



## Statement

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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 and other charges for MacKillop Catholic College is the responsibility of the Governing Council. 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; and
- The limits of affordability of the families supporting the College.

## Guidelines

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### CONFIRMATION OF ENROLMENT FEES

A confirmation of enrolment fee applies to each acceptance. The confirmation of enrolment fee is not refundable.

### TUITION FEES

MacKillop Catholic College aims to keep fees as inclusive as possible. We try to minimise additional payments that may be required throughout the year. Accordingly, tuition fees cover items such as:

- The purchase and replacement of class textbooks which are loaned to students;
- Classroom materials and consumables used in all subjects including art, technology, health and physical education, catering, etc;
- Class camps, excursions and retreats including bus hire and venue hire;
- School competition entry fees;
- Sports carnivals and training for school sports teams;
- Extra-curricular activities provided by the College;
- Reflection days, College feast days, liturgies, commissioning and thanksgiving masses; and
- Information Technology resources such as networked software, eDiary, iPad applications, access to the parent portal and on campus internet access for students.

Items that will incur additional costs include:

- Interstate or overseas trips (these trips are optional);
- Fundraising for charities;
- Year 10 Leavers' dinner and Leavers' top;
- Outdoor Education levy (elective subject);
- Animal Studies camp (elective subject);
- College Annual; and
- Music camps (optional).



Tuition fees will be invoiced and payable by 28 February each year. Parents will be given an opportunity to enter a payment arrangement plan to pay for the tuition fees in monthly, fortnightly or weekly instalments (February to November). Payment plans can be entered by completing the payment arrangement form prior to February on an annual basis.

Fees are subject to change on an annual basis. Please refer to the College general terms and conditions for detailed information regarding our fees, conditions of enrolment and other obligations.

### **FAMILY DISCOUNTS**

Family discounts will be calculated in accordance with the TCEC School Fee Assistance Policy. Family discounts will apply on the basis of the total number of children attending Catholic schools (all of the children do not have to be at MacKillop Catholic College). Families can claim the family discount by completing the payment arrangement form on an annual basis. The family discounts only apply to tuition fees.

### **SPECIAL PAYMENT ARRANGEMENTS AND VARIATION TO TUITION FEES**

In times of financial hardship the College may be able to provide financial assistance through a payment extension or fee relief. All applications must be made using the "Application for fee Variation" form. Applicants will also be required to provide appropriate financial information to support the claim and meet with the Business Manager to discuss their application. Applications will need to be made annually. Applications will be assessed on a case by case basis with decisions being based on the family's capacity to pay fees.

Families applying for variations to fees need to be aware that such applications will impact on eligibility to participate in optional activities at the College, including interstate or overseas trips such as the immersion program and Japan trip.

### **CAMP FEES & IT Levy**

Commencing from the 2017 school year the College will no longer charge additional levies for camps and IT.

### **RESPONSIBILITY FOR PAYMENT OF FEES**

Each person who signs the enrolment form accepts legal responsibility for payment of school fees and levies incurred for the entire period of the enrolment of the student.

When there is more than one person signing the enrolment form:

- Only one account will be issued in the name of all individuals listed on the enrolment form;
- Each person is independently and jointly responsible for payment of the whole of the fees, meaning the school can (at its discretion) seek to recover the whole of the fees from any one parent/guardian or any combination of them;
- Notice to any one parent/guardian is taken to be notice to all parent(s)/guardian(s);
- Each individual consents to their personal information in relation to this account (including payments made or overdue) being disclosed to each other individual on the account; and
- Amendments to fee payment arrangements can only be made with the written agreement of all affected parties (including all parent(s)/guardian(s) listed on this form and those who will be responsible for paying fees).

### **WITHDRAWAL OF STUDENTS**

You are required to provide the Principal with written notice at least ten (10) school weeks prior to removing the student from the school. 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 levies up to the end of the notification period. This includes withdrawal prior to the start of each school year.

**FAILURE TO PAY**

Where payment is not made on time, the College may decide to charge an overdue account fee or interest. Debt recovery action may also be commenced against any one or all of the parent(s)/guardian(s) on the Enrolment Form.

The College may charge the parent(s)/guardian(s) for all costs and expenses (including without limitation all legal costs and expenses on an indemnity basis) incurred by the school resulting from the default (failure to pay) or in taking action to collect outstanding fees.

**SCHEDULE OF FEES**

The College will publish a schedule of fees annually which will outline all of the amounts payable for the following year. The schedule of fees will also outline the family discounts available as well as the payment terms.