Advisory Council in June 2003 and is effective from January 2004.

We, the schools of the Marymount complex, are committed to providing a Catholic education to all children whose parent/s or guardian/s desire it. We are also aware that some parent/s or guardian/s experience financial hardship. In spite of this, we will always endeavour to ensure that no student will be denied a place at our schools because parents are genuinely unable to pay full fees.

We have in place a system of fee concessions, which is available on application to any parent/s or guardian/s of a student. These fee concessions are determined on the basis of a just and equitable formula reflecting financial hardship. Any fee reduction is looked at in terms of the financial situation, encompassing both income and assets of the family concerned, their responsibility to full fee paying parent/s or guardian/s and the efforts they make to meet their commitment.

Procedure

Families wishing to apply for concessional fees should do so on the form “Application for Concessional Fees” obtainable from the Principal’s Secretary.

Parent/s or guardian/s requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income; income tax returns may be required in some circumstances and rental receipts or banks statements and rates notices as evidence of housing costs. Documentary evidence may need to be provided for this area also. If you are a business owner, all financial details may go the Parish Finance council for ratification.

An interview is required for all Concession applications each year. You will be contacted by the College or Primary to arrange a time.

The application and interview process is aimed at determining a just and equitable fee, which is within the family’s ability to pay.

No allowance is made for repayments on items such as holiday houses, luxury cars, investment houses, pools etc. If a family so decided its priorities to encompass these things, the burden of that decision is the family’s. Similarly, excessive housing costs cannot expect to be subsidised by the Marymount Community.

All Fees Concession approvals are based on the use by parents of Direct Deposit, Bpay or credit card payment facilities. This will be arranged at the interview.

Once a fee concession is granted, it is essential that this commitment is honoured in full and on time. If family circumstances change the respective school must be informed.

If concessions are required beyond the current year, new arrangements must be negotiated each school year.

Concessions will only be backdated to the commencement of the term in which the completed application was received.

Unless prior arrangements have been made, the schools expect that fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation should be sent to the relevant Principal.

Any concessional fee arrangements may be reviewed by the Chairs of each of the Schools Advisory Council and the Burleigh Heads Parish Finance Council.

As stated at the outset, the reason for formalising these procedures is to ensure justice and equity to all. I am sure that parent/s or guardian/s will appreciate the necessity for this and will support the efforts being made to provide resources for every one of our students.

Chris Noonan
Principal
Marymount College

Greg Casey
Principal
Marymount Primary
This policy was revised by the Marymount Schools’ Advisory Council in May 1998 and is effective from July 1998.

**Enrolment**

1. The Parent/s or Guardian/s responsible for payment of accounts is to sign the application form guaranteeing to pay accounts as they fall due.

2. All applicants for enrolment receive a copy of the School Fees Policy.

3. The College or Primary Schools may check payment and student records at previous schools and parent/s or guardian/s may be requested to provide a letter from your previous school indicating that all fees are paid at time of transfer.

**Accounts**

1. The Annual Fee is billed over two semesters and payable over four school term instalments. 50% of each bill being payable in Terms 1 & 2 and Terms 3 & 4.

2. The Term Account must be paid by the due date, which will be detailed in the account.

3. Arrangements can be made in writing for fees to be paid in a lump sum in advance or over periods of time within the term.

4. Accounts can be paid by Bpay, EFTPOS, cash, cheque, debit card, credit card, direct deductions from nominated accounts or by payroll deduction if available.

5. The Accounts Office of the College or Primary School must be contacted to obtain approval for an extension of time to pay an account if circumstances arise where an account cannot be settled by the due date.

6. Fees Concessions may be available for eligible applicants. Please see the Fee Concession Policy for further details.

**Overdue Accounts**

Should an account not be paid by the due date without prior arrangement through the Accounts Office, the following steps will be followed:

1. An initial contact will be made by letter reminding that the account is overdue and requesting that it be paid in full by the date shown on the letter. In response to this letter, the parent/s or guardian/s may request an interview with the Principal to discuss the financial situation.

**If there is no response**

2. A second letter will be sent from the College and Primary School advising that the account is well overdue and must be paid immediately. The account will then be returned to the Schools’ Commercial Agent who will handle the account on behalf of the schools. This letter will be followed by a phone call to ensure there is no misunderstanding regarding the account or the individual financial situation. Any contact will be through the Collection Agency at this stage and NOT with the Schools.

3. If there is still not satisfaction, the matter will be dealt with by the solicitors representing the College and Primary School.

Should an account reach Stage 3 of the above, parent/s or guardian/s will be formally notified that their child(ren) may not be enrolled for future school terms until the debt is paid or mutually satisfactory arrangements have been made.

Chris Noonan
Principal
Marymount College

Greg Casey
Principal
Marymount Primary