



## Director of Admissions

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ABN 86 852 826 445

CRICOS No: 00624A

Dear Parent

Thank you for your enquiry about a place for your son at Scotch College.

The entry levels at Scotch College are at the Preparatory Grade and Grade 4 in the Junior School and at Years 7 and 9 in the Senior School. Year 9 entry is primarily for country boys entering as boarders though some day boys may be taken if vacancies exist. Details of the School's *Admission Policy and Procedures* can be obtained from our website [www.scotch.vic.edu.au](http://www.scotch.vic.edu.au).

Please complete one of the application forms for your son and return it with the application fee of \$100. A photocopy of official evidence of your son's date of birth (birth certificate or extract of birth entry) is also required. If your son has just been born, we advise that you submit the application form and then forward a copy of the birth certificate when it becomes available.

For Prep, Year 4 and Year 7 entry, the position of a boy on our enrolment list is mainly determined by the number of days elapsed from birth to the date of receipt of the application. Therefore, a prompt return of the application form is important. A letter acknowledging receipt of your application will be mailed to you. Please keep the extra admission form for your personal records.

To calculate the year in which a boy would enter Preparatory Grade, add six to his birth year if he was born in the months May to December. For boys born in January to April, add five years. Thus, a boy born in December 2020 would commence school in 2026 and a boy born in January 2021 would normally also commence in 2026.

In the year before a boy enters the Preparatory Grade at Scotch College, an assessment is made of his readiness to commence primary education. For some boys, particularly younger students (such as those born in March and April) who are not ready for school, it may be advisable to delay their commencement by one year.

Most offers of places for Prep and Year 4 are made between eighteen months and three years prior to the entry year. Offers of places for Year 7 are made about eighteen months prior to the entry year. The demand for places varies from one year to the next and it is not possible to predict the chance of a place becoming available before offers of places are made. Parents are advised to apply for places at several schools in case a place cannot be offered to their son at Scotch College.

Please contact me if we can be of further assistance in the planning of your son's education, if you would like to be shown over the School or hear more about the program we offer. Our prime concern is that a boy's experiences at Scotch College are happy, stimulating and rewarding and that he takes advantage of the outstanding opportunities the School provides. We hope we can look forward to welcoming your son to Scotch in due course.

Yours sincerely

Gary Peckham  
Director of Admissions

## BUSINESS NOTICE

This Business Notice sets out the terms and conditions under which students are enrolled at Scotch College (“the College”) and is current as at 17 August 2021. The College may vary these terms and conditions from time to time upon giving parents and legal guardians a school term’s prior notice of such variation. The continued enrolment of their boy at Scotch will signify acceptance by parents or legal guardians of the variation.

### 1. FEES

An Application Fee, which is not refundable, must be paid with each application for enrolment. Enrolment is at the discretion of the Principal, as is the level of entry to the school.

An Enrolment Fee and a Holding Fee are to be paid by parents/legal guardians on behalf of every new boy at the time that enrolment is offered. The Enrolment Fee confirms the enrolment for entry at a particular level and date and is not refundable. The Holding Fee, which provides evidence of the parents’/legal guardians’ intention that the boy will commence tuition at the College, is returned to parents/legal guardians as a credit against the second fee instalment account (the January instalment) rendered to parents/legal guardians in their son’s first year at the College. The Holding Fee will not be refunded if the boy does not commence at the College.

The College will publish its Tuition Fees on an annual basis. It may vary and increase its Tuition Fees and other fees and charges from time to time and in its sole discretion. Parents/legal guardians will be notified in advance either electronically or in writing of any such variation. The Tuition Fees are set as an annual amount, payable in advance by three instalments. Instalment notices are sent out electronically by email and will also be accessible electronically.

Accounts for Tuition Fees are sent out in August of the year prior to entry, then January, April and August each year thereafter. Accounts for any additional fees and charges will be rendered from time to time during the course of the year. When a student is in his final year at school, no account for a tuition instalment will be rendered in August of that year. However any miscellaneous charges that are incurred will still be rendered on a final statement.

Boarding Fees are charged in three instalments as incurred, in January, April and August each year.

Boys entering for the first time after the beginning of a year will be charged pro rata Tuition Fees and/or Boarding Fees.

