

2021 Summary of College Fees Levies and Discounts

FEES, LEVIES & DISCOUNTS 2021	
Primary	
Single Student Fee (Prep to Year 6)	\$3,643
Family Fee: 2+ children (Prep to Year 6)	\$5,261
E-Resource Fee (Prep to Year 2)	\$120
E-Resource Fee (Year 3 to Year 4)	\$300
E-Resource Fee (Year 5 and Year 6)	\$350
Building Levy (per family)	\$300
Combination Padlock (Year 5 & 6)	\$15
Secondary	
Year 7	\$5,926
Year 8	\$5,926
Year 9	\$6,248
Year 10	\$6,248
Year 11	\$6,560
Year 12	\$6,560
E-Resource Fee	\$650
Building Levy (per family)	\$300
Combination Padlock (Year 7 to 12)	\$15

LEVIES

- An E-resource Fee is applied to each Primary and Secondary student to enhance technology across the College at present and for future years.
- Each family is charged a single Building Levy of \$300

DISCOUNTS*

For Students from the Same Family

- 3% discount will apply to the Primary Family Fee (see Fee Policy, Section 3 for explanation)
- 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

DISCOUNTS FOR ADVANCED AND DUE DATE PAYMENT OF FEES*

1 Payment	19 February		5%
2 Payments (50% each)	50% due 19 February	50% due 25 June	2.5%

*Discount paid on the TOTAL tuition fee made on the last payment

ENROLMENT TERMS AND CONDITIONS

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DEFINITIONS

“Agreement” means this Agreement, and any subsequent variations made from time to time by the College and advised in writing by the College to the Parents

“Application for Concession” means the application for reduction of fees in selected circumstances to be made via an application form which can be obtained from the College Finance Office

“Building Levy” means the sum prescribed by the College from time to time as set out in the annual Summary of College Fees, Levies and Discounts and charged per family

“College Policies” means obligations as to conduct published by the College including the College website, including, without limitation any codes of behaviour for the students of the College, Child Safety policies and Fee Policy as amended, and all College policies as otherwise advised by the College from time to time

“the College” means Marymede Catholic College ABN 87 948 696 214 trading as Marymede Catholic College of 60 Williamsons Road South Morang VIC 3752

“Enrolment Fee” means the non-refundable and non-transferrable fee as determined by the College payable by the Parents upon accepting an offer of enrolment at the College

“Fees” means all fees and amounts payable to the College including Tuition Fees, Building Levy, E Resource fees, family levies and additional charges

“Building Levy” means the sum prescribed by the College from time to time and set out in the annual Summary of College Fees, Levies and Discounts and charged per family

“Parents” means the person or persons named as parent/s or guardian/s of the student/s being enrolled and unless advised otherwise in writing are the person or persons authorised to deal with the College on all issues relevant to the student and the student’s enrolment at the College

“Re-Enrolment Fee” means the fee charged by the College and paid by the Parents indicating a student’s intention to return the following year. It is subtracted from the following year’s Composite Fee. The fee is non-refundable and non-transferrable

“Student” means the student/s being enrolled and named as the student in this Agreement and the Application for Enrolment

“Summary of College Fees and Charges” means the annual written document published by the College Board setting out the scale of fees to be charged by the College for tuition fees and other charges

“Tuition Fee” is the fee billed annually in advance for tuition fees and other charges invoiced by the College, unless otherwise stated and set out in the annual Summary of College Fees, Levies and Discounts and charged per student.

