



## 2024 FEE INFORMATION LOCAL 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	12,151	1,172	550	<b>13,873</b>	3,331	3,606
Year 1	13,451	1,151	550	<b>15,152</b>	3,650	3,925
Year 2	14,536	1,755	550	<b>16,841</b>	4,073	4,348
Year 3	16,163	1,755	550	<b>18,468</b>	4,479	4,754
Year 4	17,682	1,755	550	<b>19,987</b>	4,859	5,134
Year 5	18,605	2,463	550	<b>21,618</b>	5,267	5,542
Year 6	19,740	2,463	550	<b>22,753</b>	5,551	5,826
Year 7	20,224	2,583	550	<b>23,357</b>	5,702	5,977
Year 8	21,689	2,823	550	<b>25,063</b>	6,128	6,403
Year 9	22,886	2,939	550	<b>26,375</b>	6,456	6,731
Year 10	24,513	2,463	550	<b>27,526</b>	6,744	7,019
Year 11	25,593	1,875	550	<b>28,019</b>	6,867	7,142
Year 12	26,012	1,875	550	<b>28,437</b>	6,972	7,247

### ELC Fees

ELC 3	Annual Tuition Fees \$	Annual Levies \$	Payroll Tax Levy \$	Annual Total \$	Per Term 1 & 2 \$	Per Term 3 & 4 \$
5 Full Days	16,887	1,172	550	<b>18,609</b>	4,515	4,790
4 Full Days	13,510	937	440	<b>14,887</b>	3,612	3,832
3 Full Days	10,132	703	330	<b>11,165</b>	2,709	2,874

ELC 4	Annual Tuition Fees \$	Annual Levies \$	Payroll Tax Levy \$	Annual Total \$	Per Term 1 & 2 \$	Per Term 3 & 4 \$
5 Full Days	18,295	1,172	550	<b>20,016</b>	4,867	5,142
4 Full Days	14,636	937	440	<b>16,013</b>	3,893	4,113
3 Full Days	10,977	703	330	<b>12,010</b>	2,920	3,085

\*Pro-rata fees only apply for mid-term entry (e.g. Week 5 start date in 9 week term, then pro-rata from Week 5 onwards).

### 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.

## Additional charges for Kindergarten:

The school will apply an additional fee of \$700 where the child does not qualify for Kindergarten Government funding for the following reasons:

- where a child repeats either a 3- or 4-year-old kindergarten year, that has not been approved by the Department of Education and Training.
- where a child is attending two centres and The Knox School has not been nominated as the main provider

## Private Music Lessons

- Individual Lessons (30min) + includes ensemble participation: \$450 per term
- Group Lessons (2 students – Prep to Year 7 only): \$325 per term
- Individual Lessons (45min) + includes ensemble participation (16 lessons per Semester): \$675 per term
- 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](mailto: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](mailto:reception@knox.vic.edu.au)

## Enrolment Application Fees and Confirmation Acceptance Fees

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

There is an amount of \$1,500 being a "Confirmation of Acceptance Fee". This payment is required upfront, upon signing of the enrolment agreement, to complete the confirmation acceptance process, and does not form part of any other fees or levies. 50% of this fee (\$750) will then be provided back to families as a credit to their Term 4 fees invoice in the first year of their enrolment. If the enrolment is cancelled prior to commencement or during the first term, the full amount of \$1,500 is non-refundable.

Existing ELC students progressing to Prep, and existing Year 6 students progressing to Year 7, are required to pay an upfront \$2,000 'Confirmation of Enrolment' deposit by the end of Term 2 each year to secure their enrolment in the school for the following year. The amount is then credited against the students Term 2 fees the following year. If the enrolment is cancelled prior to commencement or during the first term, the full amount of \$2,000 is non-refundable. This fee does not apply to new TKS students/families enrolling in year Prep or Year 7 for the first time.

## 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	16 January 2024	30 January 2024
Instalment 2	3 April 2024	16 April 2024
Instalment 3	25 June 2024	16 July 2024
Instalment 4	17 September 2024	1 October 2024

## Discounts & Payment Plans:

### Camps, Sports & Excursions Fund

Families holding a valid means-tested concession card or are temporary foster parents may be eligible for additional support funding from the State Government via the Victorian Governments Camps, Sports & Excursions Fund (CSEF). If eligible for this funding, TKS will reduce the students fee account via a credit.

Parents/Carers wishing to apply for the CSEF funding must submit their application via TKS by 15th of May each year. To enquire or register please email: [registrar@knox.vic.edu.au](mailto:registrar@knox.vic.edu.au)

### Family Discounts

Families with two or more children attending the school concurrently will receive a sibling discount on their annual tuition fees. The discounts do not apply to levies. Concessions may be withdrawn for a child where a family are otherwise in arrears, or adjusted if a child departs the school during the school year.

Family discounts for new families to TKS in enrolling in 2024 are as per below:

- Eldest child – no discount
- 2nd child – 10% discount
- 3rd child – 15% discount
- 4th and subsequent children – 25% discount

TKS families with students enrolled from 2023 or earlier, or who have signed an enrolment agreement in 2023 for 2024, are entitled to previous family discount levels when applicable, as per below:

- Eldest child – no discount
- 2nd child – 10% discount
- 3rd child – 25% discount
- 4th child – 90% discount

### Payment Discounts

If you are able to pay your full year fees and levies in advance, you will be entitled to a 3% discount on your fees. Payments must be received by the 2nd Friday of Term 1 each year. For payments in advance for multiple years please contact [accounts.receivable@knox.vic.edu.au](mailto:accounts.receivable@knox.vic.edu.au)

## Payment Plans

Families seeking any alternative payment terms outside of annual upfront or termly by the instalment dates stated above, are required to contact [accounts.receivable@knox.vic.edu.au](mailto:accounts.receivable@knox.vic.edu.au).

Instalment payments of monthly, fortnightly or weekly via direct debit or credit card are available but incur a \$100 per year admin fee for this additional service, plus applicable credit card surcharges.

## 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](http://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 083166  
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](mailto: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](mailto: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](mailto: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.

## Key Terms and Conditions

Each instalment of the net annual tuition fee and the net annual levies for 2024 is due and payable on the respective instalment due dates.

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.

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.

Discounts are provided for the second and subsequent children of a family attending the School at the same time. These discounts are conditional upon fees and charges being paid by the due instalment dates.

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.

Except where specifically stated to the contrary in this document, refunds of fees and any other charges paid, will not be made.

## 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.

## 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](mailto:accounts.receivable@knox.vic.edu.au)



### The Knox School

220 Burwood Highway  
Wantirna South 3152  
Victoria, Australia

Phone: 03 8805 3800  
Fax: 03 9887 1850

Website: [www.knox.vic.edu.au](http://www.knox.vic.edu.au)  
Email: [info@knox.vic.edu.au](mailto:info@knox.vic.edu.au)

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

## Contact Details

Please direct fee enquiries to the Accounts Department:

### Accounts Department

Phone: +61 3 8805 3807

Email: [accounts.receivable@knox.vic.edu.au](mailto:accounts.receivable@knox.vic.edu.au)

Valid as at 17 October 2023  
Last updated 17 October 2023