### 2. PAYMENT AND COLLECTION OF FEES

All accounts rendered by the College for Tuition Fees and other fees and charges are payable within 14 days of the rendering of an account. The College’s Finance Department is authorised by the College to take such steps deemed necessary, by civil process on behalf of the College, or otherwise, to recover unpaid amounts owing to the College.

Where any amount payable to the College is not paid in full within 14 days of the rendering of an account, and no agreement for late payment is made in writing with the College’s Finance Department, the amount outstanding will accrue interest from the due date until it is paid at the rate for the time being fixed under section 2 of the *Penalty Interest Rates Act 1983* (Vic). In the event that any outstanding account is referred to an external debt collection agency it is agreed by the parents/legal guardians that they will reimburse the College for any costs or expenses incurred by it, including legal costs on an indemnity basis.

The College reserves the right to refuse a boy permission to register and/or participate in any school organized activities that require an additional payment to the College or a third party, while any amount remains due and owing to the College in respect of that boy or any of his siblings.

Any agreement or failure by the College not to strictly enforce its terms of payment in relation to amounts owing to the College, or any agreement to defer payment of an amount owing to the College, will not operate as a waiver of the College’s rights in relation to such amount.

### 3. NOTICE

Parents/legal guardians are required to provide to the College a full term’s notice in writing to the Principal before the removal of a boy from the College, or pay a full term’s Tuition Fees and/or Boarding Fees where applicable, in lieu of giving such notice.

### 4. STUDENT DEFERRAL AND CANCELLATION OF ENROLMENT

The College reserves the right to refuse permission for a boy to commence the next school term or to cancel his enrolment at the College if any amount remains due and owing to the College in respect of that boy or any of his siblings, unless the College’s Finance Department has agreed in writing to the late payment of that amount.

If in the opinion of the Principal it is desirable, in the interest of the College, that a boy should not continue any longer as a pupil he may notify the parents/legal guardians or either of them to that effect and remove the boy’s name from the School Roll and exclude him from further attendance. The parents/legal guardians shall be liable for all Tuition Fees and other fees and charges up to the day the boy’s enrolment is cancelled.

Tuition Fees will continue to be charged for any type of prolonged absence by a boy from the College that is authorized by the Principal and where the parents/legal guardians request that the boy’s enrolment not be cancelled. For any absence less than 10 weeks the full Tuition Fee is charged. For absence in excess of 10 weeks the full Tuition Fees will be charged for the first 10 weeks and then half Tuition Fees thereafter. Places are not likely to be held for longer than one year. All of these arrangements are subject to the approval of the Principal.

### 5. INSURANCE

Parents/legal guardians agree that, to the full extent permitted by law, the College will not be liable for any illness, accident or injury that may occur to a student while either attending the College or taking part in College activities, whether such illness, accident or injury is caused by the negligence or otherwise of the College, its employees or agents.

The College and its employees will not be liable for any loss or damage to, or theft of any property or personal effects of a student or which the student has in his possession, while attending school or any school event or activity.

### 6. MEDICAL

The College is authorized to obtain any urgent or emergency medical treatment for a student as the College in its sole discretion may determine and the parents/legal guardians agree to indemnify the College for any associated costs or expenses. Parents/legal guardians should maintain their own insurance policies that provide cover for such medical treatment. However, the College maintains insurance relating to student accident and travel insurance cover which *may* provide *some* assistance to students injured, notwithstanding that no liability is accepted by the College.

### 7. OTHER

Every application for admission must be accompanied by, or followed by, a birth certificate or some official evidence of the boy’s date of birth. Evidence of citizenship and/or visa status may also be required.

The College must be kept informed of all of the boy’s medical needs from time to time including any significant illness or disability suffered or developed by him during his enrolment. The College must be notified immediately of any infectious or contagious disease contracted by the boy, who will not be permitted to attend school without a written medical clearance.

Boys are required to attend at the College at all times when the College is open for instruction, unless they have a reasonable excuse that is acceptable to the Principal.

The parents or legal guardians of each boy will be provided from time to time with College handbooks and other documents containing the College’s regulations, rules and policies. **The boy’s continued attendance at the College is dependent upon observance and compliance by the parents/legal guardians and their boy with these regulations, rules and policies as they may be in force from time to time.**

The parents/legal guardians must keep the College informed of any changes to their address or addresses and contact details (including telephone and email addresses). If there is any change of postal or e-mail addresses after the lodging of an application for enrolment, the school must be informed. Failure to do this could result in cancellation of the application.