1. DISCLOSURE

- 1.1 The College provides a school curriculum for Prep to 12 students. Years 11 and 12 are based on the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) standards (or equivalent if superseded).
- 1.2 The Parents will advise the College of any matter relating to the student's individual circumstances insofar as these may impact on his/her physical, functional, emotional or educational needs including any disability, physical or intellectual impairment, mental illness, psychological issue or relevant family circumstances, particularly where the College is required to provide additional support to the student.
- 1.3 Where, during the course of a student's enrolment, new information becomes available that is material to the student's educational and/or safety/wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the College promptly.
- 1.4 The Parents acknowledge that this information is required by the College to assess the educational, developmental, physical and social needs of the student and if this information is not provided or is inadequately disclosed to the College, the Principal may in his/her absolute discretion decline to enrol the student or terminate the student's enrolment.
- 1.5 The College acknowledges its rights and obligations under the Disability Standards for Education pursuant to the *Disability Discrimination Act*.
- 1.6 The Parents will keep the College updated of any changes to the student's medical details and/or contact details including emergency contact details and also the Parents' employment details, business address, residential address, email address and contact telephone numbers and any changes to parenting orders, and will notify the College within seven days of a change occurring.

2. ENROLMENT FEE

- 2.1 The Enrolment Fee is payable by the Parents on the signing of this Agreement.
- 2.2 The Parents acknowledge that \$400 of the Enrolment Fee will be credited to the first annual account for fees.

3. CONTINUED ENROLMENT CONDITIONS

- 3.1 The Parents acknowledge that it is an express condition of enrolment and continued enrolment that the student and the Parents comply with the College Policies. The Parents agree to support the College in relation to the academic curriculum, sports, pastoral care and College behaviour aims and Code of Conduct. They agree to maintain positive and respectful relationships with peers and staff within the College and general operations of the school. The Parents further agree to share a mutual obligation with the College in supporting the student's compliance with the College Policies and understand that continued enrolment is at the absolute discretion of the Principal, having regard to the best interests of the other students, staff and the College community.
- 3.2 The Parents further agree and acknowledge that at the discretion of the Principal, the College has the absolute right to dismiss or suspend a student for any act of serious misconduct, major infringement or continuous unacceptable behavior and for unsatisfactory attendance, conduct or performance, or failure by either the student or Parents to obey the College Policies or for any other reason considered by the Principal to be reasonable in all the circumstances.
- 3.3 Without limiting the generality of the foregoing, the Parents acknowledge that the Principal has the absolute right to dismiss or suspend the student owing to the failure by the student to behave in a socially acceptable manner outside school hours.
- 3.4 The College also reserves the right to remove any student from the College on the grounds of unacceptable behaviour or any other reason considered by the Principal to be reasonable in all the circumstances.
- 3.5 The Parents agree to support the student's participation in the religious life of the College (e.g. College liturgies, retreat programs)

4. PARENTS' RIGHTS AND RESPONSIBILITIES

- 4.1 The Parents acknowledge and accept that participation in a broad range of activities within and outside the College's grounds, such as outdoor education, excursions, camps and sporting activities and attendance at College functions is an essential part of a student's education and involvement in the school community, and a compulsory part of the College curriculum.
- 4.2 The College will proceed and act on the basis that each Parent has equal rights and responsibilities in relation to the student and will rely on the authority of either parent in connection with matters concerning the student unless either:
- (i) the College is supplied with a Court Order or written authorisation signed by the Parents which provide otherwise; or
 - (ii) the Principal in his/her sole discretion is satisfied in all of the circumstances that there is a good reason to vary the arrangement and has advised the Parents in writing of his/her intention to do so; or
 - (iii) the College is satisfied in all the circumstances that there is reason to act on one Parent's instructions and not the other.
- 4.3 The Parents acknowledge they are jointly and severally liable to the College for payment of the Fees and any other charges under this Agreement, regardless of the person/s to whom the account may be addressed, or by whom accounts are or have been paid. This liability shall continue regardless of any changes after the date of this Agreement to the relationship between the Parents, or any Court Order as between the Parents, or any child support or other arrangements between the Parents.
- 4.4 The Parents will immediately notify the College if they experience financial difficulties to discuss the options available.

