



Dear Parents/Guardians

Welcome from the Finance Team to all our new and existing families at Mount Carmel College this year.

With this letter you will find your first statement for this year. This statement reflects annual charges and discounts as per our 2018 Fee Schedule ratified by the school board and are applied accordingly to each family's circumstances and or relevance:

- Tuition Fees
- Resource Fees
- Sibling discounts
- School Card discounts
- Catholic Primary Sibling discounts
- Refugee discounts have been applied to those who meet criteria
- Scholarships - successful candidates have had discounts applied
- \$100.00 partial refund applied to your account upon commencement of your child's enrolment based on those who paid a \$250.00 Acceptance of Offer Enrolment Fee for 2018.
- Early payment discount applied to Tuition Fees if paid in full by Friday 9th March, 2018
- Debt collection charges incurred
- Debt collection payments less collection costs incurred are applied to your account

BUILDING FUND

Although it appears on your February statement there will be no reference to it on any future statements unless you have specifically requested to contribute. However, all payments towards our Building Fund are tax deductible but more importantly these funds go towards the significant capitals works that are undertaken by the College, in particular recent projects completed that we are appreciating and utilizing. You are not restricted to \$500.00 and are welcome to contribute an amount of your choice.

RECEIPTING

Please note receipting for BPAY, Direct Debits & Centrepay have been done to 31/1/2018 only.

PAYMENT OF FEES

Families are encouraged to make regular payment of accounts through one of the following agreed payment plans available to assist you in meeting your financial commitment:

- In full by Friday, 9th March 2018 and receive a 5% discount on Tuition Fees where no other discounts apply - exception family discount. We have extended the date to allow for processing and postage delays beyond our control.
- Weekly over 40 school weeks
- Fortnightly over 40 school weeks
- Monthly over 10 months from February to November
- In 3 instalments by week 7 for Terms 1 (extension provided), week 4 for Terms 2 and 3.

Payment methods available are:

Direct Debit	EFTPOS
BPAY	Credit Card – Visa or Mastercard only
Centrepay	Cash
Quickstream (Credit Card)	Cheque drawn to Mount Carmel College



MOUNT CARMEL COLLEGE

A Catholic co-educational Years 8 - 12 secondary school in the Josephite tradition. Years 7-12 in 2019.

33 Newcastle Street, Rosewater SA 5013 PO Box 35, Port Adelaide Business Centre SA 5015

Telephone (08) 8447 0500 Web www.mcc.catholic.edu.au

Payment by regular arrangements must be sufficient to ensure full payment of the account by end of November 2018. Our Accountant, Virginia Reimann, will be able to advise families of the amount necessary to meet this commitment. Agreements outside the above payment of fees need to be negotiated and reviewed annually with David Cotton, our Business Manager whilst they remain in place. Therefore any fees that remain outstanding prior to January 2018 must have an agreement payment plan approved by the Business Manager. Failure to comply with this will result in your account being referred onto our Debt Collection Agency and further fees associated with this process will be incurred and charged accordingly to your account.

FEE SCHEDULE/POLICY AND PROCEDURES

This letter is a summary only of changes relevant to this year, for full disclosure please refer to our Fee Schedule and our Policy and Procedures available on our website, www.mcc.catholic.edu.au.

SCHOOL CARD – A form applicable to your circumstances must be completed and lodged with the Accountant every year.

The State Government has raised the School Card income threshold this year to help families with the cost of living. To check if this change impacts on your circumstances please access via our website, link provided here for your convenience (<http://www.mcc.catholic.edu.au/enrolment/fees-and-stationery>).

If school card discounts have been applied to your account it has been based on one of the following reasons:

- You were eligible in Year 2017.
- New families provided a copy of their Centrelink card at the time they paid their acceptance of enrolment at the reduced fee of \$50.00.
- Any new applicants upon lodgment of a school card application to us will have school card discounts applied once eligibility has been confirmed by either a report from DECD or the applicant providing us with a copy of their letter they receive from DECD.

School card discounts will be reversed from your account if:

- A 2018 School Card Application Form has not been completed and **lodged to us by Friday 9th March 2018**. Forms are available from either the Accountant or our website (link provided above).
- We are notified by the DECD School Card Register that you are not eligible and are unable to apply under any other criteria such as Change of Circumstance/Hardship/Self Employed/Veteran Affairs or Reassessment.

CATHOLIC PRIMARY SIBLING DISCOUNT (CPS Discount)

If you are not eligible for school card but have a sibling currently attending a Catholic Primary School you may apply for the CPS discount by either completing a form available from our website or contacting the Accountant **before Friday 9th March 2018**.

CHANGE OF CIRCUMSTANCES

One Term's Notice

We appreciate, where possible, one term's written notice in advance for students either leaving part way through the year OR at the end of the year be given.

Change of Details and/or Medical

To ensure our database is accurate a change of details form is to be completed and signed by all parties as per the initial Application of Enrolment and lodged to us as soon as possible.

Long term student absence from the College

Please notify us in writing as soon as possible if your child is going to be absent from the College so relevant staff can be notified and arrangements for set work to be sent home in advance should this be required.

Please contact the Enrolment Registrar for any information regarding Change of Circumstances. These forms are also available from our website.

PE UNIFORM/SECOND HAND UNIFORMS

All uniform purchases are available from Hambours, located at 2 Wilson Street, Royal Park. Further information is available from our website.

All Fee Schedules, Policies and Procedures and Forms are available from our website www.mcc.catholic.edu.au.

If you have any questions or require assistance with any of the above please do not hesitate to contact us.

Yours sincerely



Virginia Reimann
ACCOUNTANT
Direct Phone: 08-84470502
virginia.reimann@mcc.catholic.edu.au



David Cotton
BUSINESS MANAGER
Direct Phone: 08-84470525
david.cotton@mcc.catholic.edu.au

12th February, 2018