

## Introduction

This Policy is to be read in conjunction with Melbourne Archdiocese Catholic Schools – Private income Policy, Enrolment Policy and Enrolment Agreement.

It is the policy of Marymede Catholic College to charge fees and levies to parents on an annual basis at the beginning of each school year.

**Definition:** For the purpose of this policy, ‘**Parents**’ means a natural or adoptive parent or parents of a child, the legal guardian or guardians of a child or any other person/persons who have assumed responsibility for a child and for the payment of fees and levies relating to a current student, prospective student or past student.

## Fees

- Tuition Fees will be charged in regard to each student enrolled at the College. In the case where two or more children are enrolled from the same family in Years Preparatory to 6, a family fee will apply.
- Tuition Fees will be set by the College in October of each year for the following school year.
- Once set, Tuition Fees will not be altered during the year in which they apply except for extraordinary circumstances.
- Parents will be notified in writing each October of the amount of the Tuition Fees for the following year.

## Levies

- Levies will be set by the College in October of each year for the following school year.
- Levies will be set at a level to recover expected costs.
- As far as is practicable, Levies will cover the supply of compulsory excursions/incursions/activities and most classroom requirements. Parents will remain liable to cover the costs of uniforms and booklist items. The purchase of materials by Parents for elective subjects where individual projects occur may be required during the year.
- Once set, Levies will not be altered during the year in which they apply except for extraordinary circumstances
- Parents will receive a Fee Statement in February of each year outlining the Levies payable for the school year.
- Levies relating to non-compulsory activities may be charged throughout the year. Charges will be made based on participation in these activities.
- Where a student is enrolled in VET/VCAL/SBAT subjects conducted by an external institution, the College will levy an additional fee for participation in this program. Enrolment within these subjects will not alter/pro-rata annual tuition fees or levies, due to absences to attend these subjects.

## Discounts

### Multiple Concurrent Enrolments

- There will be no further discounts offered on fees set in levels Prep to Yr. 6.
- 5% discount will apply to a Single Primary student fee (not applicable to the Family fee) if they also have a sibling in the Secondary school (Only Applies to families with 1 Primary student and 1 Secondary student)
- 10% discount for a 2nd Secondary student;
- 20% discount for a 3rd Secondary student; and
- 100% discount for a 4th Secondary student

### Early Settlement

- An early settlement discount is offered to Parents who pay in full the total amount invoiced for the year's fees and levies by the nominated due date at the commencement of the school year. The rate of discount applicable will be determined by the College and communicated with Parents at the time of the annual accounts being distributed.

### Financial Support

- A discount of an amount as determined by the College will be given in regard to each student for whom the *Camps Sports and Excursions Fund* (CSEF) is received by a Parent in the first semester of each year.

## Payment of Fees and Levies

- By signing the *Enrolment Agreement*, each signatory agrees that they are both jointly and severally responsible for the timely payment of all fees and levies charged during the enrolment of their children at the College.
- Where Parent circumstances change and a change in the responsibility for the payment of future fees and levies occurs, The College must be notified in writing, using the proforma obtainable from the College.
  - The effective date of this change must be clearly stated.
  - The change must be authorised, where practicable, by each party responsible for the payment of past and/or future Fees and Levies.
  - The change in responsibility for future Fees and Levies will come into effect upon the acceptance of the change, in writing, by the College Principal.
  - Where past Fees and Levies are assigned to one party, other than as a result of a court order of which the College is party to, this assignment does not remove the right of the College to seek payment from any party who was responsible for the payment of fees and levies at the time the charge was incurred.
  - Where there are no current students at the College and fees and levies remain outstanding, the parties responsible for the payment of these amounts are required to enter into a direct debit agreement or a standing credit card authority with the College. Payments are to be made at least monthly, over a period of time as agreed with the Principal. This agreement will be formally approved by the Principal of the College.
  - The College reserves the right to pursue the payment of any outstanding fees and levies through alternative means, including legal action, if acceptable arrangements cannot be agreed to with the Fee Payer/s.

