

# Fee Schedule 2019

Mount Carmel College prides itself on offering an affordable and accessible Catholic education to all families regardless of income level. The timely and regular payment of Fees enables Mount Carmel to continue to provide your child/ren with a quality Catholic education. We understand that at times, some families may struggle to make regular payments on time and in these cases, the College is happy to discuss how we can best assist to make the payment of fees easier in accordance with the *College Fees Policy & Procedures*.

Families who may be having difficulty in paying College Fees on time, or who have outstanding fees and accounts, are asked to please contact the College Accountant, Mrs Virginia Reimann, to discuss a suitable payment plan. If families experience difficulties meeting their financial commitments according to the *College Fees Policy & Procedures*, they will be referred to or required to contact the Business Manager, Mr David Cotton.

The *College Fees Policy & Procedures* is available on the College website at <http://www.mcc.catholic.edu.au/enrolment/fees-and-stationery>. Families are encouraged to read this document.

## College Tuition and Resource Fees

The College Board presents the Fee Schedule for 2019. The College invoices Tuition and Resource Fees to families for the whole school year in February. Our aim is to better inform families of any outstanding fees and simplify our fee collection process with the goal of increasing the amount of fees collected. (Please be advised that some families may receive other invoices throughout the year for various chosen activities or breakages). This will allow the College to provide improved and contemporary facilities for our students both now and into the future.

### Fee Structure

Full fee paying families	Year Level					
	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Tuition Fee	1840	3080	3370	3690	4280	4280
Resource Fee	1040	1220	1220	1370	1370	1370
Building Fund #	500	500	500	500	500	500
<b>TOTAL</b>	<b>3380</b>	<b>4800</b>	<b>5090</b>	<b>5560</b>	<b>6150</b>	<b>6150</b>

School Card holders	Year Level					
	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Tuition Fee	1104	1848	2022	2214	2568	2568
Resource Fee *	740	920	920	1070	1070	1070
Building Fund #	500	500	500	500	500	500
<b>TOTAL</b>	<b>2344</b>	<b>3268</b>	<b>3442</b>	<b>3784</b>	<b>4138</b>	<b>4138</b>

\* Resource Fee includes discount of \$300.00.

# Building Fund is voluntary and tax deductible.

## Summary of Fees Payment Process

- Fees Statement sent to families with account for the full year in February.
- Instalments will be payable by week 4 of terms 1, 2 and 3 unless an alternative payment agreement is in place.
- Reminder sent to outstanding account holders end of week 6, terms 1, 2, 3 and 4.
- Letter and reminder sent to outstanding account holders end of week 7, terms 1, 2 and 3 asking for full payment within 14 days.
- Personal contact from Principal or Business Manager end of week 9 inviting account holder for interview. Failure to respond within 7 days will result in further action (Debt Collection agency).
- Refer to Debt Collection agency after week 10. Costs associated with the collection of outstanding fees will be invoiced to individual family accounts.

## Fee Structure Information

**Resource Fee** - This fee includes Camps for Year 7, 8 and 10 students, the Year 12 Retreat, College diary, textbook hire, locker hire, ID card, College Yearbook, excursions and licencing costs associated with Information Technology. The Resource Fee is non-refundable if a student leaves part way through the year.

**Building Fund** - An annual Building Fund donation of \$500.00 per family is requested to assist the College in the significant capital works that are being undertaken. Donations to the Building Fund are tax deductible.

**Refugee Students** - Those students who meet the criteria for refugee status (new arrivals less than 5 years and School Card eligible) will be required to pay only \$500.00 in their first year toward their Tuition and Resource Fee, and must meet the Tuition Fee Schedule each year thereafter. All other fees are inclusive, but not limited to uniforms, bags and stationery, which are the responsibility of the student or family as appropriate.

## Payment of Fees

Families are encouraged to make regular payment of accounts to assist them in meeting their financial commitments. Payment is required for each term commenced and fees may be paid either:

- Weekly over 40 school weeks
- Monthly over 10 months from February to November
- In 3 instalments by week 4 of terms 1, 2 and 3
- Fortnightly over 40 school weeks
- Up front in February for the full year

Please note: If you use BPAY, the transaction will appear on your bank statement with the reference CCES (Catholic Church Endowment Society). Please see the College Accountant if you would like to arrange payments using QuickStream, Direct Debit, BPAY, Credit Card, Centrepay, EFTPOS, Cash or Cheque drawn to Mount Carmel College.

All regular payment plans must be sufficient to ensure full payment of the account by the end of November.

The College Accountant can advise families of the amount necessary to meet this commitment.

Families falling outside of an agreed payment plan may be referred to our preferred collection agency (see under 'Debt Collection' below).

