

TUITION FEE POLICY

A. STATEMENT OF PRINCIPLES

This policy is based on the following principles:

- Marist-Sion College is committed to providing a Catholic education for young people from a wide range of backgrounds. In so doing, the College aims to keep fees to a minimum so that parents will be encouraged to enroll their children without suffering hardship.
- The College makes every effort to be just and compassionate in both;
 - its consideration of those who need a tuition fee reduction, and
 - its insistence that those who incur a debt must meet their commitment

B. SPECIFIC PROVISIONS

1. APPLICATION/ENROLMENT

- (i) **Application Fee**
An administration fee is payable on receipt of enrolment application.
- (ii) **Enrolment Deposit**
On acceptance of enrolment offer, a non-refundable deposit of \$600 is due and payable. This deposit will be offset against tuition fees in the following year.

2. TUITION FEE AMOUNT

- (i) **Setting the Tuition Fee**
The College will encourage student enrolment through balancing the need for responsible financial management within the College while maintaining sensitivity to the financial capacity of parents.
- (ii) **Sibling Discount**
Where two or more students share a sibling relationship and are concurrently enrolled at school, a sibling discount will apply. To be eligible for a sibling discount the student must be one of two or more children having one or both parents in common. The fourth and any additional siblings attract a full fee discount.
- (iii) **New Students**
When a student commences at the college after the start of the school year, Fees will be charged on a Pro-Rata Basis.
- (iv) **Other student fees**
There are no compulsory subject and material levies for students enrolled at Marist-Sion College. Fees for materials and services that do not directly support curriculum are exempt from this policy. These other fees may comprise; bus levies, elective camp fees and VETIS.
- (v) **VET Fees**
As VET Fees are subsidised by the College, VET fees are payable in full unless the College receives a refund from the Provider.
- (vi) **Bus Fees**
As Bus costs are subsidised by the College all Bus Fees are payable in full regardless of usage.
- (vii) **Student Exit**
When a student exits during the Term, full tuition fees for that Term are deemed due and payable.

3. PAYMENT OF FEES

Account issue

Fees are assessed and billed for each family, corresponding to the four specific Terms of the teaching calendar. School fee statements will be processed during the last week of each Term. Printed statements will be issued per term to Debtors with no payment arrangement. Statements are also available on the College website or on request.

- (i) **Due Date for Payment**
Fees are due for payment by the dates specified in the Tuition Fee Schedule. Unless an agreement is in place to pay by Direct Debit, all tuition fees are payable by the first day of each Term.
- (ii) **Payment methods available**
 - Direct Debit arrangement { preferred method}
 - In person {cash, cheque, credit card, eftpos}
 - Via telephone {credit card}
 - By post {cheque, credit card}
 - Internet {BPay}
- (iii) **Receipts**
Receipt for payment will only be issued by request.
- (iv) **Payment Arrangements**
Monthly, fortnightly and weekly payment arrangements are available by agreement. Standard arrangements can be initiated by completing a direct debit form. Variation to payment terms will only be approved by consulting with the College and signing a varied arrangement.

4. RESPONSIBILITY FOR FEES

- (i) By agreeing to the terms and conditions of enrolment, parents also declare their responsibility for tuition fees when signing student enrolment forms.
- (ii) The College stands by the principle that where parents can afford to pay fees, they will be expected to contribute to the education of their children.
- (iii) Families experiencing difficulties meeting their fee obligation are required to contact the College as soon as possible to discuss arrangements.

5. FEE REMISSION

The Fees Remission Program provides assistance to families who are experiencing financial difficulties. The College Fees Committee determines all Fee Remissions and all applications are considered in the strictest confidential manner. The program requires the family to provide detailed information and documentation to demonstrate their financial and personal circumstances in order for the Fees Committee to make a proper and fair assessment of the family's ability to pay fees. To capture any change in circumstances, the College requires a new application to be submitted each year. All financial details **must** be completed in an accurate and detailed manner in order for the application to be processed.

6. OVERDUE FEES

In effecting processes for the recovery of fees, the College notes that the failure of some families to pay school fees creates a burden for the remainder of the school community. If the College has done all in its power to recover any outstanding debt without success, solicitors or collection agencies may be engaged to recover the debt on behalf of the College

Please do not hesitate to contact the College if you are experiencing difficulties with your Tuition Fee Obligation