POLICY STATEMENT

MacKillop Catholic College provides educational services and charges fees and levies to assist in the funding of the provision of these services on an equitable basis.

The setting of Tuition Fees, Levies and other charges for MacKillop Catholic College is the responsibility of the Board. The level of fees charged annually is based on:

- The level of private income required to effectively maintain the services required by the College;
- The general fluctuations of costs and prices within the community;
- The limits of affordability of the families supporting the College;
- Approval by the Governing Council.

DEFINITIONS & GUIDELINES

ENROLMENT FEES:
A Confirmation of Enrolment Fee of $50 applies to each acceptance. Apart from exceptional circumstances, the Confirmation of Enrolment fee is not refundable should the family withdraw the student before the commencement of the school year.

TUITION FEES
The annual tuition fee covers the basic expenses associated with providing the educational facilities. In the event of a student commencing part way through a term, the Tuition Fees and General Levies will be on a pro-rata basis.

CAMP FEES
An annual camp fee is charged for students who will be attending camps throughout the upcoming year. The fees are calculated annually based on the full recovery of all of the camp costs.

FAMILY DISCOUNTS
In recognition of the financial responsibilities of families in paying multiple Tuition Fees, family discounts will apply on the basis of the total number of children from the family attending Catholic schools (all of the children do not have to be at MacKillop Catholic College). Family discounts are as follows:

- 10% discount for 3 children
- 20% discount for 4 children
- 30% discount for 5 or more children

Families must apply for the above discounts on an annual basis. The family discounts only apply to Tuition Fees.

VARIATION OF TUITION FEES
Tuition fees may be varied by:

- Extension of time for payment.
- Reduction in level of payment

Families must apply for the above discounts on an annual basis.

Variations are available to assist families who are experiencing genuine financial hardship. Eligibility for the Student Assistance Scheme (STAS) is an important factor in assessing applications but not the exclusive indicator of financial hardship. The “variation in fees” form must be completed annually by families applying for a variation. Applicants will then be required to attend a meeting with the Business Manager to discuss the application before it is presented to the Finance Committee for consideration. All applications will be assessed on a case by case basis with decisions being based on the family’s capacity to pay fees.
COLLECTION OF FEES
Fees are charged in nine (9) monthly instalments from March to November each year. A statement of outstanding fees is issued monthly, with all fees due and payable by the end of the month in which the statement is issued.

REMOVAL OF STUDENTS
You are required to provide the Principal with at least five (5) School Weeks prior written notice before removing the student from the school. Upon receipt of the notice the Principal will notify you that the five (5) School Week notification period has commenced. If you withdraw the Student from the school prior to the end of the notification period, you will be liable to pay the fees and any Optional Charges up to the end of the notification period.

The following process is used for the collection of fees and associated charges. It takes into account the necessity to maximize the revenue from College fees and the need to take appropriate and timely action for the recovery of bad debts.

1. If the account is not paid within the payment terms, a reminder letter, along with a copy of this policy, is sent with the following month’s fee account requesting payment within 14 days or for the parent/guardian to contact the College to discuss payment options.

2. If the account remains unpaid by the end of the next month (30 days overdue) and the family does not make contact with the College, a letter is sent advising that, if arrears are not paid or contact made within 14 days, the matter will be referred to the College’s debt collection agency for recovery.

3. If arrears are not paid or contact made with the college within the 14 days, recovery is referred to the debt collection agency. The full year’s fees will be referred to the collection agency and costs associated with the collection of the debt will be recovered. The parent/guardian is advised by a formal letter that this action has been taken.

4. No student will be accepted for inclusion in any College excursion/trip which is not a part of the years prescribed curriculum or scope of learning, if there are any outstanding fees.

RATIONALE
1. In keeping with the charism, compassion will always be shown in cases of genuine hardship. However the onus is on the Parent/Guardian to keep the College informed of their status.

2. No child will be denied a Catholic education because of an inability to pay fees.

BOARD APPROVED 2011
LAST REVIEW 2013
TO BE REVIEWED 2015