INTRODUCTION
The Marist College Ashgrove fees are determined each year by the Trustees of The Marist Brothers, on advice of the College Finance Advisory Committee (FAC) detailing tuition, boarding and other costs. Fees are a principle source of income for the College without which the College would not be able to meet its financial obligations and commitments. Timely payment of fees assists the College to maintain a very high quality academic and co-curricular program.

The College considers the legal commitment for fees to rest with the parent/guardian specifically named on the student’s enrolment application and the fee account (noted as parent/guardian in the remainder of the document). If a parent/guardian arranges for a third party to pay the fees, it is the responsibility of the parent/guardian to ensure payment occurs. The College will not enter into any correspondence with the third party. All fee queries, and if necessary legal action, will be directed to the parent/guardian.

If necessary the College will refer outstanding accounts to a debt collection agency. The parent/guardian will be contacted in writing that this action is pending and further opportunity will be provided to make payments before this occurs. All costs associated with the recovery of these fees will be passed onto the parent/guardian concerned.

Students with fees owing, will not be permitted to attend co-curricular sporting or other tours unless all school fees are fully paid.

PAYMENT METHODS
The payment methods available are shown below:

Direct Debit (from bank account or credit card)
From the commencement of the 2012 school year all new families entering the College will be required to pay their school fees by direct debit from a bank account or credit card;

Direct debit assists families to successfully incorporate fee payments into their family budget. The direct debit scheme provides parents/guardians with three options:

Option 1: Full balance of the terms amount on the following dates:
19 February;
19 May;
19 August; and
19 November;

Option 2: Fortnightly direct debit payments from a bank account only. Payments are divided over 20 fortnightly instalments from February to November.

Option 3: Monthly direct debit payments from a bank account or credit card. Payments are divided over 10 monthly instalments from February to November.

Whilst our preferred method of payment is by direct debit from a bank account or credit card, continuing families will still have the option of:

Payment by BPAY
The Biller Code and BPAY reference are located at the top right of a Marist College Ashgrove fees statement together with the payment amount. More information about using BPAY can be located on the internet www.bpaycom.au.

Paying in Person
Office Hours: 8:30am to 3:30pm Monday to Friday – term time.
Payment can be made at the College, directly with Marist College Ashgrove Finance Office located in the Main Administration building. When paying, the top part of the fee statement is presented.

EFTPOS facilities are available with MasterCard and Visa card being accepted.

Mailing the Payment
The top part of the College fees statement is returned with a cheque and addressed to Marist College Ashgrove Finance Office, PO Box 82, Ashgrove West Qld 4060. Cheques are made payable to “Marist College Ashgrove”.

Credit card payments can also be mailed by completing the relevant details on the back of the fee statement and forwarding this authorisation, addressed to Marist College Ashgrove Finance Office, PO Box 82, Ashgrove West QLD 4060.

Pay by Phone
Office Hours: 8:30am to 3:30pm Monday to Friday – term time.
Payment can be made by credit card by phoning the Finance Office - 3858 4504.

Direct Debit Authority - bank account or credit card.

PAYMENTS PROCESS
The College expects that all fees are to be paid promptly by the due date as indicated on each account.

Tuition and Boarding fees are billed on a per term basis.

Term 1 fees are processed once all student information is available and enrolments confirmed. These accounts are forwarded approximately four weeks after the commencement of Term 1.

Terms 2, 3 and 4 fee accounts are forwarded at the commencement of each new term.

The Voluntary College Building Fund, per family, per term is entered on each term’s fee statement.

The date when the current term’s fees are due is shown on the statement, as well as on the College calendar.

For continuing families not on direct debit, payment must be made by the due date printed on the statement. If payment is not received the following process will apply:
Fourteen days after due date: Reminder statement;

Thirty days after due date: Letter requesting immediate payment of the account and if unable to settle the account request that contact is made with the Finance Office to arrange a suitable payment plan.

Sixty days after due date: Final letter requesting a meeting with the Headmaster to discuss the failure to pay school fees and if no contact by ninety days the account will be moved to a debt collection agency; and

Ninety days after due date: Account placed in the hands of a debt collection agency.

For families paying by direct debit where payments are not able to be processed the following will apply:

On immediate advice of a rejection a letter is sent requesting payment for the rejected payment;

Thirty days after due date: Letter requesting immediate payment of the account and if unable to settle the account request that contact is made with the Finance Office to arrange a suitable payment plan;

Sixty days after due date: Final letter requesting a meeting with the Headmaster to discuss the failure to pay school fees and if no contact by ninety days the account will be moved to a debt collection agency; and

Ninety days after due date: Account placed in the hands of a debt collection agency.

Establishing payment methods

Direct Debit/Credit Card Form will be forwarded once the annual school fees have been set. This form needs to be completed and returned to the Finance Office prior to 15 January. (Direct debit is not an ongoing arrangement and needs to be renewed yearly);

It is the family’s responsibility to ensure that funds are available in their accounts on the days the Finance Office processes the payments to prevent the transactions being declined;

BPAY – the biller code appears on the Term Accounts;

Cheque - all cheques are to be made payable to Marist College Ashgrove;

Cash or EFTPOS – cash will be accepted and EFTPOS is available at the Finance Office. The Finance Office is open 8:30am to 3:30pm Monday to Friday - term time.

OVERDUE ACCOUNTS

All accounts will be monitored and pursued by the College. Parents/Guardians have a responsibility to notify the College if their circumstances change and fee payment becomes an issue. In such circumstances, communication of the issue/s with the College is paramount. It is requested that the parents/guardians will:

Contact the Finance Office on 3858 4504 and advise accounts receivable staff that payment may be delayed;

If the circumstances are significant the parent/guardian will be requested to meet with the Headmaster to discuss the issues. In such cases the Headmaster may grant provision for extensions of time for payment or some consideration of amounts. Compassion for, and support of families in special circumstances, will always be a priority.

Continuing failure to pay school fees without correspondence with the College will result in the review of the student’s enrolment.

OVERSEAS STUDENTS

It is the responsibility of the parent/guardian of overseas students to ensure that their school fees are paid by the due date. When overseas student fees are not paid and the account is more than one term overdue, the parent/guardian will be required to pay the total outstanding, plus in advance, fees for the next semester.

The Headmaster will review the student’s enrolment at this College if the parents/guardians are unable to meet school fee payments.

SCHOOL FEE CONCESSIONS

Fee concessions will be determined on the basis of a just and equitable formula. Any reduction in fees will be considered in terms of the financial needs of the family concerned, and the efforts these parents/guardians make in paying their fees.

Families wishing to apply for fee concessions contact the Finance Office on 3858 4504 and request from Accounts Receivable staff an Application for Fee Concession Form.

Parents/Guardians complete the form, supply the relevant documentary evidence and are then interviewed by the College Business Manager. If required, an additional interview may be requested with the Headmaster. The final decision on concessions is with the Headmaster.

WITHDRAWAL OF A STUDENT

If a student is withdrawn after the term commences, the family will be charged for that entire term.

CONCLUSION

Parents/guardians have a choice to send their sons to Marist College Ashgrove. The College provides all students access to the best possible education. The extended range of educational offerings, facilities and co-curricular programs are substantially funded by annual school fees and are highly dependent on accounts being paid on time. Accordingly, parent/guardian support in making the payment of school fees a priority is appreciated.