tour of the School for your family if you wish. Children are very welcome to accompany you on a School tour. Our Admissions staff are very happy to assist if you have any questions, or if you wish to receive a copy of our Prospectus or arrange a School tour. Please telephone 9788 7753 or email enrolments@tps.vic.edu.au

Registration
It is never too early to consider registering your child, as places are limited and there are substantial waiting lists across multiple year levels many years in advance. Applications usually exceed the number of available places. No obligations attach to registration.

To apply for a place at the School, please complete and return a signed Application to Register for Enrolment form, together with your Enrolment Fee. To process your enrolment we charge a non-refundable fee (including GST) of $100 for one child, or $150 for two or more children registered at the same time. Please call our Admissions Office to receive an enrolment form, or download a copy from our website at www.tps.vic.edu.au/how-to-enrol.html

At this time, your child’s name will be registered on our waiting list for their relevant year of commencement. Please note that registration for enrolment does not guarantee a place at the School. Priority placement on our waiting lists may be granted to students who: have, or who have had a sibling at this School; are the sons or daughters, or grandsons or granddaughters, of a past student of this School; or are transferring from another independent school of a similar calibre to The Peninsula School.

In most other cases, students will be registered on the basis of the date that we receive their Application to Register for Enrolment.

Please be aware that the School’s waiting lists are not static and are subject to constant change. This may result from prospective students registering for enrolment, or students transferring from one waiting list to another. Whilst we are happy to provide general advice as to the likelihood of your child being offered a place at the School, we are unfortunately unable to provide specific information as to your child’s place on the waiting list.

Confirming Enrolment
If a place becomes available at the pertinent year level, we may invite you and your child for an interview with relevant School staff. The purpose of this meeting is to familiarise staff with your child, to provide information about the School and our programs, and to determine whether we can meet your child’s needs. In some instances, we may make an offer without first interviewing a student. An invitation for an interview is no guarantee of a position at the School.

If a place is available for your child, a letter of offer will be forwarded to you, together with enrolment documentation. To accept the offer, these documents must be completed, signed and returned to the School, and the applicable non-refundable and non-transferable Entrance Fee paid, by the date specified in our letter of offer. Upon receipt, we will confirm your child’s place.

Change to preferred commencement year
If the School is unable to offer your child a place, or if you decide to alter your child’s preferred year of commencement, your child’s application may be moved to another year’s waiting list. This may be a verbal or written request, and we will confirm the alteration in writing. Again, a change of this type is no guarantee of a place. Unless your child is entitled to priority placement on the alternative waiting list; his or her position on that waiting list will be determined by their original registration date, not the date of the change.

Special needs
Please advise us when you register for enrolment if your child has any special needs, or if any special needs become apparent after you have registered. This information is essential so that the School may determine how best to meet the specific needs of your child, and whether in the circumstances the School is the most appropriate environment educationally, socially and developmentally.
Our Fees (domestic students)

The Peninsula School’s Fees comprise four components:

1. **Enrolment and Entrance Fees**
2. **Annual Tuition Fees**
3. **Annual Compulsory Charges** (eg. camps/transport/capital developments etc.)
4. **Optional Charges** (eg. private Music/Sport lessons etc.)

1. **Enrolment and Entrance Fees**
   
   A non-refundable, non-transferable Enrolment Fee of $100* per student (Day & Boarding) is payable when an Application to Register for Enrolment is completed with the school. There is a discounted family fee of $150 if multiple siblings are registered at the same time for enrolment at the School.

   A non-refundable, non-transferable Entrance Fee of $850 is payable on acceptance into the School to cover the administrative cost of our admissions process. This is not offset against tuition fees.

2. **Annual Tuition Fees**

   Tuition Fees are charged in three instalments per year. These instalments in 2016 will be issued on 20 January 2016, 13 April 2016 and 13 July 2016. Extras are charged with each instalment. A supplementary account will be issued on 31 October 2016 for extras only.

   Students commencing in Year 5 or 7 who do not have siblings attending the school will be requested to make the first instalment payment in August 2015.

<table>
<thead>
<tr>
<th>Year level</th>
<th>Annual fees</th>
<th>Instalments x 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>K3 – 2 Days</td>
<td>$4,605</td>
<td>$1,535</td>
</tr>
<tr>
<td>K3 – 3 days</td>
<td>$6,900</td>
<td>$2,300</td>
</tr>
<tr>
<td>K4</td>
<td>$11,145</td>
<td>$3,715</td>
</tr>
<tr>
<td>Prep</td>
<td>$11,655</td>
<td>$3,885</td>
</tr>
<tr>
<td>Year 1</td>
<td>$12,354</td>
<td>$4,118</td>
</tr>
<tr>
<td>Year 2</td>
<td>$13,920</td>
<td>$4,640</td>
</tr>
<tr>
<td>Year 3</td>
<td>$15,600</td>
<td>$5,200</td>
</tr>
<tr>
<td>Year 4</td>
<td>$18,165</td>
<td>$6,055</td>
</tr>
<tr>
<td>Year 5</td>
<td>$19,650</td>
<td>$6,550</td>
</tr>
<tr>
<td>Year 6</td>
<td>$20,190</td>
<td>$6,730</td>
</tr>
<tr>
<td>Year 7</td>
<td>$21,495</td>
<td>$7,165</td>
</tr>
<tr>
<td>Year 8</td>
<td>$22,806</td>
<td>$7,602</td>
</tr>
<tr>
<td>Year 9, 10, 11, 12</td>
<td>$24,225</td>
<td>$8,075</td>
</tr>
</tbody>
</table>