5. FEES

- 5.1 The Fees for each academic year will be set annually by the College and notified to parents within a reasonable time thereafter. The current Summary of College Fees, Levies and Discounts is provided with this Agreement. The Parents acknowledge that the Fees are subject to annual increase at the discretion of the College.
- 5.2 The College Fee covers costs of tuition equipment and access to services as set out in the annual, Summary of College Fees, Levies and Discounts.
- 5.3 Additional fees are charged for optional activities, including, but not limited to special subjects, extra-curricular activities and private bus travel. Accounts for additional Fees are issued separately and payable in accordance with the terms stated in those accounts.
- 5.4 Fees for private music lessons are charged per semester and payable in advance.
- 5.5 The College Fees, Levies and Discounts is billed annually in advance.
- 5.6 A Fee Account will be issued in January of the year of tuition (or as otherwise varied by the College)
- 5.7 Accounts are due and payable as set out in the Summary of College Fees, Levies and Discounts ("the due date") or as otherwise specified by the College on the Fee Account.
- 5.8 The College may agree to allow the Parents to pay the Fees by Direct Debit instalments from a savings account or credit card. Parents may nominate a frequency of payment ("the instalment due date") from the choices offered by the College and if the College agrees, a schedule of payments and instalment due dates will be printed on the Parent's Fee Account. There is no surcharge for payment by credit card. Any failure to make instalment payments as agreed will result in the full balance of the Fees becoming immediately payable and the College may take such action including by way of debt recovery or legal action as it sees fit to recover the balance fees outstanding to it.
- 5.9 Payment arrangements will remain in place for the duration of the student's education unless otherwise agreed.
- 5.10 Where the Parents do not request to pay by instalments as set out in clause 5.8, the account is payable in full by February in accordance with clause 5.8 and if payment is not made by the due date, the College is entitled to treat the Parents as being in breach of this agreement.
- 5.11 Where special circumstances exist, alternative payment plans, and extensions of time may be negotiated with the College Finance Office.
- 5.12 The College reserves the right to nominate the payment method for the collection of any additional fees charged.

- 5.13 Fee accounts will be invoiced to both parents unless one parent provides notification in writing (and the College agrees) that they will take sole responsibility for payment. Where the parents provide evidence that fees are subject to a court order, then subject to clause 4.3, the College may invoice fee accounts in accordance with the court order however this does not abrogate the Parents' joint and several liability to the College for the Fees.
- 5.14 A Parent may give a minimum of one Term's Notice that the Parent is to be no longer bound by this Agreement. The withdrawing Parent will remain liable for all of the Fees and charges incurred in relation to the Student for one Term after the College receives the Notice.
- 5.15 Where a Parent has notified of his/her intention to no longer be bound by this Agreement, the College reserves the right, in those circumstances, to either terminate the enrolment of the Student or enter into a new enrolment contract with a replacement person who accepts the financial responsibility for the payment of future Fees.
- 5.16 Other than as set out in this Agreement, credits for or refunds of Fees will not be provided by the College and fees will not be pro rata or not levied in the event that the student is absent from the College for any period of time for any reason including, without limitation, that the student does not commence at the College at the beginning of any Term or the student's departure from the College before the end of any Term.
- 5.17 Notwithstanding clause 5.16 above, students enrolling during the school year will be charged Tuition Fees and family levies on a pro-rata basis. Subject levies and booklist items are charged in full.
- 5.18 If the student is dismissed from the College under clause 3.2 and 3.3 of this Agreement, Fees shall be payable up to and including the end of the student's final week at the College. A termination fee of 25% of the Tuition Fee shall be immediately payable by the Parents. Charging of the termination fee is not a penalty but a calculation of the genuine economic loss incurred by the College. All other Fees, Levies and charges will not be pro-rated.
- 5.19 No Tuition Fee relief shall be payable by the College nor sought by the Parents if the student is suspended from the College for a finite period.
- 5.20 No refund is payable where the Student's enrolment is cancelled for any of the reasons set out in clause 8.1.1.c to 8.1.1f or for failure of the student to maintain satisfactory course progress or attendance.
- 5.21 The College does not offer a pro-rata fee for part-time students. Students studying selected subjects or courses externally (e.g. students enrolled in VCAL or VET subjects studied externally) are considered full time students.
- 5.22 The Parents shall be entitled to a sibling discount as set out in the annual Summary of College Fees and Charges (or as otherwise prescribed by the College from time to time), if two or more of their children are enrolled concurrently at the College.

