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/person or persons 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 parent/guardians responsibility 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 contact by either email or 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.

BILLING FOR SCHOOL FEES
The College finance office will email a fee invoice each February which will outline the annual charges: School Fees; Technology Levy and for Year 12 the Old Boys Levy. The Voluntary College Building Fund donation is entered on the annual account.

PAYMENT METHODS
The College’s method of payment is by Direct Debit only, either from a Bank Account or Credit Card. The direct debit scheme provides parents two options:

1. **Monthly** payments from a bank account or credit card. Payments are divided over 10 monthly instalments from February to November.

2. **Fortnightly** payments from a bank account ONLY. Payments are divided over twenty fortnightly instalments from February to November.

As noted on the direct debit form, this document only needs to be completed once during the student’s enrolment, providing the College authority to modify the instalment amount in line with changing annual charges in the following years.

It is the family’s responsibility to ensure funds are available in their accounts when the payments are processed to prevent the transactions being declined.

If paying by Credit Card, it is the family’s responsibility to advise the Finance Office immediately of any change to card details including new cards issued and expiry dates.

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 parent/guardian will:

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

b. 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.

c. 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/guardians 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/guardians will be required to pay the total outstanding, plus in advance, fees for the next semester.

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The Headmaster will review the student’s enrolment at the College if the parent/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 the parent/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 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.

**SUNDRY CHARGES ACCOUNTS**
These are miscellaneous charges for Music Fees; Sundry Boarding charges; Vocational Education and Training Levies and any other sundry fees other than School Fees.

Statements are issued at the end of each term and posted to parents.

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

Payment method for Sundry Charges Accounts are:
- Credit Card – complete the details on the reverse side of the fee statement and forwarding this authorisation to the Finance Office.
- Cheque payable to “Marist College Ashgrove” and forwarding to the Finance Office.

If mailing please return the top part of the statement and addressed to Marist College Ashgrove, Finance Office, PO Box 82, Ashgrove West Qld 4060.

- Pay by phoning the Finance Office on 3858 4514 during Office Hours.
- Payment can be made at the College, directly with the Finance Office located in the Main Administration building. EFTPOS facilities are available with MasterCard and Visa card being accepted.

**Office Hours are Term Time only between 8.30am and 3.30pm.**

**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 support in making the payment of school fees a priority is appreciated.

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