



MacKillop College

Policy: School Fees

Introduction

MacKillop College receives funding from both State and Commonwealth authorities. The financial viability of the College is achieved through the contribution of parents through payment of school fees.

School Fees

- MacKillop College school fees are set by the College Board. The Board revises fees annually and ensures they are kept to a minimum. Fees are subject to alteration at any time. Where possible, notification of any alterations will be communicated to Parent(s)/Guardian(s) in advance.
- School fees include the following three compulsory charges;
 1. Tuition – a per student fee dependent upon the student’s year level.
 2. Faculty Resource Levy – a per student fee dependent upon the student’s year level. This levy covers a range of resources and materials provided to students. Part of this charge is used to provide ‘in-house’ materials to eliminate the need to purchase additional resources.
 3. Capital Development Fee – a per family fee, to assist with the ongoing capital requirements of the College.
- The College operates a registered School Building Fund for tax-deductible voluntary contributions which assist with on-going capital development needs.
- Annual school fees are charged in full in the first two weeks’ of each school year. Other fees and optional fees (i.e. music tuition, bus charges, Vocational Education & Training Courses, etc.) are charged where appropriate.
- Fee statements will be issued during the first two weeks’ of each school year once fees have been applied.
- Invoices for other fees (including optional fees) will be issued once the fee has been applied.
- Fees are due and payable as per “*Payment of Fees*” as detailed below.

Family Discounts

- Automatic family discounts apply when two or more siblings are students at the College. The discount is applied to the Tuition component of the youngest student only, except where the number of students in a family exceeds four.

Two Students	20% off Tuition of 2 nd sibling
OR	
Three Students	30% off Tuition of 3 rd sibling
OR	
Four Students	100% off Tuition of 4 th and subsequent sibling(s)

- One discount is applicable per family and applies to students attending MacKillop College only.

Payment of Fees

- Full fees are payable within 14 days upon the rendering of an account.
- Parent(s)/Guardian(s) may seek alternative payment arrangements such as the option of entering into an instalment arrangement (i.e. weekly, fortnightly or monthly) to ensure all outstanding fees are fully paid by the end of Term 4 in each school year. It is preferred that these payments be made via the Direct Debit (bank transfer) system. Such arrangements may be made by contacting the Accountant.
- No deduction can be made on account of student absence, as the expenses incurred in maintaining the efficiency of the College are not lessened by the temporary absence of individual students.
- It is the obligation and responsibility of Parent(s)/Guardian(s) to contact the College if full payment cannot be made by the due date. The College will take all reasonable steps to recover the amount owing. All costs incurred due to placement of accounts with Collection Agencies will be passed onto all relevant parties.
- Parent(s)/Guardian(s) are considered jointly and severally responsible for the payment of fees for the tenure of enrolment, as per the enrolment application.

Payment Methods

- The following payment methods are available:
 - Cash, Cheque, Money Order
 - EFTPOS
 - BPAY
 - Credit Cards (MasterCard or VISA)
 - Direct Debit via Bank Account
 - Direct Debit via Credit Card
 - Centrepay – Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/Centrepay for more information and to set-up your Centrepay deductions.

Arrangement for Deferred Payments

- Parent(s)/Guardian(s) experiencing difficulties meeting payment obligations may arrange payment plans by contacting the Principal/Accountant to discuss a mutually agreeable payment program. Consideration will be made on a case by case basis. Confirmation of the agreed payment plan addressed to the Parent(s)/Guardian(s) will be signed by the Principal/Accountant and forwarded to Parent(s)/Guardian(s).
- The agreed payment plan is valid for a maximum of one school year.
- It is the responsibility of the Parent(s)/Guardian(s) to contact the Principal/Accountant for further consideration of any subsequent payment plan.

Student Departure During the Year

- Parent(s)/Guardian(s) intending to withdraw a student from the College must provide at least ten weeks' notice in writing to the Principal/Accountant. This includes students not intending to return to the College for the following year. If ten weeks' notice in writing is not provided, ten weeks' fees will be charged in lieu of notice.
- Where the required ten weeks' notice is given, the pro-rata amount of Tuition only will be refunded or offset against any amount owing.
- The Faculty Resource Levy, Capital Development Fee, and other fees are not refundable or transferable.

Deferment

- Application for deferment must be made in writing to the Principal. Provided ten weeks' notice is given, places may be held during the extended absence. A holding fee will be charged on a case by case basis as determined by the Principal.

Confirmation of Enrolment

- To confirm a newly enrolled student's position at the College, a deposit representing approximately one-third of the annual school fees is charged and payable in Semester 2 of the preceding year. This amount will be offset against the following year's fees. An amount equivalent to the Confirmation of Student Return Deposit is non-refundable.

Confirmation of Student Return

- To confirm a student's position at the College, a non-refundable deposit is required. The deposit is charged and payable in Semester 2 of the preceding year. This amount will be offset against the following year's fees.

Students over 19 Years of Age

- If students remain at the College when they reach the age of 19 years, fees may be increased to cover the costs of Government grants which are not receivable by the College.

Overdue Accounts

- Fee Statements are issued in the first two weeks' of the new school year and are due and payable within 14 days. If payment is not received by the due date a reminder will be sent.
- If the account continues to remain outstanding after approximately 30 days, the Parent(s)/Guardian(s) will again be contacted.
- Parent(s)/Guardian(s) who do not meet their commitment or whose account remains outstanding after 40 days will be contacted in writing by the College advising that unless payment of arrears is received within 7 days the account will be handed to our Collection Agency for recovery of all outstanding monies, with costs to be borne by the Parent(s)/Guardian(s).
- At 60 days a Final Notice is sent, allowing 7 days for payment or a firm arrangement to be made before incurring additional costs. If an agreed arrangement has not been entered into at the expiry of 7 days, the Collection Agency will take responsibility for the collection of; the outstanding amount and additional costs incurred.
- Where a Parent(s)/Guardian(s) account has been referred to the Collection Agency, all additional fees and charges incurred, will be transferred to the Collection Agency for immediate recovery.

Change in the Relationship between Parent(s)/Guardian(s)

- Parent(s)/Guardian(s) must notify the Principal/Accountant in writing of any change regarding their responsibility for school fees. Changes to the liability of fees must be advised in writing. The change must be signed and acknowledged by all parties involved, including signatories of the student(s) enrolment form for which the changes are being made.

Fee Relief

- Parent(s)/Guardian(s) experiencing difficulties meeting payment obligations may arrange an appointment with the Principal/Accountant to discuss their circumstances. Assistance will be considered on a case by case basis.

Confidentiality

- All information which is made available to the Principal or Accountant will be treated with confidence. Information may be made available to the Finance Committee and the Debt Collection Agency representing the College.

Implementation**Principal commitment**

The Principal is responsible for ensuring that:

- This policy is executed in accordance with Catholic Education Melbourne Policy 2.27 (Archdiocese of Melbourne, Revised August 2015)

Policy Last Reviewed

This Policy was reviewed in: May 2017

The content of this policy may be changed at the College Board's discretion at any time without notification.

Rory Kennedy
(Principal)

May 2017