

## SCHOOL FEE AND LEVY POLICY

The fees and levies collected Mt Maria College Petrie are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

**It is the responsibility of all families to contribute to the education of their children in Catholic Schools.**

### ISSUING OF ACCOUNTS

College fees are issued at the commencement of each term. The statement will show the following:

- Single Child Fee or Family Fee – which is the tuition fee, charged to educate your child or children.
- P&F Levy - charged by the P&F Association to provide benefits such as Computer upgrades and general classroom resources.
- Building Fund Levy – is now a compulsory levy and no longer tax deductible. It is used to maintain and provide new buildings and ground enhancements.
- Senior Surcharge – charged over and above the single or family fee for students in Yr 11 and 12 only.
- Tuition levy – includes various costs such as library levy, sport & cultural levy, general consumables, yearbook, subject levies - which covers the costs of activities/excursions, photocopying and consumables, camps, laptops and a general Technology levy.

**Parents are asked to pay the account within 14 days of the date of issue. The due date is shown on the account.**

### EARLY PAYMENT DISCOUNT

A discount of 5% is offered to families who pay their yearly fees in advance by the due date in February.

### PART TIME STUDENTS

On occasions, it may be agreed by Administration and parents, that a student might benefit from attending school on a part time basis, perhaps to get them through a difficult period. Reduced fees are at the discretion of the College Principal.

### NOTICE OF TERMINATION

The College requires one term's notice (in writing) of termination of enrolment. A penalty will be charged if adequate notice is not given. Should there be extenuating circumstances, the decision regarding penalty shall be at the Principal's discretion.

### REFUNDS

If adequate notice of termination is given and fees and levies are up to date, parents/carers may request a refund of fees paid in advance. Requests must be made in writing.

### METHODS OF PAYMENT

- CASH, CHEQUE/MONEY ORDER
- EFTPOS – DEBIT CARD (Savings or Cheque Account).
- CREDIT CARD (Master Card, Visa Card) – these payments can be made in person, or by completing the tear off section on the bottom of your Statement. You can also arrange for us to automatically debit your credit card on nominated days each month.
- BPAY – details appear on your statement.
- DIRECT CREDIT INTO MT MARIA BANK ACCOUNT – please contact the Finance Office for further details.
- DIRECT DEBIT – ADF (Archdiocesan Development Fund) – Ensure that the commencement date is at least 14 days after returning the form to the College. Available for both debit and credit card accounts.
- BPOINT – a link to BPOINT will be included in your emailed fee statement

### CONCESSIONS

In cases of financial hardship the College will consider offering a concession on Tuition and Building Fund Fees. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of the new school year. Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including, Wages, Youth Allowance, all other Centrelink payments etc, as well as housing costs e.g. rent or mortgage. Once granted, Acceptance of Concession letter and form will be posted for your approval and signature. These will then be returned to the College and the concession processed. All concession applications and approvals are strictly confidential.

### PAYMENT DIFFICULTIES

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the College as soon as possible, before the due date. We will then be in a position to offer some assistance such as extending the time to pay or offering a payment by installment option. In cases of extreme financial hardship, the College will consider granting a fee concession.

**No Catholic child is excluded from BCE Catholic schools on the grounds of genuine inability of families to pay fees.**

### OVERDUE ACCOUNTS

It is easy to overlook an account in the rush of everyday life and for this reason we send an Account Rendered – Reminder Notice for unpaid accounts after the due date. On rare occasions people fail to pay their account, do not respond to reminder notices and do not contact the College to make alternative arrangements. In these instances the College is reluctantly forced to engage the services of a professional debt collection agency. Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the College's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

### WILFUL DAMAGE

It is a policy of Archdiocesan Colleges to invoice families for breakages or damage to College property caused by their student, if that damage was wilful and intentional.

**Should you require further information, please feel free to contact the Finance Department at the College between 8.30am and 4.00pm.**