

# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# Scholarship Policy

Date of last review:	2024
Review cycle:	Annually
Review and approval responsibility:	Executive
Category:	Admissions
VRQA required:	Yes
Locations:	O:Drive, Website, LowtherLink



# SCHOLARSHIP POLICY

## 1. SCOPE AND APPLICATION

This policy applies to all applicants and recipients of Lowther Hall scholarships, as well as their parents or caregivers, and all staff involved in administering the awards.

Lowther Hall Anglican Grammar School (the School) is a 'girls only', single-campus school with an enrolment of 900 students from Kindergarten to Year 12. Since its founding in 1920, Lowther Hall has built a strong academic tradition and is the only Kindergarten to Victorian Certificate of Education (VCE) girls' grammar school in the north-western region of Melbourne. The school consistently achieves excellent VCE results.

Each academic year, the School offers a limited number of scholarships to support and encourage students in their pursuit of excellence.

This policy does not apply to centenary scholarships (First Nations or Refugee) which are classed as bursaries.

This document outlines the terms, conditions, and procedures for applying for and awarding scholarships at Lowther Hall.

## 2. PURPOSE

The primary purpose of this policy is to provide transparency, clarity and consistency in establishing, administering and dispersing Lowther Hall scholarships which exist to:

- Support students in achieving their academic and extracurricular success.
- Attract talented students who will contribute to and enhance the school's education and music programs.
- Recognise outstanding student achievement.
- Assist families in overcoming financial barriers.
- Assist the Anglican Church by providing trained choristers for St Paul's Cathedral's weekly services.

Scholarships are competitive and awarded based on examination results, interviews, academic reports, and NAPLAN results. Scholarships are awarded for the duration of the student's enrolment at the school, up to the end of Year 12, contingent on the student's continued progress and school engagement.

Applicants for Music and Girls' Voices of the Cathedral Choir (GVCC) scholarships must also complete an audition in addition to the academic examination.

All scholarship examinations and auditions will be held at the School, 17 Leslie Road, Essendon.

Examination dates and closing deadlines are posted annually on the School's website at: [www.lowtherhall.vic.edu.au/joinus/scholarships](http://www.lowtherhall.vic.edu.au/joinus/scholarships).

**Applications will not be accepted after the examination date.**

## 3. DEFINITIONS

For the purposes of this policy, the term "parents" includes legal guardians or anyone with parental responsibility as per the Family Law Act.

The School seeks to respect privacy of families and individuals in relation to careful management of personal information. This is achieved through the Privacy Policy and the associated procedures.

## 4. ELIGIBILITY

To be eligible for a Scholarship at Lowther Hall, all academic, music and vocal applicants must:

- Attend and complete the Academic Assessment Services test.

- Be in Year 4 or 6 at the time of testing (for scholarships that come into effect the following school year for Years 5 or 7).
- Be an Australian citizen or permanent resident.

The School reserves the right to refuse an alternative testing date if a candidate is unable to attend the scheduled examination.

*Note: Academic Assessment Services may offer remote testing in exceptional circumstances, with prior consultation with the School.*

Scholarship examinations are generally held on the first Saturday in February each year.

#### 4.1 Eligibility exclusions:

- Lowther Hall does not enrol full fee-paying overseas students, and they are not eligible for scholarships.
- Students holding an ongoing scholarship at another school are ineligible to apply for a Lowther Hall Scholarship.
- If a student is receiving a financial discount and subsequently receives a scholarship, the scholarship will be applied to the discounted tuition fees, providing additional financial support on top of the existing discount.

Families interested in applying for a scholarship are encouraged to visit the school before submitting their application. To book a tour or enquire about scholarship opportunities, contact the Director of Admissions at 9325 5050 or via email at [admissions@lowtherhall.vic.edu.au](mailto:admissions@lowtherhall.vic.edu.au).

## 5. TYPES OF SCHOLARSHIPS

Lowther Hall offers the following types of scholarships:

1. **Academic Scholarships:** Full or partial remission of tuition fees for students entering Years 5 or 7, based on academic performance.
2. **Music Scholarships:** Full or partial remission of tuition fees for students entering Years 5 or 7, based on academic examination results and a music audition.
3. **Girls' Voices of the Cathedral Choir (GVCC) Scholarships:** Full or partial remission of tuition fees for students entering Years 5 or 7, based on academic examination results and a vocal audition.
4. **Private Music Lessons Scholarships:** Full or partial remission of fees for private instrumental music lessons (30, 40, or 60 minutes weekly), for students entering Years 5 or 7.

**Note:** Scholarships are available to both current Lowther Hall students and new applicants entering Years 5 or 7. Multiple scholarships may be awarded to a candidate.

## 6. APPLICATION PROCESS

The application process for Lowther Hall scholarships begins in Term 4, 15 months prior to the intended year of entry.

To apply, candidates must:

1. Complete the online application form via the School's website.
2. Submit the following documents:
  - A birth certificate or evidence of Australian residency.
  - The most recent school report.
  - NAPLAN results.
  - Music and Vocal scholarship applicants must provide additional details about their musical expertise and complete a questionnaire.

Academic Assessment Services (AAS) is the preferred provider. Candidates will be assessed in the following areas:

- General Reasoning and Problem Solving
- Mathematics Achievement and Reasoning

- Reading Comprehension
- Written Expression

### **Music and Vocal Applicants:**

- Applicants must sit the academic examination before being invited to audition.
- To be considered for a music scholarship, applicants must meet the required minimum AMEB (or equivalent) level for their instrument or voice, as specified each year.
- Auditions for music scholarships are held in mid-February, with specific instrument needs of the School reviewed annually.
- Girl's Voices of the Cathedral Choir applicants will attend a vocal audition in mid-February, with shortlisted candidates invited for a "call back" audition. Unsuccessful applicants will be notified promptly after their initial vocal audition.

AAS has established protocols that must be followed (please refer to their website: <https://www.academicassessment.com.au>).

Applicants who have not paid the registration fee to AAS are ineligible to participate in the scholarship examinations.

After the examinations and auditions, only short-listed candidates will be invited for an interview with the Principal, where they may bring supporting documentation.

All applicants will receive written notification of their test results, including whether they were successful, after the examinations.

The Principal, on behalf of the School Council, reserves the right to determine the number of available scholarships and the percentage of fee remissions.

Scholarships are offered on the condition that the student remains enrolled at Lowther Hall until the completion of Year 12. If the student leaves the School before this time, the parent(s) or guardian(s) must repay the fee remission received up to that point, although the Principal may waive or reduce this obligation in exceptional circumstances.

