MARYMOUNT COLLEGE

FEE POLICY AND PROCEDURES

Principal

College Board Chair

Date: October 2014

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1. **VISION STATEMENT**

   To live out our Catholic tradition through the charism of the Sisters of the Good Samaritan of the Order of St Benedict, in a spirit of compassion, hospitality and stewardship. Each student is challenged to respond radically to the Gospel to critique and transform the world.

2. **FEE POLICY AND PROCEDURES**

   2.1 **Background**

   Marymount College is a Catholic Middle School serving the educational needs of girls from Year 6 to Year 9 in the South West Region of Adelaide. In order to meet its requirements the school charges fees and the following policy provides the guidelines for the setting, collection and remission of these fees. As with all Catholic Schools, Marymount College receives some Australian and State Government funding. However, the school is dependent upon income from school fees for the provision of educational facilities and resources, payment of day to day operational works and capital works, in order to provide a contemporary education for our students.

   2.2 **Aim**

   Marymount College will set fees at a level to maintain quality education for the students whilst having consideration for the financial capacity of the community we serve. The School Board will ensure that the financial responsibilities of all families are met as to their agreed obligations by having a systematic and identifiable procedure for the imposition and collection of fees thus ensuring the financial well-being of the school. It is the responsibility of the School Board to ensure all reasonable steps are taken to enable the collection of school fees. Parents/Careers make a commitment to pay school fees when they sign the Enrolment form, prior to their child commencing at Marymount College. The Finance Subcommittee of the School Board has oversight of the collection of fees and will review outstanding fees on an ongoing basis. This committee reports to the Board the status of fee collection. Please note that all family details remain confidential at all times.

   2.3 **Preamble**

   Text or paragraph: Marymount College operates within the SACCS (South Australian Commission of Catholic Schools) guidelines for the maintenance of private income. Extract from the SACCS Annual Guidelines 2006, “As a guide to School Boards in their deliberations on school fee structures… the following information has been prepared in consultation with the Resource Operations Team of the Catholic Education Office.” The level of fees per student collected is normally about 80% of the notional first child fee. It is the policy of the South Australian Commission for Catholic Schools that no child be denied a Catholic Education because of a parent’s demonstrated inability to pay fees subject to the school’s enrolment policy and that of SACCS. Nevertheless those who are able to pay should be required to do so. Families who qualify for support under the S.A. Government School Card Scheme must not be required to pay full fees. However, in most instances such families are expected to make some fee contribution. School fees and charges are set in light of the school’s Five Year Plan which has been prepared in consultation with the Finance Team of the Catholic Education Office. The level of the school’s Ross Farish Index (a socio-economic indicator) and the Annual Guidelines set by the CEO guide decisions about fees and charges.
2.4 Fee Structure

Marymount College will set an annual fee each year comprising:

- Tuition Fee
- Resource Fee

**Tuition Fee:** Tuition fees are payable to support the operational costs of the school not met by the Australian and State Government funding received by the school. A Compulsory Building Fund Levy per student has been incorporated into the tuition fee.

**Resource Fee:** This fee is used to fund all classroom and curriculum support materials required by the teaching staff and students. Items covered by this charge include ICT Levy, excursions, art, science, design & tech consumables, Year 9 electives, Textbooks, extra-curricular – after school sport and photocopying. A resource fee account is issued for each child.

**Extra-Curricular Music, Pedal Prix and Activities Week for Yr6, 8 & 9** are invoiced separately as they occur. Canberra Trip has been included for Year 7 students as part of the resource fee. Families will receive notification via the student of costs involved before being invoiced to the family account.

**Education Capital Levy:** This levy is charged to all Adelaide Diocesan Schools, on a per student basis as advised by the Archdiocese. The Levy covers a contribution towards Adelaide Archdiocese capital work. Education Capital Levy is approximately $48 per student. School card families are exempt from payment.

