

27 September 2021

2022 School Tuition Schedule

Dear Parent

I write to inform you of the annual tuition fees for 2022. Hume Anglican Grammar continues its mission to provide high-quality independent education affordable to as many in our community as possible. We strive to remain accessible to our families as well as providing an excellent education in a caring and inclusive Christian environment.

We have been faced with another extraordinary year, and it is fair to say that twelve months ago we thought we were over the worst of things. Everyone in our community have been impacted in one way or another. The Board of Directors and school management have considered the current circumstances and following the nil increase in fees this year and with consideration to the increase in costs to operate the school, have sought to keep the increase for next year as low as possible. Fees will increase by an average of 2.5% for next year. This means for a child in Year 1, an increase of \$120, while the fees for Year 12 will increase by \$210. I am also pleased to confirm there will be again no increases in instrumental music lesson fees or private school bus fares for 2022.

Even with the many challenges of the year, 2021 saw work and completion of several exciting and successful projects. At Mt Ridley, a major facility, the STEM Centre was completed and opened in Term 2. In addition, the Sports Centre is progressing well for completion later this year. At Donnybrook, the new Year 3/4 centre opened at the commencement of the year along with the creation of an additional play space and the new all-weather Soccer pitch is almost complete. I am also pleased to report that progress at Donnybrook continues to be positive for Building D to house the Year 5 and 6 students from the start of next year.

Hume Anglican Grammar remains well placed to manage the many challenges presented over these last two years. The Board and management will continue to take steps to manage the School and its welfare wisely and to ensure its ongoing success.

Enclosed with this letter is the 2022 Tuition Schedule. By now all existing families are familiar with the online platform, 'adminHUB' which allows you to easily manage school fee accounts and personal information online.

Please note the following important information:

- Please use the "adminHUB" platform to pay your school, music and bus fees, set up or modify a direct debit arrangement for school fees or access your account statements and invoices online.
- All families must select their 2022 school fee payment frequency preferences within "adminHUB" by **Sunday, 7 November 2021**. Please note the system will only be open to make your selection for a period of two weeks from **Monday 25 October 2021**. A further email/SMS notification will be sent to families once the system is available for you to select your preferences.
- Even if you currently pay your 2021 school fees by "adminHUB" you will still need to login to the platform to confirm your preferences for next year. This needs to be completed by **Sunday, 7 November 2021**.

- For the 2022 school year **all payment arrangements** will be required to be processed via direct debit. Please note that all credit/debit card and bank account details entered into the **adminHUB** or provided to the School to facilitate your payments are not stored. These details are encrypted and held by the National Australia Bank as part of the security arrangements for **adminHUB**. Payments processed by families to the school (self-administered) will only be available in exceptional circumstances.
- If your child/children are currently enrolled in Instrumental Music Lessons their enrolment, including any direct debits, will automatically roll forward into 2022. You do not need to re-enrol or contact us unless there are any changes to your arrangements (i.e. instrument, lesson structure) or if you no longer wish to participate. If you would like to apply for lessons the relevant application and direct debit forms for 2022 will be available on our website via the 'enrolments' section, or on adminHUB from 25 October 2021.
- If your child/children are currently enrolled to use the Private School Bus service to get to or from school, please note enrolment, including any direct debits, will also automatically roll forward into 2022. You do not need to re-enrol or contact us unless there are any changes to your arrangements (i.e. change in bus stop, usage) or if you no longer require this service. If you would like to apply to access the service, the relevant application and direct debit forms will also be available on our website via the 'enrolments' section, or on adminHUB from 25 October 2021. Further information regarding 2022 bus routes and timetables will also be provided in due course.
- Parents are reminded of the administration fee of \$50 that will be charged to your account if fees are not paid in full by the due date.

Please refer to the attached checklist which outlines the above requirements. If you have any questions or concerns regarding your account, please contact the Accounts Department, at fees@humegrammar.vic.edu.au or on 8339 6900.

I extend my appreciation to all in the school community for their efforts and support these past months. I am optimistic that next year will be a good one, the worst of this will be behind us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bill Sweeney', with a long, sweeping underline that extends to the right and then curves back down.