Fee remissions from scholarships apply only to the tuition component of school fees; all other fees remain payable on the caregivers account. No other fees or charges are discounted by the scholarship (except for private music lesson scholarships).

After formally accepting a scholarship, by returning the completed scholarship contract, a non-refundable enrolment fee is due if the student is not already attending the School.

Scholarship recipients and their guardians must adhere to the terms and conditions outlined in both the scholarship and enrolment contracts. It is essential to read these carefully before committing.

Scholarship recipients (excluding private music lesson holders) and their parents/guardians are required to meet with the Principal twice a year to review the student's progress and engagement in school life.

Confidentiality between the recipient's family and the School is crucial. Any breach of confidentiality may result in the scholarship being rescinded. The School also reserves the right to withdraw any scholarship for breaches of the Scholarship or Enrolment contracts.

Scholarships for vocal or music lessons must be conducted internally at the School with a Lowther Hall staff member. Funds will not be provided for music tuition outside of the School.

## 7. GVCC COMMITMENT

The Girls' Voices of the Cathedral Choir (GVCC) is a prestigious program that provides choristers for St Paul's Cathedral in Melbourne. Notably, St Paul's is the only cathedral in the Southern Hemisphere with a dedicated girls' choir, which is provided by Lowther Hall. The GVCC comprises approximately 16 girls from Years 5 to 10.

In addition to their regular duties at the Cathedral (Appendix 2), GVCC choristers must actively participate in the School's choirs. The requirements for each year level are outlined in Appendix 2.

GVCC scholarships convert to vocal scholarships in Years 11-12.

## 8. MUSIC/PIANO COMMITMENT

Music scholarship recipients are usually expected to participate in a minimum of two ensembles and actively contribute to the music program at the School.

Piano scholarship recipients must be an active participant in the musical life of the School and perform piano on a regular basis where and when required.

## 9. SELECTION AND AWARDING PROCESS

The Principal, with input from relevant staff, will determine scholarship awards. The Principal's decision is final.

After the exams and auditions, shortlisted candidates will be invited to interview with the Principal. Successful candidates will be notified by mail, phone, or email. They will then have seven calendar days to accept or decline the offer.

Results will remain confidential and will not be shared with other schools or published.

Lowther Hall reserves the right to modify its scholarship offerings at any time. The School also reserves the right to amend or change the scholarship policy without notice.

If false or misleading information is provided to the School, the scholarship will be terminated.

If a student does not begin her studies in the first term for which the scholarship is awarded, the scholarship will be rescinded.

Scholarships cannot be deferred. If a candidate withdraws after accepting a scholarship and before the start of the school year, formal written notification must be submitted to the Principal.

## 10. RELATED POLICIES

- Attendance Policy (Students)
- Enrolment Policy
- Privacy Policy
- Social Media Policy and Guidelines
- Plagiarism Policy

## 11. APPENDICES

- Appendix 1: Sample Scholarship Agreement
- Appendix 2: Sample GVCC Scholarship Contract
- Appendix 3: Enrolment Contract
- Appendix 4: Music and Vocal Scholarship Booklet 2025
- Appendix 5: Schedule of Fees and Charges – Terms of payment

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### Scholarship Agreement

#### 1. Offer of Scholarship

- 1.1 Lowther Hall Anglican Grammar School ACN 006 660 984 (Lowther Hall) has offered to award a scholarship to the student named in the schedule.
- 1.2 The parents/guardians of the student accept the offer of the scholarship on the terms and conditions set out in this Agreement.

#### 2. Tuition fees

- 2.1 The parents/guardians acknowledge that they are liable to Lowther Hall for payment of all School Tuition Fees and any other fees and charges in respect of the enrolment of the student without remission or deduction save that subject to and conditional upon ongoing compliance by the student and the parents/guardians with this Agreement:
  - (a) Lowther Hall will provide to the parents/guardians the remission set out in the schedule;
  - (b) Lowther Hall will not claim from the parents/guardians or seek payment from them of the amount of remission provided during the period of the Scholarship, with the exception of the circumstances set out in Section 4.
- 2.2 The remission provided by this Agreement does not apply to any other amounts payable to Lowther Hall or otherwise in respect of the enrolment of the student (such as composite fees, Building Fund contributions, enrolment fee, uniforms, books, stationery, electronic devices and costs associated with non-compulsory cocurricular activities).

#### 3. Conditions of the Scholarship

##### 3.1 Enrolment

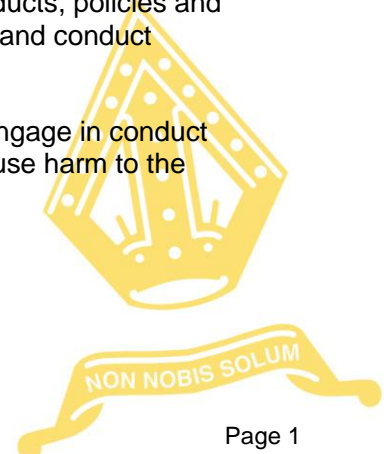
The Student must remain enrolled as a student of Lowther Hall from the beginning of the school year in which the Scholarship commences until the completion of Year 12.

##### 3.2 Sustained Effort

The student must maintain throughout the period of the Scholarship a high standard of effort that is satisfactory to the Principal. This will be evidenced through the Effort comments and Learning Behaviour ratings in each School Report.

##### 3.3 Conduct

- (a) The student must comply with all Lowther Hall rules, codes of conducts, policies and procedures and other requirements concerning student behaviour and conduct throughout the period of the Scholarship.
- (b) The student must not, in the reasonable opinion of the Principal, engage in conduct which diminishes or is likely to diminish or causes or is likely to cause harm to the reputation of Lowther Hall.



### **3.4 Participation**

Throughout the period of the Scholarship the student must positively participate in the life of the School and in all activities relating to the field of excellence for which the Scholarship is awarded, including any specific participation that is set out in the schedule.

### **3.5 Meetings with the Principal and/or Senior Staff**

Throughout the period of the Scholarship, the student and her parents, should make an appointment to meet with the Principal or her delegate during at least one round of Learning Conferences each year. If further meetings are requested by the School, they must be attended without delay.

### **3.6 Fees and charges**

Unless the Scholarship is terminated, the parents/guardians of the student must pay all billed School Tuition Fees and any other fees or charges in respect of student less remissions within the terms and conditions of Lowther Hall's payment requirements. Liability for all fees and charges under this agreement is joint and several.