The parents/legal guardians who are signatories to the application for enrolment agree that, if more than one, they are jointly and severally bound by the terms and conditions of this Business Notice and other school regulations, rules and policies that might be in force at the College from time to time and that they will continue to be jointly and severally bound notwithstanding any changes that may subsequently occur to the relationship between them.

## Scotch College Privacy Collection Notice

Scotch College collects personal information, including sensitive information, about its students and their parents or legal guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to assess an application for enrolment and, if enrolment is offered and accepted, to provide schooling for the student.

### What information we collect

We will collect personal information about a student or his parent/s or legal guardian/s where the information is reasonably necessary for one or more of our functions or activities in providing education to the student. The kinds of personal information that we collect and hold depends on the circumstances. Examples of information that we collect in relation to our students and their parent or legal guardians include:

- name and address
- contact details and addresses
- date of birth of the student
- identity documents
- health information of the student
- medical reports of the student
- student academic results and performance
- photographic identification

The main consequences for the student and the parents or legal guardians if all or some of the personal information is not collected by Scotch College is that:

- we may not be able to evaluate an application for enrolment or offer enrolment or continue the enrolment of a student
- we may not be able to properly administer our relationship with the student and his parents or legal guardian or comply with our legal and contractual obligations as a school providing education in Victoria.

The collection of personal information about a student and their parents or legal guardians may also be required or authorised by or under an Australian law including:

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017
- Ministerial Order No.706 – Anaphylaxis Management in Victorian schools
- Ministerial Order No.870 dated 22 December 2016 for managing the risk of child abuse
- Occupational Health and Safety Act 2004
- the law relating to duty of care.

### How we collect your personal information

We will collect personal information directly from a student's parents or legal guardians, unless:

- this information can (and has been) provided to us by a third party with the consent of the parents or legal guardians; or
- it is unreasonable or impracticable for us to do so.

### Why we collect personal information

We collect personal information about prospective students and enrolled students and their parents or legal guardians where the information is reasonably necessary for one or more of our functions or activities of providing education to students.

### Disclosure of your personal information

Other entities, bodies or persons to which Scotch College usually discloses personal information of the kind collected by it includes the following:

- other schools
- State and Federal Government departments
- medical practitioners
- persons providing services to the School including specialist visiting teachers, sports coaches and volunteers
- organisations assisting the School with fundraising activities, including the Scotch College Foundation and the Old Scotch Collegians Association
- other parents of the School through a class list or school directory (subject to you advising otherwise at the time of enrolment)
- disclosure of student academic or sporting achievements, student activities and other news and photographs may be published in School newsletters, magazines, brochures, local and/or national newspapers, school promotional material, or the school website or on the Associated Public Schools (APS) website

Scotch College is likely only to disclose personal information to overseas recipients if it is directly relevant to an overseas trip proposed to be taken by the students and then only with the consent of the individual concerned (which consent may be implied). It is not practicable to specify in this Collection Notice the countries in which the recipients of such information are likely to be located.

The Scotch College Privacy Policy contains information about how an individual may access the personal information about them that is held by the School and to seek the correction of such information. The Privacy Policy also contains information about how an individual may complain about a breach of the Australian Privacy Principles and how the School will deal with such a complaint.

### Contact

If you have any questions about this Privacy Collection Notice the contact details for Scotch College are:

The HR Manager, Scotch College, 1 Morrison Street Hawthorn, Email: [privacy@scotch.vic.edu.au](mailto:privacy@scotch.vic.edu.au)



### Scotch College - Scale of Fees for Australian Citizens and Permanent Residents 2023

| Fee Type                         | Gross Fee per Instalment | Less Government Grants |                            | Net Fee per Instalment | Net Fee per Annum (3 instalments) |
|----------------------------------|--------------------------|------------------------|----------------------------|------------------------|-----------------------------------|
|                                  |                          | State per Capita       | Average Federal per Capita |                        |                                   |
|                                  | \$                       | \$                     | \$                         | \$                     | \$                                |
| <b>Junior School</b>             |                          |                        |                            |                        |                                   |
| Prep & Year 1                    | 11,561                   | 210                    | 1,147                      | 10,204                 | <b>30,612</b>                     |
| Year 2                           | 11,546                   | 195                    | 1,147                      | 10,204                 | <b>30,612</b>                     |
| Years 3-6                        | 12,259                   | 180                    | 1,147                      | 10,932                 | <b>32,796</b>                     |
| <b>Senior School</b>             |                          |                        |                            |                        |                                   |
| Years 7-8                        | 13,673                   | 280                    | 1,147                      | 12,246                 | <b>36,738</b>                     |
| Years 9-12                       | 14,187                   | 280                    | 1,147                      | 12,760                 | <b>38,280</b>                     |
| <b>Boarding Fee - additional</b> |                          |                        |                            |                        |                                   |
| Three instalments at :           |                          | \$10,140               |                            | 10,140                 | <b>30,420</b>                     |

