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/are to sign the Confirmation of Enrolment 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 four school term instalments.

2. The Term Account must be paid by the due date, as detailed in the account, and generally will be 14 days after issue.

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 Finance 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 Finance 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 or delegate 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. This letter will be followed by a phone call to ensure there is no misunderstanding regarding the account or the individual financial situation. The account may then be referred to the Schools’ Commercial Agent who will handle the account on behalf of 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.

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Chris Noonan       Greg Casey
Principal       Principal
Marymount College       Marymount Primary

30/07/2015