

# Macquarie

## 2023 Fee Policy

The annual fees for each student at Macquarie College are structured as an all-in-one package that includes Tuition, Excursions, Camps, all Student Services Fees, Levies and Charges. Some personal discretionary items are excluded. Family discounts and convenient fee payment plans are available. Fees and fee structures are subject to annual review.

### Fee Payment

It is a requirement of ongoing enrolment that a payment plan is in place and that fees are paid in line with agreed schedules and deadlines. Fee statements are issued mid-January along with appropriate information and forms.

- Payments are due each Term in advance according to published due dates for payment, or by an approved payment schedule. The school provides the following payment options: Annual, Term, Monthly or Fortnightly installments.
- The prompt payment discount will be applied where annual fees are paid in full by the second Friday of Term 1, and where Term fees are paid by the due Term date, as per the fee schedule.
- All fees payment schedules must be completed by 30 November of the year of billing
- Variations to available payment plan options require an approved written payment plan by application to the Business Manager and may require approval of the Finance Committee
- An approved payment plan by Direct Debit or Credit Card Payment Authority will be required if prior year fees are not paid in full by 30 November.

### Overdue Fees and Dishonoured Payments

Once a student is enrolled and attending, school fees must be paid in a timely manner. The College encourages families who may be experiencing payment difficulties to contact the Business Manager to negotiate arrangements suitable to the College.

- Fee accounts are reviewed on a regular basis and parents are alerted where fee payments are in arrears of the agreed schedule
- The College reserves the right to review the enrolment of students where defaults occur on payments according to the agreed payment schedule
- Where fees are carried forward from a previous year, students will not be permitted to attend classes until all overdue fees have been paid or a written pre-approved payment plan is in place
- All overdue fees at the end of each term or dishonoured payments will attract a Late Payment Fee
- Payment of Tuition Fees has priority over extra-curricular events. Participation in non-compulsory extra-curricular excursions or events not covered by the Tuition Fee may be refused if fee payments are not up-to-date
- Accounts overdue at year end may incur a charge based on a % of the outstanding fee. This amount will be applied at the end of each term that the fees remain outstanding beyond 2 terms overdue
- The College has a Debt Collection Policy which applies in cases of non-payment. In addition, the Principal can withdraw a students' enrolment if fees are not paid as agreed.

### Prolonged Absence

Where a student has a prolonged absence through illness, the following shall apply:

- Up to 4 weeks – normal term fees apply
- More than 4 weeks – pro-rata based on time spent at school plus 10% of fees due during absence. Wherever possible, every endeavor will be made to support the student with schoolwork whilst absent through sickness.

Where a student has a prolonged absence for reasons other than illness e.g. overseas travel etc. the following shall apply:

- Up to one term – normal fees
- More than a term – whilst the student remains enrolled he/she is charged 20% of normal term fees.

### Refunds – Camps/Excursions

Camps, excursions and other prepaid events included within the gross fee structure are not refundable.

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### **New Enrolments**

An Enrolment Holding Deposit (EHD) is payable by the parent/guardian on receipt of a Letter of Offer as confirmation of acceptance of a position at Macquarie College. EHD's are not used to offset fees but are held in trust by the College for the duration of enrolment at the College. It is required that the EHD is paid in full before enrolment at the College can be confirmed. The EHD is non-refundable if a confirmed enrolment place is cancelled by the parent/guardian prior to commencement.

If parents/guardians cancel a confirmed enrolment place, notification must be provided in writing as soon as possible before the child's commencement. In the case of a cancellation, the College reserves the right to refund the EHD where parents apply in writing for a refund on the basis of extenuating circumstances. Parents need to provide evidence and sufficient detail to show that extenuating circumstances are at play. Requests of this nature are assessed by the Executive Team on a case by case basis.

### **Annual Re-Enrolment**

As part of the Re-enrolment process each year, parents are asked to advise the College if their child is not returning for the following academic year. Parents are advised a due date for notification of withdrawal without penalty. Notification before the due date will be considered as discharge of the 10-week notification requirement (See Enrolled Students Withdrawal below). In the event that notice of withdrawal is not received by the notified due date, the remainder of the 10-week notification period is applied.

### **Enrolled Students Withdrawal**

Parents must notify the College Registrar in writing regarding the withdrawal of a student. The recorded date of notification is the date notice in writing is received by the College Registrar. On occasions where there is evidence that the withdrawal was discussed at an earlier date, a revised notification date may be applied.

For enrolled students one term (or 10 'in term' weeks) notice of withdrawal must be given or one term's fees must be paid in lieu of such notice. Less than one term's notice (10 weeks) will incur fees in lieu of notice to the extent that notice falls short of the 10-week period.

Parents/guardians may apply to the College in writing to have the 10-week period waived on the grounds of extenuating circumstances. Parents/guardians must provide evidence and sufficient detail to show that extenuating circumstances are at play. The Executive will assess requests on a case by case basis, based on (but not limited to) the following:

- If the College is immediately able to replace the student;
- If all fees and charges are paid up to date at the time of the withdrawal;
- If the child is leaving to attend a competitor school;
- If the extenuating circumstances have prevented earlier notice.

Students who are asked to leave the College will be considered as a withdrawing student with the 10-week notification period automatically applied.

Enrolment Holding Deposit (EHD) - Where a student is withdrawn and one sibling remains at the College, the parent/guardian may apply to have the EHD held for that child credited against tuition fees due. Where the EHD held is in excess after all fees and charges have been cleared for that student, remaining funds will be credited to the family fee account. The maximum family EHD will be held whilst two or more students attend the school.

### **Refunding the Enrolment Holding Deposit (EHD)**

A refund of the EHD amount held for all children, will be available for refund only after deregistration is complete for the last child, including the return of all Macquarie College property such as text and library books held by the student. The amount refunded will be the amount available after settlement of all outstanding fees and charges.

Refunding of the EHD is subject to the full payment of the fee account, or an agreed payment plan (approved by the Business Manager) is in place within 1 month of de-registration. A letter will then be issued to the family requesting instructions for disbursement.

### **Property Fee**

Macquarie College reserves the right to charge an additional fee for recovery of the cost of any College property held by students which is not returned in good condition at the end of the loan period, or College property lost or damaged by willful or negligent acts of the student. Such charges will be based on the value of the item/s in question.

### **Building and Maintenance Contribution – Tax Deductible**

Voluntary donations to the Macquarie College Building and Maintenance Program are tax deductible. Receipts are forwarded out by June 30.