For current students, fees are not pro-rata to exclude days when a student is absent from school due to illness or any other reason, nor if the student does not commence on the first day of any Term. Tuition fees will be applied pro-rata for new students who commence at the school after the first day of Term 1 on the condition the student commences on the date specified in the letter of offer.
Our Fees (domestic students)

3. Annual Compulsory Charges

Kindergarten Bond
Families enrolling children in kindergarten classes will be required to pay a non-refundable bond of $3,000 for each student or $1,000 for each student who has a sibling currently enrolled and attending the School. This bond is to be paid at the time a signed Enrolment Agreement is submitted. The amount of the non-refundable bond will be deducted from the first billing of the student’s Prep Year. In the event that the student does not proceed to Prep, the bond will not be refunded.

ECC Stationery
Students from K3 to Year 1 will incur an additional fee for stationery provided within the classroom. This cost will be advised.

Capital Development Levy
An annual Capital Development Levy of $660 per family is charged in 3 instalments per year. These funds are used by the school to maintain and develop the grounds and the facilities of the school.

Computer Expenditure
Students in Years 7 to 12 are required to purchase a laptop computer. The laptop needs to meet the School specifications, copies of which are available from the Information Technology Department.

Software Licensing Fee
A fee of $136* will be charged with billing 1 per student in Years 7 to 12 to cover all licensing costs associated with School-used software.

Transport Fees
This fee is payable with billing 1 and is an inclusive charge for all bus travel for the year to sporting fixtures, academic excursions, the outdoor education camps and off-campus lessons. Student from Years 3 to 6 will incur a fee of $285 per student and for Years 7 to 12, $340 per student.

Personal Development Program (PDP)
Students from Years 7 to 9 are expected to participate in our Personal Development Program which includes the Cadets program as an option. The activities offered within PDP incur varying costs depending on the activity selected. A cost schedule will be provided at the time students are requested to select their activity preferences and these will be charged twice per year.

Camps
Students from Years 2 to 10 are expected to attend an outdoor education camp. All camp fees are charged with billing 1 except for camps that occur in Term 4 which will be charged to billing 3.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Camp Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>Term 4: $115</td>
</tr>
</tbody>
</table>
| Year 3     | Term 1: $230  
|            | Term 4: $265  |
| Year 4     | Term 1: $245  
|            | Term 4: $420  |
| Year 5     | To be advised |
| Year 6     | Term 1: $520  
|            | Term 4: $820  |
| Year 7     | $550        |
| Year 8     | $800        |
| Year 9     | $1300       |
| Year 10    | Varies, dependent on elective selected by student |
Our Fees (domestic students) cont.

4. Optional Charges

Vocational Education Training (VET)
The VET program is an optional program for VCE students that involves a more practical hands-on approach to learning. For new enrolments into this program in 2016 the School will contribute the first $800 of the cost of the program each year with the remainder payable in instalments each term.

Parents Association Contribution
This contribution of $40 per year is optional and is charged $20 per billing 1 and billing 3 to assist with the ongoing support to the School of The Peninsula School Parents Association.

TOPSA (The Old Peninsula School Association)
This is a one-off charge of $295 for Life Membership to TOPSA, to be charged with billing 2 for all Year 12 students. Year 12 students who leave the School prior to billing 2 and Year 10 and 11 students, who leave during 2016, will be offered the option of Life Membership to TOPSA.

Music – Private instrumental lessons
Music fees will be billed each term in advance for 8 half hour lessons per term, 32 lessons per annum.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music lessons</td>
<td>$360 per term</td>
</tr>
<tr>
<td>Instrument Hire</td>
<td>$90 per term</td>
</tr>
<tr>
<td>Individual Lessons</td>
<td>$45 per half hour lesson</td>
</tr>
<tr>
<td>Accompanist’s Fees</td>
<td>$45 per half hour lesson</td>
</tr>
</tbody>
</table>

Tennis Lessons
Group, private and semi private tennis lessons are available for all students. Please contact School Reception for further information on costs and enrolment.

Learning Support
Additional fees may apply if extensive support from the Department of Learning Support is required. Costs will be discussed in advance if such support is required.

Outside School Hours Care
This service is provided by Camp Australia and contact details and fees are available from Reception. Fees are billed directly by Camp Australia and further details are available at www.campaustralia.com.au

Boarding Fees
The Peninsula School offers boarding facilities for both domestic and international students. Boarding Fees for domestic students are charged in addition to annual tuition fees.