## **4. Hardship or other Extenuating Circumstances**

In the event that hardship or other extenuating circumstances develop for either the student or her family during the period of the Scholarship and that this prevents or might prevent the student from complying with the conditions set out in Section 3, the parents should immediately make an appointment to meet with the Principal (with the student present) to explain the situation so that support measures can be put in place.

## **5. Termination**

5.1 Lowther Hall may in its absolute and sole discretion terminate the Scholarship immediately upon providing written notice to the parents/guardians if, excepting for situations relating to hardship set out in Section 4:

- (a) the student fails to comply with any of the conditions of the Scholarship as set out in this Agreement;
- (b) the parents/guardians of the student fail to comply with any of the terms and conditions of this Agreement; or
- (c) in the reasonable opinion of the Principal any of the conditions of the Scholarship as set out in this Agreement have not been satisfactorily met by the student.

5.2 In the event that the Scholarship is terminated by Lowther Hall or the student's enrolment at Lowther Hall is withdrawn before she completes Year 12:

- (a) Lowther Hall may bill to the parents/guardians, and they agree to pay (jointly and severally if more than one), the amount (or any lesser amount as determined by Lowther Hall in its discretion) of the total amount of remission granted in respect of the Student during the period of the Scholarship; and
- (b) Lowther Hall may charge interest to the parents/guardians, and they agree to pay, on the total amount of the remission billed to the parents/guardians, in accordance with its Terms of Payment as published from time to time.

Initials: Parent/Guardian 1 \_\_\_\_\_

Initials: Parent/Guardian 2 \_\_\_\_\_



- 5.3 In the event that the Scholarship is terminated by Lowther Hall, the student may continue to be enrolled at Lowther Hall subject to Lowther Hall's agreement and full payment of the amount of remission fees billed to the parents/guardians and payment of all future School Tuition Fees and any other fees and charges without remission.
- 5.4 If the student's enrolment at Lowther Hall is withdrawn before she completes Year 12, the Principal may waive the repayment of remitted fees or part of them as provided by clause 5.2 if she considers in her sole discretion and opinion that the withdrawal was due to exceptional circumstances outside the control of the parents/guardians.

**6. Acknowledgment by parents/guardians**

- 6.1 The parents/guardians each acknowledge that:
  - (a) it is their decision and that of the student to accept the Scholarship and that their acceptance was without any coercion or duress from Lowther Hall, its Principal, teachers or other employees or agents;
  - (b) neither Lowther Hall, its employees or agents have made any representation as to the student's ongoing aptitude and ability to comply with and meet the requirements and conditions of the Scholarship or in relation to the student's future or career prospects as a result of the Scholarship.

**7. Confidentiality**

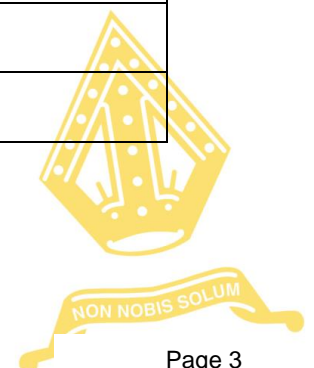
The terms and conditions of this Agreement are confidential to the parents/guardians, the student and her family except that the fact that the student has been offered and accepted the Scholarship does not have to be kept confidential.

**8. Schedule**

<b>Student and Scholarship details:</b>	
Full name of student	
Name of Scholarship	Academic
School year in which the Scholarship commences	
School year ending when the Scholarship ceases	
Details of remission of School Tuition Fees	%
Details of remission of any other fees or charges	
Required student participation	As outlined in this agreement.
<b>Parents/guardians details:</b>	
Name of Parent 1/guardian 1	
Name of Parent 2/guardian 2	

Initials: Parent/Guardian 1 \_\_\_\_\_

Initials: Parent/Guardian 2 \_\_\_\_\_





**9. Signatures**

The parents/guardians jointly and severally accept the offer of the Scholarship for the student and agree to the terms and conditions of the Scholarship as contained in this Agreement.

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Signed – Parent 1/guardian 1  
Date:

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Signed – Parent 2/guardian 2  
Date:

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Signed Principal  
Lowther Hall AGS  
Date:



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### GIRLS' VOICES OF THE CATHEDRAL STUDENT CONTRACT

#### Rehearsals and Services

In 2025 new choristers will enter the choir as probationers. During the probation period, they will be mentored by senior choristers and may not be required for every service.

From Term 3, all being well, probationers will become full choristers.

Girls' Voices of the Cathedral Choir 2025 Commitments		
Friday morning rehearsal at Lowther Hall: 7.45am to 8.30am	AND	Sunday EITHER morning (10.30am) or evening (6.00pm) service every week with rehearsal prior to the service
Wednesday afternoon rehearsal at the Cathedral: 4.00pm to 5.00pm		Christmas (at least 2), Easter (at least 2) and other special services including combined events with the boys choir
Wednesday Evensong at the Cathedral: 5.10pm to 6.00pm		

#### Transport

Girls are accompanied to the Cathedral and back to Lowther Hall for the Wednesday service and rehearsal. Girls will be required to be dropped at and collected from the Cathedral for Sunday services.

#### Dress Requirements

Girls will be provided with choir robes to wear over their School uniform.

#### Clashes with School Events

In the event that a girl has a school event such as a camp, field trip or other special occasion, it will be negotiated for her to be absent from a rehearsal. A calendar of which school events take precedence over choir will be issued at the commencement of each school year.

In the event that a Year 9 or Year 10 student wishes to participate in a GSV sport team which competes on a Wednesday night, she may apply to the Principal in writing for a one term exemption from choir.

#### Commitment

Students who join the choir are expected to remain part of it until the end of Year 10. This allows a wide repertoire of choral music to be learnt and a high standard to be maintained. They are also expected to be part of the School's internal choirs as set out below. Students are required to give advance notice (written note or email from parent) for any absence. A minimum 90% attendance rate is expected for all choir members throughout the year.

School Year Level	Requirement	Optional
Years 5 & 6	Raymond House Chamber Choir*	Raymond Singers
Years 7 & 8	Lowther Singers	Concert Choir*
Years 9 & 10	Concert Choir*	Lowther Singers Chamber Singers*
Years 11 & 12 (Vocal Scholarship)	Lowther Singers Concert Choir* Chamber Singers*	

\*Auditioned choir

### GIRLS' VOICES OF THE CATHEDRAL CHOIR

Student Name: \_\_\_\_\_

I have read and understood the conditions above regarding my involvement in Girls' Voices of the Cathedral in 2025.

