

College Fees refer to all compulsory fees, charges and levies. At Mt Maria College Petrie they 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.

It is the responsibility of all families to contribute to the education of their children in Catholic Schools. In line with the mission of Brisbane Catholic Education:

- the College is committed to ensuring the College Fees are fair and equitable so as to ensure parents and caregivers incur the minimum liability while ensuring the financial viability of the College;
- The College is dependent both on government funding and fees charged to parents/caregivers for the provision of education;
- the financial circumstances of parents or caregivers will not be the sole criterion for a student commencing or continuing at the College; and
- every effort will be made to ensure the confidentiality and the dignity of the family in all matters pertaining to the collection of College Fees.

### Term Fee Statements

College fees are issued at the beginning of each term, usually in the first few weeks. The statement will show the following:

- Tuition fee – the tuition fee charged to educate your child/children.
- Tuition Levies – includes levies for the library, sport and culture, technology, yearbook, subject levies, general consumables, activities/excursions, camps and the laptop program
- Parent Engagement Levy – charged by the Parent Engagement Advisory Group (PEAG) to provide whole school parent learnings, engagement activities and to assist with facilitating special projects and activities for the benefit of all students' wellbeing and learning.
- Senior surcharge – For students in Years 11 and 12 only.
- Capital Levy – used to provide, improve and maintain buildings and grounds.

### Other Fees, Deposits and Bonds

On acceptance of a place at the College, parents/caregivers will be asked to pay an amount of \$450 to confirm their child/children's enrolment. This amount includes the following:

- A \$200 non-refundable Enrolment Confirmation Fee
- A \$200 Enrolment Deposit (to be held until a student commences and offset against their first term's fees)
- A \$150 Laptop Bond (to be held until the student concludes at the College and refundable on the return of the laptop and its accessories)

Where families choose to participate in our Direct Debit payment system, a fee of \$2.50 will be passed on for each occasion that a Direct Debit payment might decline. This is the amount that our bank charges us. Repairs for damages and losses to laptops and their accessories are as follows:

- \$150 for screen and external closure (this is a warranty excess charge)
- \$420 for any other damage including replacement keys (this is a warranty excess charge)
- \$60 for replacement of a charger
- \$30 for replacement of a hard cover (these must not be removed from the laptop)

The College requires one term's notice (in writing) of termination of enrolment. A \$200 Exit Fee will apply if sufficient notice is not provided. Requests for reports after exit will incur an administration fee of \$20.

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.

### Payment

The following forms of payment are accepted at the College:

- Cash (payable at the Finance window)
- EFTPOS (payable at the Finance window or by telephone)
- BPAY (details can be found on your fee statement)
- Direct Debit (for bank accounts and cards by completing the respective form)
- Centrepay (please see the Finance office for a form)

Term fees are due within 14 days from the date of issue. The due date is shown on the fee statement. As a courtesy, Parents who pay by Direct Debit will still be forwarded a fee statement each term.

A discount of 5% is offered to families who pay their yearly fees as a lump sum in advance by the end of February. Please contact the Finance office for further information.

Parents or Caregivers who are unable to pay by the due date are to contact the Finance office to make suitable arrangements as soon as possible.

Parents or caregivers will not be permitted to enrol their student(s) in discretionary (extracurricular) school activities that involve a significant cost unless the College Fees have been paid.

In circumstances of financial hardship, it is important that the College is advised immediately so that compassionate considerations may occur.

In fairness to those parents or caregivers who pay College Fees on time it is unreasonable for families to ignore fee accounts or fail to contact the College promptly.

All outstanding College Fees will be followed up. If the College cannot resolve any outstanding fees, debt collection and recovery action will be taken. As part of this process the College reserves the right to recover all legal and court costs as may be ordered by the appropriate court.

### 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, an Acceptance of Concession Agreement 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 and at the discretion of the Principal.

### Further Information

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