Bill Sweeney
Principal

2022 Tuition Schedule

Year Level	School Fees (A)	Building Fund (B)	Payments (Including Building Fund) (A + B)			Payments (Excluding Building Fund) (A)		
			Term (4)	Monthly (12)	Fortnightly (24)	Term (4)	Monthly (12)	Fortnightly (24)
Prep to Year 2	\$5,060	\$400	\$1,365	\$455	\$228	\$1,265	\$422	\$211
Year 3 & 4	\$5,560	\$400	\$1,490	\$497	\$249	\$1,390	\$464	\$232
Year 5 & 6	\$5,710	\$400	\$1,528	\$510	\$255	\$1,428	\$476	\$238
Year 7	\$6,460	\$400	\$1,715	\$572	\$286	\$1,615	\$539	\$270
Year 8	\$6,870	\$400	\$1,818	\$606	\$303	\$1,718	\$573	\$287
Year 9	\$7,300	\$400	\$1,925	\$642	\$321	\$1,825	\$609	\$305
Year 10	\$7,580	\$400	\$1,995	\$665	\$333	\$1,895	\$632	\$316
Year 11	\$8,090	\$400	\$2,123	\$708	\$354	\$2,023	\$675	\$338
Year 12	\$8,360	\$400	\$2,190	\$730	\$365	\$2,090	\$697	\$349

Payment Options and Due Dates

Annually	First Wednesday of Term 1. Wednesday, 2 February 2022 by 4:00pm
Term Payment	First Wednesday of each Term
Monthly Payment	12 equal payments 11 November 2021 through 11 October 2022
Fortnightly Payment	Recurring alternate Wednesdays, 24 equal payments 17 November 2021 through 5 October 2022

All Elective Charges, distance education, VET charges and costs for lost, damaged or non-returned library resources will be charged individually.

Sibling Discounts

Second Child	5% discount
Third Child	15% discount
Fourth Child	35% discount
Fifth Child	50% discount
Sixth and additional children	75% discount

Discount for Annual Payment of Fees

An early payment discount of 2.0% is offered on school fees for annual payments made no later than 4:00pm on Wednesday, 2 February 2022 Term 1, Week 1.

Mandatory School Fee Payment Arrangement

You can now manage direct debits on **adminHUB**. Please note the system will only be open for a period of two weeks from **Monday 25 October 2021** for you to select your preferred payment option for 2022. A notification will be sent to you via email/SMS when the system is open for you to make your selection.

To be eligible to pay School fees on a monthly or fortnightly basis, you **must** complete your payment arrangement option on **adminHUB** on or before Sunday 7 November, 2021. After 7 November, 2021, Monthly and Fortnightly options will not be available, and you will be required to pay your fees Termly or annually upfront.

Please note if your school fee account is in arrears as at 25 October 2021, you will not be able to access monthly or fortnightly payment options. Please contact the Accounts Department to discuss your situation.

Direct Debit only (School fees)

Please note for the 2022 school year **all payment arrangements** will be required to be processed via direct debit. Please note that all credit/debit card and bank account details entered into the **adminHUB** or provided to the School to facilitate your payments are not stored. These details are encrypted and held by the National Australia Bank as part of the security arrangements for **adminHUB**. Payments to the school (self-administered) will only be available in exceptional circumstances. Please contact the accounts department to discuss further if required.

Bus Services & Instrumental Music

Bus Services and Instrumental Music are invoiced each term and can be paid either in full by Wednesday 2 February 2022 or by the first Wednesday of each Term. Existing direct debit arrangements will automatically roll over for 2022.

Please note, while payment arrangement options for Bus and Instrumental Music cannot be setup on adminHUB, the portal will still allow you to make a quick payment (using securely stored card detail) when invoices are due. We encourage families to utilise this payment facility within **adminHUB**.

In order to secure a place for the Bus Services and Instrumental Music, please complete an application form. The application forms and direct debit form will be available from **Monday 25 October** on adminHUB and the School's website. Please complete these and return to the School by no later than 5 November 2021. A notification will be sent to you via email/SMS when these forms are available.