Please **tick one box** as appropriate:

I **AGREE** to commit to all rehearsals, services and requirements as outlined in the schedule above and to adhere to the following expectations of all choir members:

- Adhere to school rules.
- Arrive in good time for rehearsals and services.
- Be attentive, courteous and respectful to the directions of Cathedral and School staff.

I have carefully considered the details of requirements and expectations for joining Girls' Voices of the Cathedral in 2025 and have decided **NOT** to commit to membership of this Choir.

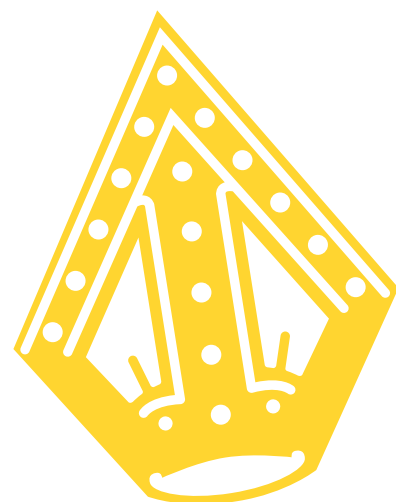
Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[Please return this slip to the Director of Admissions, Ms Sandy Nelson]**



## Enrolment Contract



NON NOBIS SOLUM

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## The Principal

### Lowther Hall Anglican Grammar School

17 Leslie Road (PO Box 178)  
Essendon Vic 3040

I/We accept the offer of enrolment to enrol

(insert full name of child)

as a student at Lowther Hall Anglican Grammar School on the terms and conditions of the attached *Enrolment Contract* and the *Business Terms and Conditions*, which I/we have read and understood and agree to.

In particular, I/we further acknowledge that two (2) full terms' notice in writing to the Principal or the payment of two (2) terms' fees in lieu of such notice is required prior to withdrawing my/our daughter from the School.

I/We agree to pay the Enrolment Fee and such ongoing fees and other charges as stipulated in and in accordance with the annual Schedule of Fees and Charges.

**I/We have signed the Excursions Consent form which is hereby attached.**

## Amount Payable \$2,000 (non-refundable) enrolment fee.

Please indicate your payment method:

**Debit or Credit Card**  
Please call the School's Business Office on 03 9325 5238.

**Eftpos**  
If paying in person at the School's Business Office.

**Cheque**  
Please pay at the School's Business Office or attach to this contract when returning it. Cheques should be made payable to Lowther Hall AGS.

**Cash**  
Please pay at the School's Business Office.

**For Direct Deposit into the School's bank account the details are as follows:**

**NAB**

BSB: **083 419**

Account Name: **Lowther Hall AGS Operating Account**

Account No: **697427644**

Reference:

(If possible please email a copy of the transaction receipt to: [admissions@lowtherhall.vic.edu.au](mailto:admissions@lowtherhall.vic.edu.au))

Both Parents/Guardians signatures are required (unless reasons acceptable to the School are provided for the signature of one Parent/Guardian only).

Date / /

<b>Signed</b>	Parent/Guardian 1
_____	
<b>Please print name</b>	
_____	

<b>Signed</b>	Parent/Guardian 2
_____	
<b>Please print name</b>	
_____	

**Please complete and return the entire contract intact to:**

**The Director of Admissions**

**Lowther Hall Anglican Grammar School**

PO Box 2081

Essendon West VIC Australia 3040



I acknowledge receipt of the Enrolment Contract dated

/ /

Director of Admissions,  
Lowther Hall Anglican Grammar School

Date / /

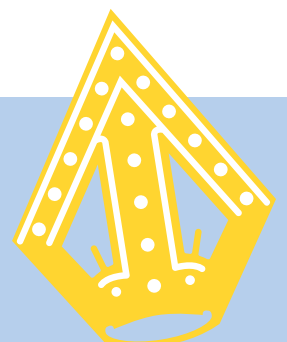
\*\* NOTE a copy of this contract will be sent to the applicants together with a receipt and acknowledgement letter.

*Educating the whole person  
for the whole of life*

Kindergarten to  
Year 12

**PO Box 2081 Essendon West**  
(17 Leslie Road, Essendon) VICTORIA 3040  
**ABN 35 006 660 984**

**T (03) 9325 5000**  
**E [lowther@lowtherhall.vic.edu.au](mailto:lowther@lowtherhall.vic.edu.au)**  
**[www.lowtherhall.vic.edu.au](http://www.lowtherhall.vic.edu.au)**



NON NOBIS SOLUM

# Enrolment Contract

This Enrolment Contract sets out the terms and conditions on which an offer to the Parents/Guardians to enrol a student at the School is made by the School. Acceptance of the School's offer on the terms and conditions of this Contract takes place by (i) signing the Acceptance of Offer to Enrol and (ii) paying the Enrolment Fee in respect of the student to whom the offer applies. In accepting the offer the Parents/Guardians agree to be bound by these terms and conditions and the Business Terms and Conditions as amended each calendar year.

## Definitions of Terms

**Business Terms and Conditions** are the terms and conditions published by the School annually with the Schedule of Fees and Charges (all of which may be varied and amended by the School at its discretion from time to time, including by increasing the fees and charges before the commencement of each school year).

**Enrolment Fee** means the non-refundable fee as described in the School's letter of offer and the Business Terms and Conditions.

**Parent/s** means the parent/s or legal guardian/s of the Student as named in the Acceptance of Offer to Enrol and, where there are two parents or legal guardians, then it is a reference to each of them jointly and severally.

**School** refers to Lowther Hall Anglican Grammar School ACN 006 660 984 of 17 Leslie Road, Essendon.

**Services** are the educational courses or programs and the facilities and services provided by the School from time to time for the benefit of its students, which are set out in more detail in the School's Educational Services Program as published by the School and which may be varied and amended from time to time at the School's discretion.

**Student** refers to the student named in the Acceptance of Offer to Enrol, being the student in respect of which this Enrolment Contract applies.

## Fees and Charges

1. The Parent/s agree to pay all tuition fees and charges in relation to the enrolment of the Student in accordance with the *Business Terms and Conditions*.
2. If there is more than one Parent, they agree to be jointly and severally liable for the payment of all tuition fees and charges of the School in relation to the enrolment of the Student.
3. Any failure, delay or indulgence of the School in favour of the Parent/s in relation to the payment of any tuition fees and charges is not a waiver of the School's rights in respect of such payment or its rights under this Contract.