6. NON-PAYMENT OF FEES

- 6.1 If the Fees are not paid by the due date or the instalment due date as applicable, the Parents will be in default of this Agreement and the balance of the total Fees, Levies and charges for the student and all outstanding amounts will become immediately due and payable. In these circumstances interest will accrue on the reducing balance of the Tuition Fees from the due date at the rate set out and amended from time to time in the *Penalty Interest Rates Act 1983*. Interest may be waived at the discretion of the Principal.
- 6.2 Where fees are not paid by the due date, the student is not permitted to incur additional costs by participating in non-curriculum elective activities until such time as the fees are brought up to date.
- 6.3 It is a requirement of the College that all fees are fully paid and up to date if a student applies to join a College trip overseas. Under no circumstances will a student be permitted to join a group travelling overseas if any outstanding fees are noted on the account.
- 6.4 Recipients of reduced fees (refer Fee Policy) are not eligible to participate in optional activities incurring additional costs such as interstate and overseas tours or immersions.
- 6.5 It is incumbent on Parents experiencing financial hardship to contact the College Finance Office to discuss the options available. Where satisfactory arrangements cannot be made, a student's enrolment may be at risk.

- 6.6 The College reserves the right to suspend or terminate the enrolment of a student and refuse to readmit the student at the commencement of a new Term should there be outstanding fees. At the discretion of the Principal, the student's enrolment will not be reinstated until all outstanding fees are paid in full or until an approved payment arrangement has been entered into with the College and the Parents are complying with that arrangement.
- 6.7 Where an enrolment has been terminated reinstatement of the enrolment agreement will be at the discretion of the Principal.
- 6.8 Fee reductions may be available in cases of demonstrated financial hardship. Parents can apply for an annual reduction of fees via the 'Request for fee assistance' form available from the Finance Office.
- 6.9 The quantum of annual fee reduction is subject to the discretion of the Principal whose decision is final.
- 6.10 Applications for special circumstances/financial hardship and resulting arrangements are subject to mutual obligations of confidentiality.
- 6.11 The Parents agree that they shall be liable to the College for any and all costs incurred by the College in recovering outstanding Fees by any means, including legal action.

7. WITHDRAWAL (TEMPORARY OR PERMANENT) OF CHILDREN

- 7.1 Parents are required to give one term's written notice of a student withdrawal. Subject to receiving one term's written notice, pro-rata adjustments will be applied to the final account as follows:
- 7.1.1 Student Fees - Tuition Fees are payable until the end of the week in which the student leaves the College
 - 7.1.2 Private Music Lessons (if applicable) are payable until the end of the term
 - 7.1.3 Subject levies and Booklist items are not subject to credit.
 - 7.1.4 Extra subject fees, for example, courses offered by external providers, cannot be refunded unless a corresponding credit is issued by the provider.
- 7.2 If one term's notice is not provided in writing, one term's fees will be charged. Charging of the termination fee is not a penalty for withdrawal without notice but a calculation of genuine economic loss incurred by the College.
- 7.3 Parents may apply to the Principal for exemption from the provision of one term's notice in certain circumstances (pastoral reasons).
- 7.4 Parents are to provide advance written notice to the College for a student's planned absence from the College for periods of two terms or greater. Students who will be absent for two terms or more with an expected year of return may apply to suspend their enrolment. The fee account must be paid in full. A non-refundable holding fee of 10% of the annual Tuition fee is payable to secure the enrolment. The deposit will be credited against future fees.
- 7.5 The College does not offer fee reductions to families electing to travel unless it can be demonstrated fees are being paid for an approved exchange program.

8. TERMINATION

- 8.1 The College may terminate this Agreement and cancel the enrolment of a Student upon provision of 7 days written notice if:
- 8.1.1 the Parents and or the Student are in default of the terms of this Agreement including but not limited to where:
 - a. The student does not commence their course on the start date and the student has not previously withdrawn from the course, provided the College has not failed to start or provide the course on the start date;
 - b. The student withdraws from the course either before or after the start date;
 - c. Parents have not paid any fees or charges due in accordance with this Agreement
 - d. The Student's misbehaviour, provided the College has accorded the Student natural justice before terminating the enrolment
 - e. Parents do not provide the College with important information about the student/s;
 - f. Parents or students breach a College policy.
 - 8.1.2 in its absolute discretion the College considers it appropriate to do so.

