

Rationale

Our Lady of Mercy College (OLMC) is committed to providing its students with educational opportunities that reflect best practice in teaching and learning. OLMC is also committed to providing contemporary and well-resourced facilities that support and enhance students' learning and wellbeing. To uphold these commitments, OLMC relies on three main sources of income – Australian Government grants, State Government grants and school fees.

As a Catholic school and a Ministry of Mercy Education Limited, OLMC is required to ensure its

Terminology – Fee Structures

Annual Composite Fee. This fee covers all compulsory core curriculum activities including camps, excursions and retreats and is billed as four equal instalments. It incorporates a re-enrolment fee (payable in the preceding year) plus three instalments due in February, May and August. This fee covers the costs of education including equipment, consumable materials and resources supplied for all subjects; and printing and internet access up to a set quota.

Special Subject Fees. These fees apply to private music and singing lessons, Vocational Education and Training (VET) courses, non-compulsory excursions and trips, and other non-compulsory activities and items. Such fees are billed separately and are payable each semester.

Subject Levies. The compulsory core curriculum activities will not normally attract additional levies except where there is an unusually high cost, or significant and identifiable material output, and where it would be unreasonable or unfair for this activity to be subsidised by the broader College student body.

Parents can expect advice in November of the fee levels for the succeeding year. Setting of annual fee increases will be reflective of CPI, changes in salaries and increases in the National Education Index. Special subject fees are reviewed and set annually.

All students, regardless of their fee account status, will be permitted unimpeded access to all core programs and activities, however, if significant fees are outstanding, the College will limit or refuse access to optional programs such as instrumental music lessons or interstate/overseas travel programs.

Fee Billing

The Business Manager administers the billing and collection of fees in accordance with the following timelines:

- x The Confirmation of Enrolment Fee (\$750) is payable when parents complete the Acceptance of Offer. The \$500 rebate is offset against the balance of the February instalment of the Annual Composite Fee.
- x The account for a student's re-enrolment fee (25% of the annual composite fee) is issued and payable in November each year.
- x The balance of the Annual Composite Fee is issued in November and is normally payable in three equal instalments, due February, May and August. However, other options exist (see payment options below). The November account will indicate the cut-off date for an early payment discount (currently \$250 per student).
- x The invitation to contribute to the voluntary, tax deductible Building Fund Contribution (\$300) is included in the February statement account.
- x Accounts for Special Subject fees are issued throughout the year and payable as indicated.
- x Sundry goods reqds

See the Appendix for more information in relation to these matters .

Recovery of Outstanding Debts

When an account is in arrears, OLMC will make contact by letter and/or telephone reminding families of their obligations. If there is no satisfactory response to reminders for payment, or where there is no evidence of hardship and special circumstances can not be substantiated, OLMC may:

- x notify parents that the student may not be able to continue participating in a range of extra -

Fee Concessions – Special Circumstances

In certain circumstances families may apply for a pro-rata reduction in fees or for an extended payment plan. Such circumstances, and the concessions that may apply, are outlined below, as