School Fee Policy

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Description</td>
<td>This policy outlines the requirements and procedures for the school fees</td>
</tr>
<tr>
<td>Department</td>
<td>Finance</td>
</tr>
<tr>
<td>Executive Manager</td>
<td>Business Development Manager</td>
</tr>
<tr>
<td>Contact</td>
<td>Toni Martin, Finance Manager Ph: +61 7 3858 4503</td>
</tr>
<tr>
<td>Date Approved</td>
<td>14.12.16</td>
</tr>
<tr>
<td>Next review</td>
<td>14.12.17</td>
</tr>
<tr>
<td>Document Number</td>
<td>1000.01</td>
</tr>
<tr>
<td>Storage Location</td>
<td></td>
</tr>
<tr>
<td>Publish Location</td>
<td>MCA Website, Parent Portal</td>
</tr>
</tbody>
</table>

**Revision History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Reviewed by</th>
<th>Changes made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of first revision</td>
<td>14.12.16</td>
<td>Kelley Musgrave</td>
<td>Changed to new layout</td>
</tr>
<tr>
<td>Date of second revision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date closed</td>
<td>14.12.16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table of Contents

1 Introduction ............................................................................................................................................... 2
2 Payment Methods ................................................................................................................................... 2
3 Payments Process .................................................................................................................................. 3
4 Overdue Accounts .................................................................................................................................. 3
5 Overseas Students .................................................................................................................................. 4
6 School Fee Concessions .......................................................................................................................... 4
7 Withdrawal of a Student .......................................................................................................................... 4
8 Conclusion ............................................................................................................................................... 4
1 Introduction

1.1 The College 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 own financial obligations and commitments. Timely payment of fees assists the College to maintain a very high quality academic and co-curricular program.

1.2 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.

1.3 As required, 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.

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

2 Payment Methods

2.1 The payment methods available are shown below:

a. Payment in Full

   I. Families wishing to pay the annual account in full – are to make one payment by 23 March of that year. By doing so a 4% discount will be applied to the tuition fee only.

   II. Families opting to use this payment method are to contact the finance office prior to the payment being made. Payment will only be accepted by direct deposit or BPAY.

b. Direct Debit (from Bank Account or Credit Card)

   I. All families 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;

   II. The direct debit payment provides parents with two options:

       1. Option 1: Fortnightly Direct Debit payments from a Bank account in accordance with the selected period.

       2. Option 2: Monthly Direct Debit payments from a Bank account or credit cards in accordance with the period.
3 Payments Process

3.1 The College expects fees to be paid in full by the end of each school year.

For some current parents not using the direct debit system, quarterly fee payments are expected with the account to be paid in full by 31 October each year.

3.2 The payment process is outlined below:

a. Tuition and Boarding fees are billed once a year in February. Statements are uploaded to Parent Lounge on the College web site. Go to "make a payment" tab, the "school fees account".

b. The Voluntary College Building Maintenance Fund donation, per family, is entered on each fee statement. This is 100% fully tax deductable.

3.3 If a direct debit payment is not able to be processed, the following will apply:

a. A reminder e-mail is sent to advise of a problem with the payment;

b. If no response is received in seven days a further reminder is sent.

c. If no response in a further seven days a debt collector notification is sent.

3.4 Establishing Direct Debit Payment methods:

a. For new families the 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 15th January.

b. Once the direct debit has been established it will continue until the family has left the College. Each year the College will advise in writing the new instalment rate.

4 Overdue Accounts

4.1 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/guardian will:

a. Contact the Finance Office by e-mail: feesfees1@marash.qld.edu.au or phone 38584504 and advise accounts receivable department 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 debt collection action and the review of the student’s enrolment.
5 Overseas Students

5.1 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.

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

6 School Fee Concessions

6.1 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 parent/guardians make in paying their fees.

6.2 Families wishing to apply for fee concessions contact the Finance Office email: feesfees1@marash.qld.edu.au to request a concession form.

6.3 Parents and 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.

7 Withdrawal of a Student

When a student is to be withdrawn from the College, or if an enrolment is to be cancelled by the parents, they are required to give the Headmaster one term’s notice, in writing, before the withdrawal or cancellation date. However, if withdrawal is to be effective at the end of the College year, written notice must be given by the end of Term 3.

Parents who do not give such a period of notice will be liable to pay the College an amount equal to one term’s fees in lieu of such notice.

8 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.