## Student Welfare and Conduct

4. It is a condition of enrolment that the Parent/s are to provide details and certified copies of the Birth Certificate, Immunisation details and Passport and/or Visa where applicable.
5. The Parent/s shall ensure that the School is kept informed in writing of all of the Student's medical needs from time to time including any significant illness or disability suffered or developed by the student during her enrolment including but not limited to immediately informing the School of any infectious or contagious disease contracted by the Student.
6. The Parent/s authorise the School to obtain such emergency or urgent medical treatment for the Student as the School considers necessary in all the circumstances. The Parent/s will be responsible for any costs or charges incurred by the School as a result of any medical or emergency treatment obtained for the Student, including for any transportation to a medical or other emergency facility.
7. Disabilities and/or Special Needs:
  - (a) The Parent/s confirm that any disability or special need of the Student together with all relevant information concerning such disability or special need has been disclosed to the School at or prior to an interview with the Principal or her representative.
  - (b) The Parent/s shall disclose any subsequent disability or special need of the Student together with all relevant information to the School as soon as the Parent/s becomes aware of such disability or need.
  - (c) Such information should include current and past assessments, school history and medical or specialist reports, if appropriate.
  - (d) The School reserves the right to request further information about the Student's disability or special needs, including a current assessment report and discussion with a relevant specialist. This information will enable the School to properly assess if it is able to accommodate the Student so that she may participate in and obtain the benefit of its courses and programs.
  - (e) The School must be kept informed of any change in any information in relation to the Student's disability or special need.
8. The Parent/s are to sign and return to the School any consent forms provided to them prior to the Student's commencement of studies.
9. The Principal or the Principal's delegate may meet with a Student at any time without notifying the Parent/s, or in the presence of the Parent/s, on matters of student welfare or discipline.

10. The Principal has sole discretion to determine what discipline the School may impose on students from time to time including:
  - (a) withdrawal of privileges,
  - (b) detention, including but not limited to detention after normal school hours,
  - (c) suspension,
  - (d) expulsion, and
  - (e) such other consequences (except any form of corporal punishment) as the Principal considers reasonable and appropriate in the circumstances.
11. School fees and charges (including but not limited to music tuition and other fees) will not be waived during a period of student suspension.
12. The Principal has the discretion as a condition of enrolment (should any or all of the following be considered by the School to be in the best interests of a student's learning pathway) to:
  - (a) Disallow the Student to progress to a higher year level at the commencement of a new school year;
  - (b) Refuse the Student entry to a specific subject or subjects;
  - (c) Require the Student to undertake an alternative learning pathway offered by the School.

## School Policies

13. The School has policies, rules and procedures to ensure the School complies with relevant laws and best practice and to support the best learning outcome for all students. The School may introduce, vary or update such policies, rules and procedures as it deems necessary or appropriate and any such new or varied or updated policies shall be posted on the School's website from time to time.
14. The Parent/s will comply with and take all reasonable steps to uphold the School's policies, rules and procedures (as introduced, varied or amended from time to time) including those concerning or dealing with:
  - (a) the care, welfare and safety of students;
  - (b) standards of student dress, grooming and appearance;
  - (c) grievances and complaints;
  - (d) equal opportunity and discrimination;
  - (e) social media and use of information, communication and technology systems;
  - (f) student behaviour and conduct and discipline of students;
  - (g) parent behaviour and conduct, including any parent or community code of conduct as may be published by the School from time to time.
15. The Parent/s shall ensure that the Student attends the School at the dates and hours during which the School is open for the Student's instruction as well as attend any other School event that the Principal may deem compulsory. The Parent/s must advise the School promptly in writing if the student is to be absent from the School and the reasons for such absence, including if due to ill health.
16. The Parent/s shall ensure that they bring to the attention of the Student all of the School's policies, rules and procedures that apply to its students, including those concerning Codes of Conduct for students, Acceptable Use of Information Technology, Bullying Prevention and Intervention, Discipline, Photography and Video, Plagiarism, Social Media, Student Attendance and Uniform, and shall take all such reasonable steps to ensure the Student's compliance with such policies.

17. Students are expected to take responsibility for their own possessions when at school. The School takes no responsibility for lost items. The Parent/s agree that any personal property brought to school or to any school function or activity by the Student will be at the sole risk of the Parent/s or the Student, and that the School will have no responsibility for the loss, theft or damage to such property. Valuables and large amounts of money should not be brought to school. Students may be provided with the facility to lock their lockers and are expected to do so. The School reserves the right to search student lockers and bags and to examine digital devices if it considers it necessary to do so to comply with any legal obligation of the School or to ensure the safety and welfare of the Student or other students.
18. The School requires certain standards of conduct from Parents/Guardians to ensure the safe, lawful and enjoyable experience for all students and Parents/Guardians and staff. With these aims in mind, the Parent/s agree to act in a manner which is consistent with all School policies posted on the School's website from time to time including but not limited to Photography and Video Policy, Acceptable Use of IT Policy, Privacy Policy, Excursions Policy and Grievance Policy.

## Parent/s Expectations

19. The Parent/s agree:
  - (a) to co-operate with the School management in the application of discipline and observance with respect to school policies, rules and procedures in relation to the Student;
  - (b) to abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School;
  - (c) to support the goals, values and activities of the School and to view any circulars, texts or emails sent, to visit the School's parent portal on a regular basis and to read the School news;
  - (d) not to use social media or other online forum to denigrate the School, staff, students or other members of the School community;
  - (e) to conduct themselves (including in their use of digital social media) in a responsible, respectful and appropriate way in all of their dealings in relation to matters concerning the School;
  - (f) to communicate with students, parents, visitors and staff members of the School in a courteous manner and follow the communication guidelines laid down by the School from time to time.
  - (g) to communicate and deal with School employees, staff, students and other representatives of the School in a respectful and considerate way;
  - (h) to observe the School's Staff Code of Conduct if acting as a volunteer.
20. The Parent/s must bring any complaints or grievances to the School in accordance with the School's Grievance Policy as published from time to time.
21. The Parent/s must ensure the student is properly equipped to receive instructions from the School in line with any policy or requirement of the School from time to time and has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks, electronic devices and stationery.
22. The Parent/s should use their reasonable endeavours to attend parent-teacher interviews, information nights, parent forums and participate in courses offered by the School which are relevant to the Student's education.



