St Mary’s College

Fees, Levies & Other Charges Guidelines

1. **Fees – a Vital Factor**
   Over and above State and Commonwealth assistance Tuition Fees, Levies and Other Charges, are vital in the provision of sufficient funds to operate the College. Moreover, in order to ensure the continuation of Government assistance, the Commonwealth Government requires each school and College to generate adequate Private Income. They must also demonstrate the “maintenance of private effort” at levels commensurate with past performances.

2. **Development and Review of a Fee Schedule**
   The setting of Tuition Fees, Levies and Other Charges for St Mary’s College is the responsibility of the College Board. The following factors are taken into account:
   a. In accordance with 1. above to achieve the desired level of Private Income sufficient to provide and effectively maintain the services required by the College.
   b. Allow for general fluctuations of costs and prices within the community.
   c. Recognising the limits of affordability of the families supporting the College.
   d. Any other matters that may be appropriate at the time and place.

   Following the Annual Review of the Schedule of Tuition Fees, Levies and Other Charges, the revised rates will be advised to all parents/guardians by letter during the month of November. The Schedule of Tuition Fees, Levies and Other Charges will also be included in the information provided to parents at Enrolment Interviews and Orientation functions.

3. **Format**

3.1
   a. **Tuition Fees**
      These cover the basic expenses associated with the College’s share of providing the Primary and Secondary Educational facilities. The fee structure provides for five fee levels:
      - Prep to Grade 2
      - Grade 3 to Grade 6
      - Grade 7 to Grade 8
      - Grade 9 to Grade 10
      - Grade 11 to Grade 12

   b. **Kindergarten**
      Fees for Kindergarten are set to attempt to cover the operating and capital costs (including administration expenses) of these services.
3.2 Other Charges
a. Parents and Friends Levy – this is charged only once per year per family.
b. Capital Works Levy – this is charged once per year per student.
c. ICT Levy – introduced in 2014, this is charged once per year per student who has been issued with a Tablet PC device. Ultimately this will be for Years 7-12.

3.3 Enrolment Fees and Holding Fees
a. Enrolment Fee – an application fee as determined by the Fee Committee should accompany the completed Application form for enrolment of student. This is to cover administration and secretarial expenses. If this request proves difficult, the Business Manager should be consulted. This fee is non-refundable.
b. Holding Fee – this fee is charged at the Business Manager’s discretion on the occasion(s) of a student being absent from the College for an extended period of time. It will be regarded as part of the Term fees and be based pro-rata on the period of absence from the term.
c. Acceptance of Enrolment – A deposit as determined by the College Fee Committee will be payable on acceptance of an offer of enrolment. This deposit will be credited to the first account, but is non-refundable if the enrolment is not subsequently taken up.

3.4 Extra Curricular Tutor/Service Charges
Extra curricular activities such as Musical Instrument tuition and Tennis tuition are at fee levels as agreed between the tutor and parents/guardians.

4. Family Discounts

In recognition of the financial responsibilities of our families in the payment of Tuition Fees, automatic family discounts will apply on the basis of the total number of children from the family attending Catholic Colleges (whether all at St Mary’s College or at St Mary’s College plus other Catholic Colleges).

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.
* Note:
  i. a family in receipt of the above discount may also apply for a Variation of Tuition Fees.
  ii. Family discounts do NOT apply to Kindergarten and After School and Holiday Care fees.
  iii. Family discounts do NOT apply to Levies, Other Charges, Enrolment Fees or Extra Curricular Tutor/Service Charges.

5. **Variation of Tuition Fees**

Tuition fees may be varied by:

  i. Extension of time for payment.
  ii. Reduction in level of payment.

This policy has been developed to assist families who are experiencing genuine financial hardship, and is applicable even if Family Discount has already been claimed.

* Families must apply for the above variations on an annual basis.

* Variations are granted on the proviso that the student/s and parents commit to continue their studies at St Mary’s College through to completion of Year 12.