9. SECURITY FOR PAYMENT OF FEES

- 9.1 In consideration of the College, accepting the Parents' application for enrolment of the student and offering the student a position at the College, the Parents charge any interest the Parents have now or in the future either solely or jointly or as tenants in common in any real estate to secure the repayment of any amount the Parents owe to the College from time to time. The Parents acknowledge the College's right pursuant to the security hereby given to lodge a caveat on any real estate in which the Parents have such an interest. The Parents further acknowledge that the security hereby given will continue until the College gives a final release in respect of it.
- 9.2 The Parents further agree to pay the College's legal costs and disbursements (calculated on an indemnity basis) of and incidental to the preparation, stamping and registration of the security hereby given in accordance with clauses 9.1 and its subsequent discharge or costs incurred in protecting or exercising its rights in respect of the security hereby given.

10 GOVERNING LAW

This Agreement will be governed by the laws of the State of Victoria and all parties irrevocably and unconditionally submit to the exclusive jurisdiction of the Courts of Victoria.

11 ACCIDENTS, INJURIES, THEFT AND DAMAGE

The College prides itself on the level of care and provision of a safe learning environment for all students. However, even in a safe learning environment, accidents, injuries, theft and damage can still occur. The College does not accept liability for such events and it is recommended that parents consider appropriate insurance to cover any losses. Adequate care of personal property is the responsibility of the student. The College's insurers may be able to offer some assistance to students who are injured while undertaking supervised school activities. Individual circumstances will need to be discussed with the College Business Manager.

12 GENERAL MEDICAL CONSENT

- 12.1 In the event of an injury or illness to the Student, at school, travelling to or from the College or while taking part in an organised school activity, the Parents authorise the College by its agents or servants, where they are unable to contact any of the Parents or emergency contacts, or it is otherwise impracticable to contact the Parents, to:
- administer such first aid as they may judge to be reasonably necessary;
 - call an ambulance for the student; and
 - the Parents consent to the student receiving such medical dental or surgical attention as may be deemed necessary by a medical practitioner.
- 12.2 The Parents accept responsibility for any expenses arising from such first aid, ambulance, medical, dental or surgical attention.
- 12.3 The Parents acknowledge that any subsequent medical consent requested via electronic means or otherwise, on an individual excursion form, or otherwise, exists to expedite the accessibility of medical attention and in no way diminishes the nature and scope of this consent.

13. THE PRIVACY ACT PROVISIONS AND THEIR APPLICATION TO THE COLLEGE

The College abides by the requirements of the Commonwealth Privacy Act 1988 and amendments, and of the Victorian Health Records Act 2001. A copy of the College *Privacy Policy* is available for viewing on the College web site.

The College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. The primary purpose for collecting this information is to enable the College to provide the most appropriate schooling for its students and to enable them to take part in all the activities of the College.

Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

Laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Parents are asked to provide medical reports about their children from time to time.

The College from time to time discloses personal and sensitive information to others for administrative and educational purposes including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, Schools within other dioceses/other dioceses, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.

Personal information collected from students is regularly disclosed to their parents or guardians. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

The College Privacy Policy also sets out how Parents and students may complain about a breach of privacy and how the College will deal with such a complaint.

The College from time to time engages in fundraising activities. Information received from Parents may be used to make an appeal to them. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose personal information to third parties for their own marketing purposes without the Parents' consent.

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters, magazines, college website and on social media. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines and on its intranet. The College will obtain separate permissions from the students' parents prior to publication if it would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public.

The College may include students' and parents' contact details in a class list and College directory.

Where the Parents provide the College with the personal information of others, such as emergency contacts, the Parents are encouraged to inform the other parties that they are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

The College occasionally uses contractors to assist the school in its functions and may disclose relevant personal information to these contractors to enable them to meet their obligations.