## Student Withdrawal and Cancellation of Enrolment

23. The Parent/s are required to give two (2) full terms' notice in writing to the Principal or pay two (2) terms' fees in lieu of such notice prior to withdrawing the Student from the School.
24. The Principal may cancel the Student's enrolment in the following circumstances:
  - (a) the Student's effort or behaviour is such that, in the opinion of the Principal, she is not benefiting from the courses and programs provided by the School;
  - (b) the Student fails to obey or breaches the School's policies, rules or procedures, including any student code of conduct, or for any other reason considered appropriate by the Principal;
  - (c) if the Principal is of the opinion that the relationship between the Parent/s and the School or any of its employees or staff has broken down and is not conducive to the Student's education;
  - (d) if the Parent/s or the Student posts material on social media which, in the sole opinion of the Principal, is abusive, disrespectful, inappropriate or is likely to negatively affect the reputation of the School;
  - (e) the Parent/s are in breach of this Enrolment Contract;
  - (f) the behaviour and conduct of the Parent/s towards the School or to any of its staff breaches any parent code of conduct.
25. The School reserves the right to cancel the enrolment of the Student, together with any other child or children of the Parent/s who are enrolled at the School, if the Parent/s have not paid in full by the due date all amounts required to be paid by them to the School, whether or not such amounts are payable in respect of the enrolment of the Student. Any decision by the Principal to cancel an enrolment is final. If the Student's enrolment is cancelled by the Principal the Parent/s shall be liable for and pay all fees and charges (including but not limited to all music and other charges) up to and including the date of notice of the Student's enrolment cancellation. Participation in an excursion, trip or event after the Student's last day of enrolment will be cancelled.

## Updating Information

26. The Parent/s shall ensure the School is kept informed of any changes to the information supplied on the Application for Enrolment form and, in particular, the address or addresses at which the Student resides and contact and emergency details of the Parent/s.
27. The Parent/s must provide and disclose to the School on a timely basis copies of any Family Court or other court orders that may impact on or relate to the Student. These include orders concerning the Parent/s or person with whom the student is to live and the rights of each Parent/s in respect of decisions concerning the Student's education and day to day issues.
28. Notwithstanding any change to living arrangements for the Student, or Family Court orders, the Parent/s remain responsible for fees and charges unless the School agrees otherwise in writing.
29. From time to time the Commonwealth and State Governments may require aggregate data surrounding demographic information about the Parent/s, the Student or the school community for the purposes of determination around government funding levels. The School will be contacting you on these occasions to update your personal information.
30. In accordance with the requirements of the Federal Government's Privacy Legislation, the School has in place policies and procedures intended to safeguard the integrity of data collected at enrolment.

## General Matters

31. A proportion of fees collected may be applied to the running of the School's Kindergarten.
32. The School will send academic reports to the address or addresses notified by the Parent/s. Where the Parent/s are separated or divorced, reports will be sent to both Parent/s unless there is an order of a court or an agreement signed by both Parent/s that the reports will only be sent to one Parent.
33. The School determines the Services that will be provided at the School from time to time in its absolute discretion. The course offerings, curricular and co-curricular offerings will be determined by the School in its sole discretion and may be varied or withdrawn at any time without prior notice, which may include making changes to its curriculum, co-curriculum offerings, teaching methods, manner of teaching, and processes and other services affecting its students.
34. The Parent/s acknowledges that the School does not guarantee or represent in providing the Services any particular or specific student outcome or level of achievement for the Student.
35. Where a campus or part of a campus of the School becomes unavailable for any reason, including because of a decision by the School on safety grounds to vacate, because of fire, natural disaster or the outbreak of illness or disease, or because of any emergency, the School may require its students or any of them to attend an alternative campus or location, or to not attend any campus or other location for a period, including that the students undertake remote learning for a period of time from home. The inability of the School to provide the Student with access to any campus or part of a campus, or any alternative campus, or any decision by the School to exclude access to such campuses, will not entitle the Parent/s to any rebate, repayment or waiver of tuition fees and charges except at the sole discretion of the School.
36. Students are required to participate in all compulsory activities including all classes, excursions, student led events, camps, outdoor education activities and in the religious life of the School including Christmas and Easter services.
37. Charges may be levied for some optional activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.
38. The Parent/s who have signed this Enrolment Contract (where more than one) shall be jointly and severally bound by these terms and conditions and the obligations imposed on them.
39. The Parent/s acknowledge that they have read and understood the School's Business Terms and Conditions and shall be jointly and severally bound by those Business Terms and Conditions and the obligations imposed on them.
40. Any clause of these terms and conditions that are unenforceable shall be severed and the remaining terms will be unaffected.
41. Nothing in this Contract is intended to have the effect of contracting out of any applicable provisions of the Australian Consumer Law, except to the extent permitted by that law.
42. This Contract is governed by the laws of Victoria.



# Terms of Payment

## Payment of Tuition and Composite Fees

### Payment Options

The Tuition Fee and the Composite Fee are charged one full term in advance. Fees for Term 1 are due and payable at the beginning of Term 4 (October of the prior year).

The following payment options are available:

#### Annual

Where the full year's Tuition and Composite Fees are paid prior to the commencement of Term 4 of the prior school year, a 2.5% discount on the Net Tuition Fee component will be applied.

#### Monthly

Ten monthly instalments commencing 20 October 2024. This option is only available by direct debit to one nominated bank account or credit card. If you do not already have an existing direct debit from the previous year, please contact the Business Office to establish ten monthly automatic account deductions on (03) 9325 5000 or email [payments@lowtherhall.vic.edu.au](mailto:payments@lowtherhall.vic.edu.au) by 30 September 2024. Please note that unless advised to the contrary by the Responsible Parties, the direct debit will remain in place and will be amended in September each year to reflect any change to Fee levels set by the School Council. The Responsible Parties will be notified of any such change.

#### Four Instalments

The Net Tuition Fee and the Composite Fee are charged one full term in advance. Fees for Term 1 are due and payable at the beginning of Term 4 (October of the prior year), Fees for Term 2 are due and payable at the beginning of Term 1 (January) and so on.

#### Term One 2025 Instalment

Payable on or by ..... **7 October 2024**

#### Term Two 2025 Instalment

Payable on or by ..... **27 January 2025**

#### Term Three 2025 Instalment

Payable on or by ..... **21 April 2025**

#### Term Four 2025 Instalment

Payable on or by ..... **21 July 2025**

### Non-Payment of Fees

The School relies upon the Responsible Person/s to pay on or by the due date for payment.

Any deviation from this compliance requires valuable resources to be allocated to debt collection rather than facilitating education services. If required, the School will take measures to recover Fees, charges and the costs of recovering such debt.