<table>
<thead>
<tr>
<th>Service</th>
<th>Annual Fee</th>
<th>Instalments x 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$15,858</td>
<td>$5,286</td>
</tr>
<tr>
<td>Catering</td>
<td>$8,565*</td>
<td>$2,855*</td>
</tr>
<tr>
<td>Total</td>
<td>$24,423</td>
<td>$8,141</td>
</tr>
</tbody>
</table>

Payment Options

For your convenience, The Peninsula School offers a range of payment methods:

Payment by Billing
Accounts are sent to parents/guardians on the issue dates. For 2016, the relevant billing dates are 20 January 2016, 13 April 2016, and 13 July 2016 and the supplementary account on 31 October 2016. These are payable in full within thirty days from the issue date or fourteen days if paying by credit card. Fees unpaid at the end of thirty (30) days after the date of issue of the account will be subject to an Administration Charge of $450 (includes GST).

Payment by BPay
The School encourages the use of BPay. This is an easy and secure method of paying fees. Please contact your participating financial institution for terms and conditions. Our biller code and your reference number appear on your account.

Payment Monthly
School Plan, a company associated with the Australian Scholarships Group, provides a means to transfer funds for fees monthly, direct from parents’ bank accounts. School Plan pays the School on the due dates. Information on School Plan is available from the School or directly from School Plan; telephone 1800 338 237 or online at www.schoolplan.com.au
Family Allowance

The Family Allowance is applicable from the commencement of attendance of the third child at The Peninsula School.

The Peninsula School offers Family Allowances on the following basis:

- 2 students – Nil discount
- 3 students – 10% for all students from the commencement of attendance of the third child at The Peninsula School
- In excess of 4 or more students – by special arrangement with the Principal.

In the event that one or more students are in receipt of another form of concession (including scholarships) which is of greater value than the applicable Family Allowance, the Family Allowance will not apply to the relevant student/s.

In the event that one or more students are in receipt of another form of concession which is of lower value than the applicable Family Allowance, the Family Allowance will apply instead of the original concession to the relevant student/s. The concessions will be applied until the last student leaves The Peninsula School, or is amended at the Principal’s discretion.

Notwithstanding this, if a student is:

1. Withdrawn from the School prior to completion of their secondary schooling (which would generally entail Year 12 graduation); or
2. Expelled or requested to leave the School for any reason (including non-payment of School fees, or the student’s unsatisfactory attendance, conduct or performance, failure to obey the School Rules or for any other reason considered by the Principal to be good or sufficient), the Family Allowance afforded to that student’s family will be altered from the date that student leaves the School as follows:
   - If only 2 siblings remain at the School, the Family Allowance will be withdrawn;
   - If 3 siblings remain, the Family Allowance will reduce to a 10% tuition fee discount; and
   - If 4 or more siblings remain, the Family Allowance will revert to a level determined by the Principal.

It is not a prerequisite of this policy that all children:

1. Attend the School simultaneously. For example, if the eldest child has completed their schooling by the time the third child commences at the School, the Family Allowance will nevertheless apply; or
2. Are registered for enrolment at the same time.

This policy may be amended from time to time at the discretion of the Principal.

Payment Options cont.

Payment Yearly
If annual tuition fees (and boarding fees, if applicable) for 2016 are paid in full before Thursday 17 December 2015 a 2.5% discount will apply. Late payments will not attract a discount.

Payment by Credit Card
The School accepts payment by EFTPOS as well as MasterCard and Visa. Payment by credit card can be made:

2. Telephone 1300 731 858 and follow the prompts. You will need your BPAY reference number.
3. Via BPAY (refer above)
4. At the School Accounts Office.

If you require further information on payment options please contact the Accounts Department on 9788 7782 or email accounts@tps.vic.edu.au

Withdraw

A minimum of one Term's written notice is required to withdraw the Student’s enrolment from the School. If the Student is to be withdrawn at the conclusion of a Term, notice must be given no later than 3.00pm on the Friday of the last week of the preceding Term.

Where the required notice is not provided a termination fee of 25% of the annual tuition and, where applicable, boarding fee is payable.
Billing Dates 2016


Legal Matters

If legal matters arise which affect your child’s enrolment (including changes to guardianship or access), or which may impact upon your child’s education you are required to promptly advise the Business Manager or the Registrar. Hard copies of relevant legal documentation must also be provided. Unless advised otherwise, the School will proceed on the basis that both parents have equal parenting rights in relation to the student, and that both parents are jointly and severally liable for payment of fees and charges. Unless provided with legal documentation to the contrary, the School will not accept an enrolment, nor a withdrawal of enrolment, unless consent of both parents is provided.

International Students

This business notice is applicable to domestic students only. Please refer to the document entitled *Enrolment and Fee Statement 2016 - International* for international students.

Privacy

In enrolling the student, the caregivers acknowledge and consent to the provisions of the School’s Privacy Policy. Without limiting the generality of the foregoing and unless written notice is provided to the contrary, the caregivers acknowledge and consent to the student being photographed or videotaped from time to time within the School’s grounds or participating in School events or activities, and to the use of these photographs or videos in School publications, advertisements, editorials or the School’s website, social media or the websites and marketing materials of Independent Schools Victoria and School-affiliated associations.

Throughout this document, * indicates GST inclusive.