FEE POLICY

This Policy is to be read in conjunction with CEOM Policy 2.27 – School Fees, the *Marymede Catholic College Enrolment Policy*.

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.

1. FEES

- 1.1. 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.
- 1.2. Tuition Fees will be set by the Board of Governance in October of each year for the following school year.
- 1.3. Once set, Tuition Fees will not be altered during the year in which they apply except for extraordinary circumstances.
- 1.4. Parents will be notified in writing each October of the amount of the Tuition Fees for the following year.

2. LEVIES

- 2.1. Levies will be set by the Board of Governance in October of each year for the following school year.
- 2.2. Levies will be set at a level to recover expected costs.
- 2.3. 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.
- 2.4. Once set, Levies will not be altered during the year in which they apply except for extraordinary circumstances
- 2.5. Parents will receive a Fee Statement in February of each year outlining the Levies payable for the school year.
- 2.6. Levies relating to non-compulsory activities may be charged throughout the year. Charges will be made based on participation in these activities.
- 2.7. Where a student is enrolled in VET/VCAL subjects conducted by an external institution, the College will pass on any charge it receives in relation to this course. If a rebate is received by the College from the Catholic Education Commission of Victoria in relation to this external course, this rebate will be passed on and credited against the Parents account at the time it is received by the College.

3. DISCOUNTS

- 3.1. Multiple Concurrent Enrolments
 - 3.1.1. There will be no further discounts offered on fees set in levels Prep to Yr. 6.
 - 3.1.2. 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)
 - 3.1.3. 10% discount for a 2nd Secondary student;
 - 3.1.4. 20% discount for a 3rd Secondary student; and
 - 3.1.5. 100% discount for a 4th Secondary student

3.2. Early Settlement

- 3.2.1. 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 Finance Committee and communicated with Parents at the time of the annual accounts being distributed.

3.3. Financial Support

- 3.3.1. A discount of an amount as determined by the Board of Governance will be given in regard to each student for whom the *Educational Maintenance Allowance* (EMA) is received by a Parent in the first semester of each year.

4. PAYMENT OF FEES AND LEVIES

- 4.1. By signing the *Enrolment Acceptance Form*, 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.
- 4.2. Where Parent circumstances change and a change in the responsibility for the payment of future fees and levies occurs,
- 4.2.1. The College must be notified in writing, using the proforma obtainable from the College.
- 4.2.2. The effective date of this change must be clearly stated.
- 4.2.3. The change must be authorised, where practicable, by each party responsible for the payment of past and/or future Fees and Levies.
- 4.2.4. 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 or the Business Manager.
- 4.2.5. 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.
- 4.2.6. 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.
- 4.2.7. Payments are to be made at least monthly, over a period of time as agreed with the Business Manager. This agreement will be formally approved by the Principal of the College.
- 4.2.8. 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.

5. EXTRA CURRICULAR ACTIVITIES

- 5.1. 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.

6. ENROLMENT FEE

- 6.1. The College will charge an Enrolment Application fee at the time an application is received. The Enrolment Application Fee is non-refundable/non-transferable.
- 6.2. 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 Board of Governance in October of each year, applicable for enrolment offers made in the following year. (see also Section 11)
- 6.3. 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.

7. RE-ENROLMENT FEE

- 7.1. 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
- 7.2. 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.
- 7.3. The amount of the re-enrolment fee will be set by the Board of Governance in August of each year, applicable for the following year.
- 7.4. 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.
- 7.5. Where notice of withdrawal is provided in accordance with this Policy (see Section 11) the *Re-enrolment Fee* will be cancelled.

8. STUDENTS COMMENCING DURING TERM

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

9. 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.

10. EXCHANGE STUDENTS

- 10.1. Marymede Catholic College is supportive of International Exchange Student programs.
- 10.2. 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.
- 10.3. Students from Marymede Catholic College embarking on an Exchange Student Program
 - 10.3.1. 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.
 - 10.3.2. The student's place at Marymede Catholic College will be guaranteed on return:
 - 10.3.2.1. 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
 - 10.3.2.2. 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.
 - 10.3.3. 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.

