



## School Fee Collection and Payment Policy

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

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

The Parents and Friends Association also collect a levy through our fee structure.

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

### ***Issuing of Accounts***

School fees are issued at the commencement of each term, usually in the first week. The statement will show the following:

- Single child fee or family fee – which is the tuition fee, charged to educate your child/children.
- P&F Levy – charged by the P&F Association to provide benefits to the school such as air conditioning, beautification projects and student activity resources.
- Senior surcharge – For students in Years 11 and 12 only.
- Tuition Levies – includes various costs – library levy, sport and cultural levy, technology levy, yearbook, general consumables, subject levies – activities/excursions, camps and the laptop program.
- Capital Levy – used to maintain or to provide new buildings and ground enhancements.

**Parents are asked to pay the account within 14 days from 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 end of February.

### ***Methods of Payment***

Payment may be made by cash, cheque, EFTPOS, BPAY and Direct Debit facilities are also available for credit or debit accounts.

### ***Notice of Termination***

The College requires one term's notice (in writing) of termination of enrolment. Term fees and levies will apply if inadequate notice on intended termination is not provided.

### ***Reminder Notices***

An Account Rendered – Reminder Notice is forwarded for accounts that are **unpaid after the due date**. Should accounts continue to remain outstanding, a member of the Finance Team will make contact to discuss the outstanding fees. A final notice will then be sent giving a further two (2) weeks to pay.

### ***Payment Difficulties***

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

**Concessions**

In cases of financial hardship, the College will consider offering a concession on Tuition and Capital Levy 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, Family Allowance, all other Centrelink payments, as well as housing costs, eg: rent or mortgage. Once granted, Acceptance of Concession letter and form will be emailed out for your signature. These are required to be returned to the College to allow the Concession to be processed. All concession applications and approvals are strictly confidential.

**Overdue Accounts**

It is easy to overlook an account in the rush of everyday life and for this reason we send out reminder notices. 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 consider engaging 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. If the collection agency is unsuccessful the Principal of the College may advise of the possibility of exclusion.

**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.

**Further Information**

Should you require further information please feel free to contact the Business Manager during business hours on 3285 5500.