2.5 Schedule of fees

The Finance Committee, a sub-committee of the School Board operates annually to oversee all matters relating to the setting of fees, remissions and collections. The Finance Committee will consist of the Principal, Bursar and the Chair of Finance who will chair the meetings. Once the Finance Committee sets the school fees they will be approved by the School Board and notification will be given to parents/ carers before the end of the school year. On application for enrolment, parents/ carers will be provided with the schedule of fees and a summary of the School’s Fee Policy. Prospective parents/ carers will also be informed that on enrolment of their child, they accept the responsibility for the payment of tuition fees and other costs associated with the education of their children. Parents/ carers make a commitment to pay school fees when they sign the Application for Enrolment Form for our school.

2.6 SACCS Family Discounts

**Tuition fee reduction** is available to families with two or more children attending Catholic Schools on the following basis:

- 2 children: tuition less 5%
- 3 children: tuition less 10%
- 4 children: tuition less 15%
- 5 children: tuition less 20%
- 6 children: tuition less 25%

2.7 Early Payment Discount

A further discount of 5% will be applied to the net tuition fee payable (tuition fee less family discount) after payment of all fees if paid upfront in full by the 31st March each year.
2.8 **School Card**

The State Government offers assistance for families via the School Card Assistance Scheme. Families on low incomes are encouraged to apply for government assistance under the School Card Scheme. It is important that parents/carers work with the school to complete the necessary documentation as there are administrative cut-off dates (determined by the Department of Education and Children Services) that apply each term, and need to be complied with in order to receive funds for each eligible child. Families eligible and approved for School Card will automatically receive a 40% reduction in their tuition fees including Family Discounts. Eligibility for School Card assistance is dependent upon the combined family gross incomes for the 2013/2014 financial year being within the School Card income limits.

<table>
<thead>
<tr>
<th>No. of Dependent Children</th>
<th>Gross Annual School Card Income Limit</th>
<th>Gross Weekly School Card Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$35,477</td>
<td>$683</td>
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<tr>
<td>2</td>
<td>$36,445</td>
<td>$702</td>
</tr>
<tr>
<td>3</td>
<td>$37,413</td>
<td>$721</td>
</tr>
<tr>
<td>4</td>
<td>$38,381</td>
<td>$740</td>
</tr>
<tr>
<td>5</td>
<td>$39,349</td>
<td>$759</td>
</tr>
<tr>
<td>Each Additional Child</td>
<td>$968</td>
<td>$19</td>
</tr>
</tbody>
</table>

Any parents/carers who have queries or require further explanation regarding School Card can contact either the Finance Office or DETE School Card section on Freecall 1800 672 758.

2.9 **Financial Hardship**

Where families are suffering financial hardship, they are encouraged to apply in writing for assistance for a warranted reduction in tuition fees. Any applications for tuition fee assistance are treated as confidential. Non-payment of reduced tuition fees is treated as an overdue account. Any reduction in tuition fees will be considered in terms of the financial needs of the family and of the School Board’s responsibility to families who are making the effort to pay regular fees. Families are granted a reduction of tuition fees for the current year only, after which time they would need to reapply in future years if their financial circumstances have not improved. Likewise, it will be seen as the family’s responsibility to make good all or part of any reductions if their financial position improves markedly. Families are encouraged to:

- make an appointment and meet with the Finance Office if they have difficulty in paying fees so that the necessary steps for fee reduction application can be discussed;
- apply to the Finance Office to pay by instalments if this payment is easier. Payment by instalment can include direct debit, credit card, BPay or Centrelink deductions and payment schedules can be arranged.

Where fees remain outstanding each term, with no agreed arrangement for payment, the account will be passed to the school’s debt collection agency, which may if directed:

- refer to solicitors;
- take Court action to recover the fees, where deemed appropriate.

