



FEE POLICY

Email: accounts@mc.nsw.edu.au • Phone: 02 4954 6222
182-222 Lake Road • PO Box 517 • WallSEND NSW 2287
www.wacquariecollege.nsw.edu.au

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 also 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. However the school provides the option of payment by 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
- 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
- any costs or fees, including legal and collection costs, incurred by Macquarie College in seeking to recover monies due and owing to the College are payable.

Prolonged Absence

No discount will apply where a student has a prolonged absence for reasons other than illness e.g. overseas travel etc. In the event of a prolonged absence (greater than 4 weeks) due to illness application may be made for discount of fees on compassionate grounds.

Refunds – Camps/Excursions

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



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Enrolled Students - Withdrawal

For enrolled students, one full term's (10 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.
- The parent may apply to the College in writing for the 10-week notice period to be waived, at the discretion of the College, on the grounds of extenuating circumstances
- If the College is able to immediately replace the student with another student, the College will consider refunding a portion of the term fees to the student leaving
- All outstanding fees and charges are due and payable on withdrawal
- **The Enrolment Holding Deposit** provisions for leaving students will be applied on withdrawal

Re-enrolment

As part of the re-enrolment process parents are advised of a due date for notification of students not returning for the following year. Notification by the due date will be considered to be discharge of the 10-week notice requirement.

Enrolment Holding Deposits

Enrolment Holding Deposits are not used to offset fees but are held in trust by the College for the duration of enrolment at the College.

a) New Enrolments

An Enrolment Holding Deposit is payable by the parent/guardian on receipt of a Letter of Offer as confirmation of acceptance of a position at Macquarie College.

- It is required that the deposit be paid in full before enrolment at the College can be confirmed
- If parents cancel a confirmed enrolment place, notification must be provided in writing as soon as possible before the child's commencement. The Enrolment Holding Deposit is **non-refundable**.
- The College reserves the right to refund the Enrolment Holding Deposit where parents may apply in writing for a refund on the basis of extenuating circumstances.

b) Withdrawal Notice at Time of Re-enrolment

In the event that notice of withdrawal is not received by the notified due date, the Enrolment Holding Deposit will be forfeited.

c) Leaving Students

Subject to the application of the **Enrolled Student-Withdrawal** provisions, the balance of the Enrolment Holding Deposit will be available for refund after the deregistration process for the last child is completed, including the return of all Macquarie College property such as text and library books held by the child. A refund will be issued for the amount available after settlement of all other outstanding fees and charges.

- The Enrolment Holding Deposit may be forfeited if, on withdrawal of students from the College, payment in full, or an agreed payment plan to clear the account, has not been made within 1 month of withdrawal
- Where the total deposit held is in excess of the current minimum required, the parent/guardian may apply to have the excess amount credited against tuition fees due
- Where a refund is due, a letter will be issued by the College requesting instructions for the disbursement of the amount due.

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 provided to donors prior to June 30 of each financial year.