11. 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.

- 11.1. 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.
- 11.2. For existing students a minimum of ten weeks notice, in writing, advising of the last day in attendance at the College is required.
- 11.3. 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.
- 11.4. 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.
- 11.5. There will be no refund for extra-curricular activities or for external charges relating to VET or VCAL.
- 11.6. No proportion of the current term's fees and levies will be reimbursed.
- 11.7. No refund will be given for any activities which have already been undertaken by the student, or for any resources issued.
- 11.8. A credit will be issued for levies relating to those activities which have not yet been accessed or for resources not yet issued.
- 11.9. Parents may appeal to the Principal in writing should they believe that their circumstances are exceptional.

12. COLLECTION GUIDELINES

- 12.1. 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.
- 12.2. Normal terms of payment are quarterly in advance. Quarterly instalments are due by 4.00 pm on the nominated due dates. The College also offers the option to enter into an approved payment scheme on a weekly, fortnightly or monthly basis.
- 12.3. The full amount of the year's fees and levies will be shown on the initial account.
- 12.4. 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.
- 12.5. The Business Manager will monitor the payment of fees and levies and make contact with parents when they fail to meet their obligations. The Finance Committee will provide support and guidelines for the commission of this task.
- 12.6. Payments made against accounts will be applied.

13. STANDARD COLLECTION PROCEDURE

The fee collection process is as follows:

- 13.1. In February of each year, the College will forward to Parents an invoice/statement for the current year.
- 13.2. A message reminding Parents to contact the College if there are difficulties meeting fee and levy payments will be included on each statement.
- 13.3. Parents with an outstanding balance will be issued a statement on a monthly basis, showing the outstanding balance as at that point of time.
- 13.4. If payment is not received, contact will be made with the Parents.
- 13.5. In the absence of a response the matter will be forwarded to a collection agency.

- 13.6. 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.

14. 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 'Request for Fees Assistance'. Application forms are available upon request from the Finance Office. Supporting documentation must be included with the application.

- 14.1. 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.
- 14.2. Prior to submission to the Finance Committee for approval, the Principal and the Business Manager will meet to consider each application on its individual merits taking into account:
- 14.2.1. 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.
 - 14.2.2. After verification of amounts received for Austudy, Education Maintenance Allowance, Family Allowance or other sources.
- 14.3. The calculation of the level of assistance available will be based on the formula as approved by the Finance Committee.
- 14.4. Financial Hardship Assistance can be granted in relation to College Tuition Fees and Building Levy only. Assistance is not available for payment of Subject Levies, books, stationery or uniforms, extracurricular activities or external charges.
- 14.5. Assistance is provided on an annual basis. New documentation will be required for subsequent years.
- 14.6. The Business Manager will write to the Parents advising them of the outcome of their application.
- 14.7. The College will monitor each family who receives Financial Hardship Assistance in order to ensure that agreed payment schemes are adhered to.
- 14.8. Where the College becomes aware that information supplied on the statutory declaration is false, the matter will be referred to the Finance Committee for consideration as to the repercussions. Where the Finance Committee is satisfied that a fraudulent act has taken place, the matter may be referred to the Victoria Police for action.

15. THE ROLE OF THE PARISH PRIEST

Parish Priests are invited to refer families whom they believe would qualify for fees assistance. Where the Parish Priest believes there may be exceptional circumstances that might require a variation to the standard procedures, the Parish Priest will refer the matter to the Principal who will personally interview the family.

The Principal will make the ultimate decision as to the basis upon which the family will be accepted and will convey this to the family in writing.

A copy of this policy will be forwarded to Parish Priests and Principals of feeder schools.

Ratified: Association of Delegated Canonical Administrators



A COMPLETE EDUCATION
A PREP TO YEAR 12 CATHOLIC CO-EDUCATIONAL COLLEGE



MARYMEDE
CATHOLIC COLLEGE
— In the way of Mary —