**TUITION:** Accounts for tuition are sent in August of the year prior to entry, then January, April and August of each year. When a student is in his final year at school, no account for tuition will be rendered in August of that year.

**BOARDING:** Accounts for boarding fees are sent in January, April and August each year.

**APPLICATION FEE:** \$100 payable on lodgement of application for admission and is non-refundable.

**ENROLMENT FEE:** \$1,500 payable on acceptance of offer of enrolment. This fee is non-refundable.

**HOLDING FEE:** This fee is payable on acceptance of an offer of enrolment and is non-refundable. It is credited towards the student's tuition fees in the January account. The Holding Fee for enrolment in [2024 is \\$5,400](#) & [2025 is \\$5,600](#).

**PAYMENT:** The account for Fees is payable within fourteen (14) days of receipt.

*Parents are asked to note that a term's notice of the withdrawal of a boy is required by the school, otherwise a full term's tuition fees will be payable.*

**Scotch College Council**

August 2022



## Scotch College - Scale of Fees for International Students 2023

| Annual Fees          |                             |  |                        |                  | Fee per instalment               |   |                             |  |
|----------------------|-----------------------------|--|------------------------|------------------|----------------------------------|---|-----------------------------|--|
| Fee Type             | Gross Tuition Fee per annum | International Student Charge per annum | Boarding Fee per annum | Total Annual Fee | Gross Tuition Fee per instalment | International Student Charge per instalment | Boarding Fee per instalment | Total Fee per instalment (3 instalments) |
|                      | \$                          | \$                                     | \$                     | \$               | \$                               | \$  | \$                          | \$                                       |
| <b>BOARDING</b>      |                             |  |                        |                  |                                  |   |                             |  |
| <b>Senior School</b> |                             |  |                        |                  |                                  |   |                             |  |
| Years 7-8            | 40,821                      | 12,258                                 | 30,420                 | <b>83,499</b>    | 13,607                           | 4,086                                       | 10,140                      | <b>27,833</b>                            |
| Years 9-12           | 42,363                      | 12,258                                 | 30,420                 | <b>85,041</b>    | 14,121                           | 4,086                                       | 10,140                      | <b>28,347</b>                            |
| <b>DAY STUDENTS</b>  |                             |  |                        |                  |                                  |   |                             |  |
| <b>Senior School</b> |                             |  |                        |                  |                                  |   |                             |  |
| Years 7-8            | 40,821                      | 12,258                                 |                        | <b>53,079</b>    | 13,607                           | 4,086                                       |                             | <b>17,693</b>                            |
| Years 9-12           | 42,363                      | 12,258                                 |                        | <b>54,621</b>    | 14,121                           | 4,086                                       |                             | <b>18,207</b>                            |

**International STUDENT CHARGE:** This fee covers administration fees as well as fees such as the Australian Government's International Student Health Cover, International surety fee, Registered School Board fee and some other government fees.

**TUITION:** Accounts for tuition are sent in August of the year prior to entry, then January, April and August of each year. When a student is in his final year at school, no account for tuition will be rendered in August of that year.

**BOARDING:** Accounts for boarding fees are sent in January, April and August each year.

**APPLICATION FEE:** \$100 payable on lodgement of application for admission and is non-refundable.

**ENROLMENT FEE:** \$1,500 payable on acceptance of offer of enrolment. This fee is non-refundable.

**HOLDING FEE:** This fee is payable on acceptance of an offer of enrolment and is non-refundable. It is credited towards the student's tuition fees in the January account. The Holding Fee for enrolment in [2024 is \\$5,400](#) & [2025 is \\$5,600](#).

**PAYMENT:** The account for Fees is payable within fourteen (14) days of receipt.

*Parents are asked to note that a term's notice of the withdrawal of a boy is required by the school, otherwise a full term's tuition fees will be payable.*