For a copy of College Fees Policies and Procedures or this Fees Schedule, please visit our website at:

[www.mcc.catholic.edu.au](http://www.mcc.catholic.edu.au)

**Early Payment** - Families choosing to pay all fees in total by the end of February 2019 will receive a 5.0% discount off their Tuition Fees where no other discounts apply (exception on family discount).

**Discounts** - Family discounts apply to second student at the College (20%), third 40%, fourth 60% and 100% for a fifth student. Those families with children at other Catholic primary schools will receive a 10% discount (CPS) off the tuition fees of their first student where no other discounts apply (except on a sibling discount). CPS discounts will only be applied to your account on receipt of a completed Form, which is available on the College website:

[www.mcc.catholic.edu.au](http://www.mcc.catholic.edu.au) and must be received by 31 March 2019.

**Special Cases** - Special cases will be treated on an individual basis and are reviewed annually. Please contact the Business Manager or Principal to discuss options that may be available to your circumstances.

**School Card** - Families eligible for School Card will receive a 40% discount off Tuition Fees and a \$300.00 discount of the Resource Fee (\$300.00 per student). Families need to apply each year for School Card discount to ensure eligibility.

The College Accountant can assist you with this. Forms are available from the Accountant or our website at

[www.mcc.catholic.edu.au/enrolment/fees-and-stationery](http://www.mcc.catholic.edu.au/enrolment/fees-and-stationery)

## Collection of Fees -

**Responsibility:** Liability for payment of accounts rests jointly and severally with the person(s) signing the Mount Carmel College Enrolment form. If both parents have signed the Enrolment form, one parent cannot remove themselves from the enrolment contract without written consent from the College and the other enrolling parent.

**Further Action:** Any debt collection costs incurred by the College to recover outstanding fees will be charged to your account accordingly and any doubtful debts initially applied to your account will be reinstated.

## Enrolment Fees

**Acceptance Fee** of \$250.00 is required when accepting an offer of enrolment with the College. \$100.00 will be refunded and credited to your family account once the student commences their enrolment at the College. School Card families are required to pay a \$50.00 non-refundable Acceptance Fee upon receipt of a copy of your Centrelink Concession Card, which must have listed the enrolling child's name.

## Other Fees and Charges

### **Year 12 Graduation, Pedal Prix, Senior Formal, Overseas Study Tours, Josephite Exchange and any other relevant events that are introduced during the year**

Invoiced to families to cover the operating costs and GST liability. Payment in full and permission forms are to be received by the College prior to the deadline to ensure the viability of the event. All of these items will be subject to the students and families meeting certain criteria including behavioural, academic and meet the full financial commitment of the College within the current year.

## Sporting teams

Payment in full and permission forms are to be received by the College prior to the deadline to ensure the viability of the event. Students will be notified if the team does not go ahead and fees paid will be credited to family accounts.

## VET

Students studying VET subjects will be required to pay the course fees as set by the registered training provider. This is to be paid prior to commencement of the course to confirm enrolment. Tax Invoice is issued upon time of payment and receipt offset accordingly. On successful completion of the VET course, Mount Carmel College will provide a subsidy of 50% of the fees (to a max \$225.00) per semester to applicable courses.

## Stationery

Stationery purchases are handled by Lighthouse Books and Office Supplies. Stationery lists are prepared in consultation with Year Level Coordinators and Learning Area Coordinators to meet specific requirements. Visit the website at [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au)

## School Care Insurance (24 hour care)

Mount Carmel College has taken out a 24 hour Care for School based activities. School Care cannot cover any Medical services or pay the Medicare Gap. For more information and claim forms, which must be endorsed by the College, please go to [www.ccinsurance.org.au](http://www.ccinsurance.org.au)

## Ambulance Cover

Ambulance cover is provided for school based activities and does not cover pre-existing illness or illness related transport.

## Other Charges

Replacement Student ID Card	\$10.00
Calculator Hire	\$30.00
Diary replacement	\$15.00 (on approval of Deputy Principal)
Year 12 Jumper	\$100.00

## Contact Us

The College encourages families to contact the Business Manager or College Accountant with any concerns that may be foreseen with meeting your financial commitment to Mount Carmel College.

### **Mr David Cotton, Business Manager**

Phone: (08) 8447 0525

Email: [david.cotton@mcc.catholic.edu.au](mailto:david.cotton@mcc.catholic.edu.au)

### **Mrs Virginia Reimann, College Accountant**

Phone: (08) 8447 0502

Email: [virginia.reimann@mcc.catholic.edu.au](mailto:virginia.reimann@mcc.catholic.edu.au)



# MOUNT CARMEL COLLEGE

Mount Carmel College aims to provide quality, innovative and affordable Catholic Education. Our motto '*Caritas et Dignitas*' (*Love and Dignity*) is at the heart of who we are as a Josephite School and as such, we will not exclude the enrolment of any student on financial grounds. Our policy ensures the respect and confidence of all students and their families.