



MARIST COLLEGE
ASHGROVE

School Fee Policy

ITEM	DESCRIPTION
Policy description	This policy outlines the requirements and procedures for the school fees
Department	Finance Department
Executive Director	Executive Director - Business Services
Contact	Finance Department Ph: 07 3858 4555
Date approved	16 November, 2023
Next review	16 November, 2024

Revision History

DATE	VERSION	REVIEWED BY	CHANGES MADE
Date of first revision	14.01.2020	Toni Martin	Updates
Date of revision	16.11.2022	Toni Martin	Updates
Date of latest revision	08.03.2023	Toni Martin	Futurity removed
Date of revision	16.11.2023	Toni Martin	Updates
Date closed	16.11.2023		

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Table of Contents

1. Introduction.....	3
2. Joint and Several Liability.....	3
3. Payment Methods	4
4. Payments Process	5
5. Alternative Payment options.....	6
6. Sundry Accounts – Co-Curricular and VET	6
7. Overdue Accounts	7
8. Extended Student Absence.....	7
9. Overseas Students	8
10. Hardship	8
11. Withdrawal of a Student	8
12. Conclusion	8



1. Introduction

- 1.1 The College fees are determined each year by Marist Schools Australia Ltd, 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/guardian's 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 The College's financial structure is carefully balanced and therefore regular payment of accounts is vitally important to enable the College manage its cash flow appropriately. It is unreasonable and unjust to fellow Marist families to ignore fee accounts or fail to contact to the College promptly when problems affecting payment arise.
- 1.5 Students with fees owing, will not be permitted to attend co-curricular activities (e.g. sport/music) or any Tours or Camps unless all fees (including Sundry Charges) are fully paid prior to the event commencing. This includes those accounts that have agreed payment plans with the College.
- 1.6 The terms and conditions of this policy are subject to change at the discretion of Marist College Ashgrove.

2. Joint and Several Liability

By signing the Enrolment Agreement, parents/carers enter into an obligation to pay all school fees and levies. The signing of this form is a joint and several commitment for the responsibility and payment of all fees.

This means that each signing party to the enrolment application is individually responsible for payment of **all** school fees and levies regardless of any subsequent paying arrangement.



Please note that Child Support Arrangements and Family Law Court Orders are arrangements between parents/carers and do not impose obligations on the College in relation to invoicing nor do they negate Joint and Several Liability. Therefore, Marist College Ashgrove reserves the right to *not* act on such documents in relation to school fees.

3. Payment Methods

The College offers the following methods of payment only:

- a. Payment in Full:
 - I. Families wishing to pay the annual account in full – are to make one payment by the end of February of that year. By doing so a 2.5% discount will be applied to the tuition fee only.
 - II. Families opting to pay in full via credit/debit cards should note that payments made via the parent portal will incur credit/debit card merchant fees. Log into parent lounge to view the fee statement and ascertain the upfront discount. Deduct discount from balance of fees owed and forward via BPAY.
- b. Direct Debit (from Bank Account or Credit / Debit Card)
 - I. All families will be required to pay their school fees by Direct Debit from a Bank Account or Credit / Debit Card. Direct debit assists families to successfully incorporate fee payments into their family budget.
 - II. The direct debit payment provides parents with three options which is set up via the Parent portal:
 - i. Option 1: Weekly payments from a Bank Account or Credit/Debit card*. Payments are divided over 40 weekly instalments from February to November.
 - ii. Option 2 - Fortnightly payments from a Bank Account or Credit/Debit card*. Payments are divided over 20 fortnightly instalments from February to November.
 - iii. Option 3 - Monthly payments from a Bank Account or Credit/Debit card*. Payments are divided over 10 monthly instalments from February to November.
 - iv. Option 4 – Quarterly payments from a Bank Account or Credit/Debit card*. Payments are divided over 4 instalments due by the end of the second week of the relevant Term.

**** Please note that payments from a credit/debit card will incur a merchant charge. A fee will also apply for each declined transaction, see below table.***



Payment Processing Fees	Percentage (inc GST)
Visa/Mastercard standard	1.32%
Premium/Corporate Visa/Mastercard	1.69%
International Visa / Mastercard	3.00%
Failed payment	\$15.00

4. Payments Process

- 4.1 The College expects fees to be paid in full by the end of February of each year. If you choose to pay by instalment payments your account must be cleared by the 30th of November.
- 4.2 The Billing/Payment process is outlined below:
- Tuition and Boarding fees are billed once a year in January prior to the start of the school year. Statements are uploaded to Parent Lounge on the College web site. Go to "Accounts & Payments" tab, the "School Fees Account".
 - A compulsory Maintenance Levy of \$690 is applicable to each family. This levy is not voluntary and therefore not tax deductible.
 - The College's Student Laptop Program incurs a Laptop Warranty levy of \$100 for each year level. Please refer to Student Laptop Agreement for further details regarding warranty, accidental damage and replacement terms.
 - For those paying by direct debit, it is the parent's responsibility to reconcile the balance of their fee account with scheduled payments to ensure the balance of the account will be paid by 30 November of the current year.
- 4.3 Establishing Direct Debit Payment methods:
- Payments can be set up in the Parent Lounge once you have received notification that your fees statement is available in parent lounge. New families will be issued with a login for the parent portal when school commences and will need to login and establish a repayment plan before the end of February. This process will repeat each year i.e. - parents will need to establish a new payment plan for the relevant year fees in parent lounge.
- 4.4 If a direct debit payment is not able to be processed, the following will apply:
- A system generated e-mail is sent to advise of a problem with the payment. The system will attempt to reprocess the payment in 2 days.
 - If the payment is still unable to be processed, notification is emailed and a declined fee will be charged automatically. Refer Section 2b of Fee Table