* Note:
  i. variations do not apply to Kindergarten.
  ii. Variations do not apply to:
      a. Other Charges, Enrolment fees or Extra Curricular Tutor/Service charges.
      b. The General Levy and other Levies.

5.1 **Processing of Variation Applications**

The proforma “Application for Variation of Tuition Fees” is to be used by parents/guardians (on an annual basis) to apply for assistance which will become the basis for consideration of Tuition Fee variation. Such use the Fee Committee of the College. [It should be noted that default in compliance with arrangements entered into may lead to the termination of any variation and reinstatement of full fee liability.]

Applications should be addressed in the first instance to the College Business Manager and be lodged before December of preceding year. The Business Manager will then refer to the Fees Committee for ratification and/or modification of the agreements as negotiated and the parents concerned will be so advised. Note that approved variation payments may be required to be paid over 12 months instead of the normal 10 months.

The College reserves the right to reverse any fee reduction given in the unfortunate event of having to place an account in the hands of the Debt Collectors.
5.2 Discounts
The Business Manager may give a discount where payment for the whole year has been made in advance. This discount is to be reviewed annually in line with prevailing interest rates.

5.3 Special circumstances
When the parents/guardians wish to deal directly with the Principal in relation to fees variation, special circumstances will apply. This is likely to occur where circumstances are of such a delicate nature that it may not be desirable for the parties concerned to deal with the Business Manager and/or the College Board Fees Committee. In these instances, the parents/guardians will be informed by letter from the Principal of the fee variation decision. This information must then be passed on to the Business Manager. Provision will be made for a return copy of the decision document to be endorsed by Parent/Guardian indicating agreement with the arrangements for fees variation.

Note 1: Any Variation to Tuition Fees or Other Charges must be applied for on an annual basis.

Note 2: Other Charges are NOT subject to reduction in level of payment, BUT may be subject to extension of time for payment and alternative frequency of payments.

Note 3: Kindergarten is not subject to reduction in level of payment or extended time payment.

6. Collection of Fees

6.1 Tuition Fees, Levies and Other Charges
The full year fees are charged in advance (in February) allowing 10 instalments for payment. All Fees are due and payable by the end of the month in which the statement is issued. The following process for the collection of fees and associated charges will be used. It takes into account the necessity to maximise the revenue from College fees and the need to take appropriate and timely action for the recovery of bad debts.

1. Current: Account issued with nominated date for payment (by end of the month)
2. After Due Date: Sticker attached to next statement requesting payment of the overdue amount within 14 days.
3. After Account Letter requesting payment within 7 days. Rendered Due Date:
4. Letter: Account passed to Fees Committee for appropriate action as detailed below:
   Further contact / threaten debt collection
   * Placement with collection agency if no response to letter above
   * Other action as determined by the Fees Committee

In keeping with the charism of the Presentation Sisters, compassion will always be shown in cases of genuine hardship. The onus however, is on the Parent/Guardian to keep the College informed of their status.
Subject to any arrangements entered into, and after discussion with the Fee Committee, the College may refuse to retain a place for a student if the previous term’s fees have not been paid.

If the debt is placed with a Debt Collection agency then all fees incurred by the College will be added to the initial debt.

7. **Other Considerations**

7.1 The office is to ensure that the accounts are to be mailed out by the 14th February each year for the first instalment and by the end of the 5th working day for the remaining 9 instalments.

7.2 A clear term’s notice must be given in the case of a student leaving the College, otherwise the next term’s fees are payable in full.

7.3 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.

7.4 Students undertaking other College sponsored programs are deemed to be attending the College and normal Tuition Fees and Other Charges are payable.

7.5 Generally, exchange students attending St Mary’s College will not be charged Tuition Fees, Levies and Other Charges. In individual cases, Tuition Fees, Levies and Other Charges may be applied at the Principal’s discretion under appropriate circumstances.

7.6 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 or levies.

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