Parents are advised that any costs incurred in the use of the debt collection agency will be billed to their account. Once the collection agency has been engaged, parents are required to work through the agency for settlement of their account. This Policy was accepted by the Marymount Board on 18 September 2007.
2.10 Payment of Fees

Marymount College supports the concept of equitable financial responsibility on all members of its community and part payments of fees by the due date or by way of regular payments is part of the process. To achieve this goal, the school encourages regular communication between all parties in relation to the payment of fees. Accounts can be paid by cash, EFTPOS, cheque, direct debit, credit card, BPay or Centrelink deductions. The current authority forms for direct debit and payment by credit card are available from the College. It is preferable for all fees to be paid when they are due. However, families are encouraged to make regular payment of accounts through direct debits to assist them in meeting their commitments. Fees may be paid either:

- weekly/fortnightly/monthly over 40 school weeks
- one total instalment in Term 1
- 3 instalments during Terms 1, 2 & 3
- over the 52 weeks by prior arrangement.

2.11 Fee Collection timelines

- **Resource fee**: Fees will be invoiced in Term One for the whole year and is due for payment as per tuition fees.
- **Stationery and Books**: The book packs must be paid for as per instructions from Campion Education.
- **Tuition Fees/Invoices/Statements of Account**: Term One - The Annual Statement for tuition fees will be distributed to families in week three of Term One. Statement of amounts due will be issued each term.

2.12 Tuition Fees Payment timelines

- **Terms 1, 2, & 3**: one third of the annual tuition fee will be due for payment. Where payments are not received by the due date in each term, an overdue reminder will be sent. Families are reminded about the payment and a personal contact should be made with the school if there are any difficulties.

- **Terms 1, 2, & 3**: where payment has not been made, or an alternative arrangement established with the Finance Office, a second reminder account will be sent by post stating that full payment will be expected within 14 days.

- **Terms 1, 2 & 3**: if no response is forthcoming personal contact will be made by the Finance Office. Contact will be either by telephone or letter and may include an invitation to attend an interview. Failure to respond within 7 days will result in further action being taken.

Such action may include referral to a debt collection agency.
2.13 Students leaving at the end of or during a School Year/Student Absence

- When students leave Marymount of their own volition, the family must give a minimum of one term’s notice. Fees in lieu of one term’s notice will be charged to the child’s account if one term’s notice is not provided.
- In addition, for students leaving during a school year, fees will be adjusted to reflect the number of weeks’ tuition provided to the student, for the year.
- If a student leaves during the first half of the year the Resource Fee will be refunded pro-rata for the number of teaching weeks the student has been enrolled. There is no refund of the Resource Fee in the second half of the year.
- Payment of school fees is still required where a student is absent from school for any length of time.
- The Principal at her discretion may waive fees in lieu and/or fees to be charged for a student leaving the College.

3. 2015 FINANCIAL INFORMATION

3.1 Fees

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Tuition Fee</th>
<th>Resource Fee</th>
<th>Total (per annum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 6</td>
<td>$4,370</td>
<td>$1,595</td>
<td>$5,965</td>
</tr>
<tr>
<td>Year 7</td>
<td>$4,370</td>
<td>$1,690</td>
<td>$6,060</td>
</tr>
<tr>
<td>Year 8</td>
<td>$5,565</td>
<td>$1,355</td>
<td>$6,920</td>
</tr>
<tr>
<td>Year 9</td>
<td>$5,565</td>
<td>$1,430</td>
<td>$6,995</td>
</tr>
</tbody>
</table>

3.1.1 Extra-Curricular Costs (Music, Pedal Prix & Activities Week)
During the year you will receive notification of extracurricular costs being invoiced to your account e.g. Instrument Hire, Festival Choir, Music - Concert Band, Vocal Ensemble, Activities Week (Yrs 6, 8 & 9) & Pedal Prix.

Year 7 Canberra Trip during Activities Week has been included in the resource fee.

3.1.2 School Card
The allowance for 2014 was $148 for Year 6 and Year 7 and $226 for Year 8 and Year 9.

3.1.3 Booklist
The Booklist stationery requirements for 2015 are outsourced through Campion Education. The procedure for this will be explained on the Booklist. You will pay Campion direct for the stationery which will be delivered to you at your nominated address. (You do not pay Marymount for the stationery.)