The following conditions apply in relation to the payment of any School account or default in payment by the due date:

- The Responsible Person/s who require financial assistance for the payment of School accounts should contact their own bank or credit provider.
- The amount outstanding on any School account after the due date for payment 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).
- Students will not be permitted to undertake any optional co-curricular school activities or be able to attend trips, study tours or student exchanges whilst the School account in relation to that student or any sister of that student is in arrears.
- The School reserves the right to suspend the enrolment of a student from the commencement of the following school term if the School account in relation to that student or any sister of that student is in arrears.
- A student may not commence a new school year while the School account in relation to that student or any sister of that student is in arrears.
- In cases where it is considered by the Principal that a Responsible Person/s has a history of substantial non-compliance with the School's terms of payment, the School may impose special conditions upon the continuing enrolment of the student/s of that/those Responsible Person/s for the payment of any outstanding accounts and future Fees and charges including, but not limited to, requiring payment of all school Fees and charges for the full year in advance before the commencement of the next school year.
- If a student is withdrawn at the insistence of the School due to non-payment of Fees, then the Responsible Person/s are responsible for the full payment of the School account and are liable for all Fees and charges up to and including the date of notice of the student's enrolment cancellation.
- No reductions in school Fees are available for absences unless previously agreed to by the Principal in writing.
- Any enforcement expenses (including legal Fees) incurred by the School in the collection process for outstanding accounts will be passed on to and be payable by the Responsible Person/s.

### Notice of Withdrawal

**Two terms' notice in writing must be given by the signatories to the Enrolment Contract when a student is removed from the School, or two terms' Fees are payable in lieu.**

### Payment Methods

The following payment methods are accepted by the School:

- BPAY facility.
- EFTPOS facility for all debit cards and including credit cards: MasterCard, Visa and American Express only. Diners Club is not accepted.
- Credit Card payments will incur a surcharge of 1% for payments processed from 1 January 2025.
- Cheques should be made payable to Lowther Hall AGS and are accepted at the School's Business Office or via mail addressed to: **Accounts Payable, Lowther Hall AGS, PO Box 2081, ESSENDON WEST VIC 3040.**
- Cash is no longer accepted at the School.

In the event of an unsuccessful direct debit from a nominated bank or credit card account, the Business Office will make contact to arrange an alternative payment.

An administration Fee of \$10 (including GST) will be applied to each failed direct debit attempt.



The School has partnered with 'Edstart'. Families wishing a more flexible payment option can apply for an 'Edstart' plan to spread payment of Fees over weekly, fortnightly or monthly instalments. Extending payments over a longer period is also a possibility. For further information please visit [www.edstart.com.au/lowtherhall](http://www.edstart.com.au/lowtherhall).

### Insurance

The School carries insurance cover for school activities including camps, excursions, travel and accidents that may occur on school premises. However, we recommend that parents take out their own private medical insurance for their daughter, as well as ambulance cover, as not all circumstances may be covered (for example pre-existing illnesses).

### Acceptance of Business Regulations

The person/s signing the Enrolment Contract [the Responsible Person/s] are liable (and jointly and severally liable if more than one) for all Fees and charges payable to the School. This agreement applies regardless of any changes in the relationship between co-signatories, any child support arrangements or any private agreement with a third party regarding payment of Fees.

In the absence of an agreement in writing with the School to the contrary and signed by all Responsible Persons, invoicing will remain to the Responsible Person/s.

# Music and Vocal Scholarships



# Music at Lowther Hall

The musical life of Lowther Hall is steeped in tradition, highly renowned and well established. Girls take an active role in classroom music, cocurricular music, private music tuition and the instrumental and choral programs.

Students perform regularly at events such as the Carols Service at St Paul's Cathedral, concerts at the Melbourne Recital Centre, Eisteddfods, Autumn Band Festival, the biennial *Evening of Song* concert, Winter String Festival, Paris Cat jazz gigs, assemblies, Chapel services, soireés and many public performances.

The Music Program seeks to deliver a high quality, inclusive and engaging musical experience for all students.

Classroom Music at Lowther Hall aims to provide students with opportunities to gain knowledge of music and to develop an ongoing appreciation and love of music. The curriculum is based on music educator Zoltán Kodály's philosophies and teaching concepts. This is the belief that a person cannot be complete without music and that music serves to develop a person on all levels – emotionally, spiritually and intellectually. Kodály believed that musical aptitude is a characteristic of every person and that, ideally, a music education should begin as early as possible in a person's life - first at home and then later within the school curriculum.

At Lowther Hall, students also participate in practical and classroom music activities and use musical instruments and voice to compose, improvise and acquire aural skills. Classroom Music is taught throughout the School from Kindergarten to Year 12 VCE Music, with a compulsory Instrumental Music Program from Year 3 to Year 8.

## Music and Vocal Scholarships

At Lowther Hall, we are proud to offer a range of music and vocal scholarships, adding to the diversity of our School community and creating a rich culture that celebrates musical achievement.

Music and Vocal Scholarships carry varying remissions of school tuition fees and/or private music tuition fees throughout a student's time at the School. These scholarships provide the means to develop a well-rounded and talented student who might not otherwise have the chance to achieve their potential.

While the scholarship recipient appears to receive most of the benefits, encouraging music scholars has always been, and continues to be, extremely beneficial for our School. The Scholarships reward and acknowledge the musical talents and potential of each recipient and in doing so, assist in the enrichment and development of our Music Program.

Scholarships are open to both internal and external students. The following information outlines the criteria for each type of Music and Vocal Scholarship. Music and Vocal Scholarship auditions are usually held in February or March in the year prior to when they begin. Applications are made via the School's website: [www.lowtherhall.vic.edu.au](http://www.lowtherhall.vic.edu.au) and enrolments open in mid-December each year.

This booklet aims to assist parents and prospective students with guidelines for Music and Vocal scholarship applications. Prerequisite AMEB levels and grades (or equivalent) are clearly outlined in advance so that there are ample opportunities for students to prepare themselves at the appropriate standard.

For more information please contact the Music Office or Ms Sandy Nelson, Director of Admissions at the School, or by email to [admissions@lowtherhall.vic.edu.au](mailto:admissions@lowtherhall.vic.edu.au).

A handwritten signature in black ink, appearing to read 'D Emerson', with a long horizontal flourish extending to the right.