## Extra-Curricular Activities

- A student enrolled in an extra-curricular activity which incurs costs when outstanding fees/levies exist, either for a prior year and/or arrears for the current year, cannot participate.

## Enrolment Fee

- The College will charge an Enrolment Application fee at the time an application is received. The Enrolment Application Fee is non-refundable/non-transferable.
- The College will charge an *Enrolment Acceptance Fee* at the time that an offer of enrolment is made. The amount of this fee will be set by the College Advisory Committee in October of each year, applicable for enrolment offers made in the following year. (see also Section 11)
- Part of the Enrolment Acceptance Fee will be credited to each Parent's account/s upon the commencement of the student/s at the College.

## Re-Enrolment Fee

- An annual *Re-enrolment Fee* will be charged for each student, Years Prep to 11, in October each year. The Re-enrolment Fee is non-refundable/non-transferable
- A *Re-enrolment Form* will be sent to Parents in October each year. This form will be required to be returned to the College no later than the start of term four in regard to each student enrolled in Years Prep to 11 of the current year.
- The amount of the re-enrolment fee will be set by the College in September of each year, applicable for the following year.
- The amount of this fee will be credited against the following year's fees upon the student/s recommencing their studies in the following year.
- Where notice of withdrawal is provided in accordance with this Policy (see Section 11) the *Re-enrolment Fee* will be cancelled.

## Students Commencing During Term

- Students commencing at Marymede Catholic College mid-term will be required to pay full fees for that term where the term is half complete or less.
- Where the term is more than half-complete, pro rata fees will be charged on a weekly basis for that term.
- Full fees will be applicable for any remaining terms for that year.
- All levies for activities yet to be undertaken will be fully charged.

## Prolonged Periods of Absence

Special arrangements for periods of absence greater than 18 weeks will be determined on an individual basis, following consultation with the Principal. Any outstanding fees or levies that exist at the time of commencing a period of prolonged absence are expected to be paid in full before the period of prolonged absence commences, unless prior arrangements have been made with the Business Manager and approved by the Principal.

## Exchange Students

- Marymede Catholic College is supportive of International Exchange Student Programs.
- The question of tuition fees will be considered on a case by case basis. Exchange students will be expected to pay all subject levies, compulsory camp levies, and for any elective activities that they are to participate in.
- Students from Marymede Catholic College embarking on an Exchange Student Program
  - Will be charged a holding deposit, equivalent to 25% of the annual Tuition Fee. The holding deposit will be credited against the Fee Payer's account upon the return of the student to the College.
  - The student's place at Marymede Catholic College will be guaranteed on return:
    - Subject to all outstanding fees or levies at the time of this period of exchange being paid in full prior to the student leaving the College, unless prior arrangements have been made with the Business Manager and approved by the Principal

- On the condition that the exchange does not exceed twelve months, and the student does not remain overseas in excess of the period of the exchange.
- One term's notice will be required if the student elects not to return to the College at the conclusion of the exchange period. An Exit Fee will be charged where insufficient notice is received by the College.

## Students Exiting Before Completion of Year 12

The College bases its staffing and other related educational expenses on the student population as indicated by the Re-enrolment forms received at the beginning of Term Four each year. In addition to the Re-enrolment forms, the College also relies on the Confirmation of Acceptance of new enrolments that it has received.

Where a student exits the College mid-term, or where an enrolment offer has been accepted by a Parent/s and then the applicant is withdrawn prior to commencing at the College, or a Re-enrolment form has been submitted and later withdrawn, it cannot be assumed that another student is waiting to fill the position. The College is committed to its annual expenditure and could not reasonably consider refunds in these cases.

