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. Of that amount, $40 will be deducted from the first term’s fees in 2012. The other $10 will be used to cover the costs associated with the Confirmation of Enrolment form. 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 recover 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:
- 12.5% discount for 3 children
- 25% discount for 4 children
- 40% discount for 5 or more children

The family discounts only apply to Tuition Fees. A Family receiving the family discount may also apply for a ‘variation of tuition fees.

VARIATION OF 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 and are applicable even if Family discount has already been claimed. The “variation in fees” form must be completed annually by families applying for a variation. Applications’ to vary fees will be considered on a case by case basis. Decisions will be based on the family’s capacity to pay fees.
COLLECTION The full year fees are charged in advance (in February) allowing nine (9) installments for payment. 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.

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 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, contact via telephone and/or email is attempted in the first instance. If contact is unable to be made, messages are left requesting the parent/guardian to contact the College as a matter of urgency;
3. If there is no outcome from the telephone/email contact (45-60 days overdue), a letter signed by the Treasurer is sent requesting payment of the arrears or for the parent/guardian to contact the College Finance Officer or Business Manager immediately. The letter will advise the unpaid fees may be referred to a debt collection agency;
4. If the account remains unpaid (75 days overdue) a further and final attempt is made to contact the parent/guardian via telephone/or email in the first instance. If contact is unable to be made, messages are left requesting that the parent/guardian contact the College as a matter of urgency.
5. If there is no outcome (90 days overdue), a decision is made by the Business Manager about whether it is economical to pursue recovery of arrears. If the level of the arrears is nominal then debt may be written off. If it is not written off, 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.
6. Seven days after the expiry of the final deadline, recovery is referred to the debt collection agency. The costs of any further action to recover the debt, including the debt collection agency’s commission and legal fees, are added to the amount to be recovered. The parent/guardian is advised by a formal letter that this action has been taken.
7. No student will be accepted for inclusion in any College excursion/trip which is not a part of the year’s 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.