**Mr Darren Emerson**  
Director of Music

# Instrumental Music Scholarships

## Year 7

Music Scholarships are offered to girls with outstanding musical ability who will be entering Year 7. \*\*

Instruments	Required minimum AMEB level or equivalent at the time of audition
Oboe, Bassoon, French Horn	Grade 2
Clarinet, Double Bass, Trumpet, Trombone	Grade 3
Cello, Saxophone, Viola	Grade 4
Flute, Violin	Grade 5

\*\* Applicants who will be entering Year 7 are also required to sit an **Academic Scholarship examination.**

### Music Scholarship Audition Requirements

1. Two contrasting pieces – one may be a study (minimum 5 minutes to maximum 8 minutes in total). If works presented need to be accompanied, the scholarship applicant must provide their own accompanist.
2. Sight reading.
3. Aural tests.

Students may present on more than one instrument.

# Piano Scholarships

## Year 5

Piano Scholarships are offered to outstanding piano students who will be entering Year 5. \*\*

Instruments	Required minimum AMEB level or equivalent at the time of audition
Piano	Grade 5

\*\* Applicants who will be entering Year 5 are also required to sit an **Academic Scholarship Examination**.

### Piano Scholarship Audition Requirements

1. Selection of Grade 5 Technical Work (please refer to AMEB Grade 5 exam syllabus).
2. Two contrasting pieces (minimum 5 minutes to maximum 10 minutes in total).
3. Sight reading.
4. Aural tests.

# Vocal Scholarships

## Year 5 and Year 7

### Girls' Voices of the Cathedral Choir

Girls' Voices of the Cathedral Vocal Scholarships are offered to promising voice students who will be entering Years 5 or 7. \*\*

Instrument	Audition
Voice	<i>Preferably with:</i> Choral and/or Performance Experience (Competency on another instrument is an advantage)

\*\* Applicants are also required to sit an **Academic Scholarship Examination**.

### Vocal Scholarships Audition Requirements

1. Applicants will be tested on voice quality, range, musical ear and reading ability.
2. Applicants are to sing the first verse of Advance Australia Fair unaccompanied.
3. Another song of their choice, with or without accompaniment.
4. Optional performance of 1 piece on another instrument.

**If you have any queries regarding  
Music and Voice Scholarships  
please contact the School on 9325 5000**

**Ms Sandy Nelson**, Director of Admissions and Marketing  
NelsonS@lowtherhall.vic.edu.au

**Mr Darren Emerson**, Director of Music  
[music@lowtherhall.vic.edu.au](mailto:music@lowtherhall.vic.edu.au)



# 2025 Schedule of Fees and Charges

Year Level	Tuition Fee*	Composite Fee	Total Annual Fee
Kindergarten	\$17,384	\$4,616	\$22,000
Preparatory	\$17,708	\$5,592	\$23,300
Year 1	\$18,696	\$5,904	\$24,600
Year 2	\$19,684	\$6,216	\$25,900
Year 3	\$20,672	\$6,528	\$27,200
Year 4	\$21,660	\$6,840	\$28,500
Year 5	\$22,648	\$7,152	\$29,800
Year 6	\$23,636	\$7,464	\$31,100
Year 7	\$24,624	\$7,776	\$32,400
Year 8	\$25,612	\$8,088	\$33,700
Year 9	\$26,600	\$8,400	\$35,000
Year 10	\$27,588	\$8,712	\$36,300
Year 11	\$28,576	\$9,024	\$37,600
Year 12	\$29,564	\$9,336	\$38,900

\*Includes Victorian State Government payroll tax and staff related levies.

## Business Terms and Conditions

### The following Business Terms and Conditions apply to students enrolled after 1 January 2016.

The School's Schedule of Fees are published annually. The Responsible Person/s that signed the enrolment contract are required to pay all Tuition Fees and charges in accordance with the Business Terms and Conditions.

### Fee Structure

The Fee has two components: Tuition Fees and Composite Fees.

### Tuition Fee

Tuition Fees cover the staff salaries and staff related costs.

### Composite Fee

The Composite Fee covers all other costs, including but not limited to:

- Information technology costs including internet access, printing/photocopying and maintenance of school owned devices.
- Utility services such as electricity and telecommunications.
- Educational costs including curriculum materials, camps, excursions and other compulsory programs.

Fees do not include the cost of textbooks, personal electronic devices, iPad Apps, computer software, stationery, school photographs, public transport, optional excursions or camps (except for Kindergarten to Year 1 students where books and stationery are included in the Composite Fee).

### Kindergarten

A proportion of Fees collected may be applied to the running of the School's Kindergarten.

### Private Lessons and Other Co-curricular Activities

Private lessons are available in speech, drama and music. Separate terms and conditions apply to these lessons and are available on request. Some optional co-curricular activities, such as rowing, overseas trips and overseas exchanges, incur additional charges and are billed separately. Materials associated with private music lessons, private speech and drama lessons, as well as some elective subjects, sport and co-curricular activities may attract a separate charge. Enrolment for private lessons and other co-curricular or optional activities will not be accepted or maintained for any student if the School account for that student's family is in arrears.

### Discounts on Fees

- Discounts including scholarships apply only to the Tuition component of school Fees. The Composite Fee is not subject to discount.
- General information in relation to scholarships is set out in the scholarships tab on the website.
- A ten percent [10%] reduction on the Net Tuition Fees applies for second and subsequent sisters attending the School concurrently and is applied to the younger student's/s' Tuition Fees.
- Payment of a Full year's Tuition and Composite Fees prior to the commencement of Term 4 of the prior school year is subject to a 2.5% discount on the Net Tuition Fee component.

- In the event that a family wishes to withdraw a student for a term or multiple terms (for example, due to a parent's secondment overseas) the family can apply to the Principal in writing to hold the student's place. A Holding Fee of 50% of the Tuition Fee is the standard charge.
- Fees and charges will not be apportioned on a pro rata basis in any circumstances except for part time attendance at Kindergarten level or for a student who returns to complete Year 12 on a "Year 13" arrangement.

### Application Fee

A non-refundable Application Fee of \$100 (includes GST) per student is payable on application for admission to the School.

### Enrolment Fee

On acceptance by a Responsible Person (or the Responsible Persons) of an offer of enrolment for a place at the School, a non-refundable Enrolment Fee of \$2,000 per student is payable to secure enrolment (the Enrolment Fee).

### School Building Fund

The School Building Fund funds the School's ongoing building improvement program. All students of the School benefit from voluntary contributions to the School Building Fund. The School Building Fund contribution is a voluntary amount of \$700 or more per family per year and is tax deductible.