- For new enrolments, where a position is accepted and at a later date this acceptance is revoked prior to commencing at the College, the amount paid in relation to the Enrolment Fee shall be forfeited to the College.
- For existing students a minimum of ten weeks notice, in writing, advising of the last day in attendance at the College is required.
  - In the absence of such notice, an Exit Fee equal to one quarter of a full year's fees will be required to be paid.
  - The Exit Fee will be charged on a pro-rata basis where a reduced period of notice is given prior to the student's departure from the College.
  - There will be no refund for extra-curricular activities or for external charges relating to VET, VCAL or SBAT.
  - No proportion of the current term's fees and levies will be reimbursed.
  - No refund will be given for any activities which have already been undertaken by the student, or for any resources issued.
  - Parents may appeal to the Principal in writing should they believe that their circumstances are exceptional.

## Collection Guidelines

- Parents acknowledge their obligation to pay fees and levies, as charged, for the provision of educational services to their children and to adhere to the policies of the College when they sign the Enrolment Application Form. Parents commit to pay fees and levies when they sign the Enrolment Acceptance Form.
- Amount due to be paid from February to October in the current year
- Normal terms of payment are quarterly in advance. Quarterly instalments by the end of the first week of each Term. The College also offers the option to enter into an approved payment scheme on a weekly, fortnightly or monthly basis.
- The full amount of the year's fees and levies will be shown on the initial account.
- Amounts payable in connection with charges for extra-curricular activities, non-compulsory events, the supply of non-standard materials or the reimbursement to the College for lost or damaged equipment, will be charged as necessary. Payment for these charges will be required within fourteen days of the invoice being issued unless otherwise stated on the invoice.
- The Business Manager will monitor the payment of fees and levies and contact Parents when they fail to meet their obligations. The Principal will provide support and guidelines for the commission of this task.
- Payments made against accounts will be applied.

## Standard Collection Procedure

The fee collection process is as follows:

- In February of each year, the College will forward to Parents an invoice/statement for the current year.
- A message reminding Parents to contact the College if there are difficulties meeting fee and levy payments will be included on each statement.
- Parents with an outstanding balance will be issued a statement on a monthly basis, showing the outstanding balance as at that point of time.
- If payment is not received, contact will be made with the Parents.
- In the absence of a response the matter will be forwarded to a collection agency.
- Legal processes may be used to recover money owing if all other collection procedures fail. The College reserves the right to recover legal costs incurred in the course of recovering outstanding debts.

## Special Circumstances – Financial Hardship

A reduction in the amount of Tuition Fees payable due to financial hardship may be considered upon receipt of a formal written application/statutory declaration from the Parents using the College's standard application form 'Application for Special Assistance - Fees'. Application forms are available upon request from the Finance Office. Supporting documentation must be included with the application.

- Any application received without a complete and executed statutory declaration will be declined. The statutory declaration must be signed by all parties to the account.
- Prior to submission to the Principal for approval, the Principal and the Business Manager will meet to consider each application on its individual merits considering:
  - Data available regarding past payment practices, discounts received and support the family may have given the College by other means, e.g. Parents and Friends Association, College functions and events.
  - After verification of amounts received for Camps Sports and Excursions Fund, Family Allowance or other sources.
- The calculation of the level of assistance available will be based on the formula as approved by the Principal.
- Financial Hardship Assistance can be granted in relation to College Tuition Fees and Building Levy only. Assistance is not available for payment of Resource Levies, books, stationery or uniforms, extracurricular activities or external charges.
- Assistance is provided on an annual basis. New documentation will be required for subsequent years.
- The Business Manager will write to the Parents advising them of the outcome of their application.
- The College will monitor each family who receives Financial Hardship Assistance in order to ensure that agreed payment schemes are adhered to.
- Where the College becomes aware that information supplied on the statutory declaration is false, the matter will be referred to the College for consideration as to the repercussions. Where the College is satisfied that a fraudulent act has taken place, the matter may be referred to the Victoria Police for action.