February, 2015

Dear Parent/Carer

**NEW ENROLMENT TERMS AND CONDITIONS**

It has always been our aim to provide your family with the best possible educational experience at MacKillop Catholic College, in keeping with the teachings, beliefs and principles of the Catholic Church. Over the last few months, as part of a review of the Tasmanian Catholic Education Commission’s Enrolment Policy, we have revised our practices for enrolment and invoicing, as well as our privacy and credit collection policies.

As always, the commitment to our families is that no child will be denied a Catholic education due to financial hardship. Therefore, while there will be some administrative changes at the College, we will continue to work with all of our students’ families to ensure that the pastoral needs of our students are met.

As a result of the review process, we are introducing new Terms and Conditions of enrolment which took effect on 1 February 2015. These Terms and Conditions will apply to all current enrolments continued in 2015 as well as to new enrolments.

A full copy of our new Terms and Conditions is enclosed, and you should read them carefully. To summarise, the key changes which you should be aware of include:

- Accounts are issued in Term 1 for the full year. The College will accept regular equal monthly payments over nine months (March to November) as normal;
- a new and consistent policy for handling hardship and special payment arrangements;
- legal responsibility for payment of fees will rest jointly and severally with both parents/guardians, regardless of previous arrangements;
- where fees are not paid in time interest may be applied and you may be required to pay any debt recovery costs incurred;
- notice of ten weeks is required before withdrawing students; and
- an updated privacy policy will apply to the College.

By signing and returning the attached form, you will be indicating your acceptance of the new terms and conditions.

Please note that it is our strong preference wherever possible that both parents/guardians sign the attached form even where only one parent has signed the existing enrolment form. It is permissible for each parent to sign a different copy of the form, and an additional copy of this letter is available upon request or can be downloaded from the College website: [http://www.mackillop.tas.edu.au/enrolment/](http://www.mackillop.tas.edu.au/enrolment/)

We would be grateful if you would please complete the form and return it to your daughter’s/son’s Home Room teacher by **Friday, March 6, 2015**.

If you have any concerns about the Terms and Conditions, please contact the College Office on 6245 0099 or our Business Manager, Mr Jorrick Chivers, [jchivers@mackillop.tas.edu.au](mailto:jchivers@mackillop.tas.edu.au) before Friday, March 6, 2015. We would be happy to discuss the incoming changes with you further.

Yours sincerely

Dr Sally Towns

**PRINCIPAL**

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