- c. After 7 days, the College will attempt to make contact by phone to discuss payment of the missed instalment.
- d. If there is no response to email or phone attempts, a final notice will be sent advising of account being sent to a Debt Collecting agency for actioning. All fees and charges associated with this action will be passed on to the parent for payment.

5. Alternative Payment options

Parents and guardians seeking alternative payment options for fee accounts may consider Edstart.

Edstart offer two options to help spread tuition fees into more manageable payments:

- Edstart Extend – a funding package that allows you to extend your fee payments beyond the current year. Repayments can be extended up to 5 years after graduation.
- Edstart Pay – an interest free payment plan that allows for payments to be spread across weekly, fortnightly or monthly instalments. This is an alternative to the payment method currently offered by the College.

To find out more about Edstart please visit their website: www.edstart.com.au/marash

Please note that the College does not receive referral fees, commissions or other remuneration from Edstart. In providing information about Edstart, the College does not provide any recommendations, brokering or advice services.

6. Sundry Accounts – Co-Curricular and VET

- 6.1 Sundry charges may be incurred for Music, Boarding incidentals, Certificate level courses and other incidental costs. These charges are billed separately to fees, in arrears each Term.
- 6.2 Individual invoices will be forwarded and payment is due within two (2) weeks of issue.
- 6.3 Payment is via the Monitor system which can only be accessed through the Parent Portal. Guides for using the Monitor system are available in Parent Lounge.
- 6.4 Non-payment of Sundry accounts will see exclusion from co-curricular activities including tours, camps and instrumental music lessons.
- 6.5 Balances of sundry accounts remain separate to parent fee accounts and balances will not be transferred between. It is the parent's responsibility to ensure both accounts are paid in a timely manner.
- 6.6 Please note that in the instance of undertaking VET or Certificate level courses, full tuition fees remain due and payable and are not adjusted.



7. Overdue Accounts

- 7.1 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 contact the Finance Office by e-mail: fees@marash.qld.edu.au or phone 38584504 and advise that payment may be delayed.
- 7.2 If the circumstances are significant, the parent / guardian will be requested to meet with the Director of Finance to discuss the issues. In such cases the Director of Finance may request documentation to help ascertain the support that can be offered. Documentation that may be requested is as follows:
- Statement of Financial Position
 - Bank statements/Payslips/Income Tax Return
 - Any other supporting documentation as requested by the Director of Finance.
- 7.3 Continuing failure to pay school fees without correspondence with the College will result in debt collection/legal action and the Head of College conducting a review of the student's enrolment. Should there still be an issue with obtaining payment, the College may request that alternative finance arrangements are made, outside of the College, to pay the account in full.
- 7.4 Any fees associated with Debt Collecting or Legal action will be passed on to parent/guardian

8. Extended Student Absence

- 8.1 Marist College Ashgrove understands that on occasion a student may need to be absent from the College for an extended period of time (longer than 5 weeks) due to unforeseen compassionate and compelling circumstances.
- 8.2 Provision is made under this policy for a parent/guardian to provide appropriate documentary evidence for consideration by the College for a reduction in tuition fees. Refund of fees due to prolonged student absence may not result in a total refund of the fees for the period of time that the student is away on absence as the College has an obligation to hold the student's place for their return to studies.
- 8.3 To be considered, the situation must meet all three of the following criteria:
- Be outside of the student's control and
 - Make it impractical for the student to continue with their studies and
 - Be supported by independent documentary evidence
- 8.4 In the instance of extended leave required for a study exchange, a request must be made in writing to the Head of College with a term's notice. This leave will be granted at the discretion of the Head of College.



9. Overseas Students

- 9.1 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.
- 9.2 The Head of College will review the student's enrolment and Visa status at this College if the parent / guardians are unable to meet school fee payments.

10. Hardship

- 10.1 Any family suffering genuine financial hardship is invited to apply for consideration by contacting the Finance Department.
- 10.2 A Statement of Financial Position along with supporting documentation will be requested to assist the College in assessment of application.
 - 3 recent pay-slips outlining net income for each parent
 - Bank statements for any loans, credit cards and working/savings accounts
 - Recent tax return
 - Any other documentation that supports application (e.g. medical documents)
- 10.3 Any assistance offered will be subject to annual review.

11. 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 Head of College one term's notice, in writing, before the withdrawal or cancellation date. A term's notice is defined as a full 10-week term plus any holiday periods. 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 / guardians 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.

12. 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.

