



# College Fee Policy

Last Updated: 25/02/2025

Fees and Levies collected at Mary MacKillop College are used for the following purposes that are aligned to the Vision and Mission of the College to:

- Provide teaching, administrative, classroom support and facilities
- Provide other essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the College building program
- Maintain buildings, grounds and other facilities

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Finance Officer or the Business Manager for further information concerning the concession application process.

## School Fee and Levy Collection Process:

1. College fees and levies are charged on a per **term** basis during the first week of the term in accordance with the College Fees and Levies Schedule (available on our website and Parent Portal).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the College fee account, a variety of options are available:

### a. Extension of Time

If an extension is required, please contact the College finance office prior to the due date.

### b. Payment Plans

Payment of the College fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal and / or Business Manager.

### **c. Fee Concessions**

In cases of financial hardship an application may be made for a fee concession.

- (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for subsequent 12-month period will require a new application.
- (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Mary MacKillop College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.
- (iii) Concession application forms are available at the College finance office.
- (iv) All matters are dealt with on a confidential basis.

### **4. Recovery of unpaid fees**

In instances where fees remain unpaid, the College will follow up all overdue fee accounts.

- a. A reminder statement will be issued within 7 days to any family who has not settled their college fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the College Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the college.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.



### **Agreed Payment Plans**

As mentioned in point 3b above, our college offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal and/or Business Manager. To establish an Agreed Payment Plan, forms are available on the college website, Parent Portal or from the college finance office.

### **Late Start Enrolment**

New students entering Mary MacKillop College after the commencement of the term may be charged tuition fees on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's and/or College Business Manager's discretion. The Capital Levy and recurrent Cost Levy are charged on a term by term basis.

### **Withdrawal of Enrolment**

A minimum of 6 weeks' notice is required to cancel an enrolment. An appointment must be arranged with the Principal or delegate prior to student withdrawal.

If sufficient notice is not received, any outstanding **existing fees and levies** must be paid **plus an additional six week's fees and levies** (from the formal notice of enrolment cancellation/withdrawal) are payable.

Student text books, library books and laptops and all accessories are to be returned to the College. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

### **Extended Leave/ Holding an enrolment place**

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences, and the existence of student waiting lists.

**For further clarification regarding the above school fee and levy collection process, please contact the College finance office.**