Building Fund Donation

Families are encouraged to donate \$100 per term to the Hume Anglican Grammar Building Fund.

We wish parents to recognise the role and significance of the contribution in meeting the Schools' development objectives of the school sites. Any contributions to the Building Fund are entirely voluntary and variable at the contributor's discretion. The donation is tax deductible.

Notice Required when Withdrawing Students

A minimum of one term's notice must be provided by the first Wednesday of the Term prior to withdrawal, otherwise, you will incur a term's fees in-lieu. If a student leaves during a term, no refund will be made for the remainder of the term.

Terms and Conditions of Enrolment

The Enrolment Application and Acceptance constitute a binding contract between the School and parents. School fee policies, due dates and payment arrangements must be adhered to.

If families experience temporary fee payment difficulties, they must contact our Accounts Department prior to the due date. An alternative payment arrangement will be discussed with you.

The School reserves the right to cancel an enrolment where more than one terms' fees become outstanding.

Dishonour Fees

Any bank fees incurred by the School for dishonoured payments will be on charged to the family.

Administration Fee for overdue or late payment of fees

An administration fee of \$50 will be charged for any account that is not paid by the due date recorded on your quarterly (termly) invoice. The full amount must be received in the School's account by no later than 4:00pm on the due date. The School will not be responsible for any delays in receiving a payment (including banking, postal delays or lost mail); therefore, this due date cannot be extended or be negotiated.

Contact and Enquiries

Any queries regarding fees, please contact Accounts Receivable at fees@humegrammar.vic.edu.au

Address

Hume Anglican Grammar
100 Mt Ridley Road
Mickleham VIC 3062

Postal Address

PO Box 338
Craigieburn VIC 3064
Phone: 03 8339 6900

Accounts Receivable:

Phone: 03 8339 6957
Mrs Kersty Little
Ms Dianne Bartlett

Finance Manager: Mr Chris Pandya

Business Manager: Mr Kieran Mitchell

CHECKLIST

Important:

Please kindly ensure the following documents, available from **Monday 25 October**, are **completed and returned** (where required) via one of the methods noted on each document by **Sunday, 7 November 2021**.



2022 School Fee Payment Options

Please refer to **adminHUB** to select payment options (fortnightly, monthly, termly). Note that the option for fortnightly and monthly payments expires on Sunday, 7 November 2021. After this date, only termly and annual fee payments will be accepted. Selection can be made from **Monday 25 October 2021**. If your school fee account is in arrears as at 1 November 2021, you will not be offered monthly or fortnightly payment options. Payments not by direct debit will only be available in exceptional circumstances. Please contact the accounts department to discuss your situation.



Camps, Sports and Excursions Fund (CSEF) Application Form*

You may be eligible to receive a CSEF payment of \$125 (per Primary student) and \$225 (per Secondary student). Please refer to the form available on adminHUB or our website (Enrolment > CSEF Funding) for eligibility criteria. Please return the form by 1 June 2022.



Instrumental Music Application 2022*

Only for families with students not currently enrolled in music lessons **or** those that do, and wish to change their lessons (i.e. individual to group, piano to guitar etc).



Direct Debit Form – Instrumental Music 2022*

Only for families with students not currently enrolled in music lessons **or** those that do, and wish to change their banking payment details (i.e. credit card, bank account).



Bus Application 2022*

Only for families with students that don't currently use the bus service **or** those that do, and wish to change their current bus arrangement (i.e. bus stop, to/from school etc).



Direct Debit Form – Bus 2022*

Only for families with students that don't currently use the bus service **or** those that do, and wish to change their banking payment details (i.e. credit card, bank account).

The deadline and cutoff date to set up fortnightly and monthly school fee payment options is **Sunday, 7 November 2021**. Please note **selections cannot be made before Monday 25 October 2021**. A notification will be sent to you via email/SMS when the system is open for you to make your selection.

* Please note these forms are not attached. 2022 CSEF, Music and Bus Forms will be made available on **Monday 25 October 2021** under the 'Enrolments' section of the School website and under "Documents" tab on adminHUB. You will also receive an email/SMS notification when these are available.