2015 SCHEDULE OF FEES

Annual Tuition Fees
The following fees and charges have been approved for 2015. These costs are to remain fixed throughout the year unless salary increases exceed forecasts or some other significant and unforeseen circumstances arise.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>$5,560.00</td>
</tr>
<tr>
<td>8</td>
<td>$5,880.00</td>
</tr>
<tr>
<td>9</td>
<td>$5,750.00</td>
</tr>
<tr>
<td>10</td>
<td>$5,750.00</td>
</tr>
<tr>
<td>11</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>12</td>
<td>$5,600.00</td>
</tr>
</tbody>
</table>

The College method of payment for Annual Tuition Fees is scheduled payments, please refer to the College Fee Policy (available on the College website www.academy.vic.edu.au) for a full list of payment options.

Family Discounts
Families with more than one student at the Academy currently receive the following discounts:

<table>
<thead>
<tr>
<th>Child</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second</td>
<td>15%</td>
</tr>
<tr>
<td>Third</td>
<td>30%</td>
</tr>
<tr>
<td>Fourth</td>
<td>60%</td>
</tr>
</tbody>
</table>

Early Payment Discount
A discount of $200 per student will be granted when all fees are paid in full to the College Reception by Friday 27th February 2015 (close of business). Late payments will not be entitled to the discount.

VET Electives
The fee charged for an elective is in addition to the total Annual Tuition Fees. The elective fee charged per student is also inclusive of any government funding to be received.

Re-enrolment Levy (Current Students)
At the end of 2015 parents of students in Year 7 to 11 will be asked to make a $400 payment to confirm and secure their daughter’s place at the College in 2016. This deposit will be deducted from 2016 Annual Tuition Fees. Please note this fee is non refundable if the student does not return to the College in 2016.

Payment in Full by the end of the School Year
It is a College expectation that all family accounts are to be paid in full by the end of the school year. Student enrolment at the Academy is based on, among other factors, acceptance of the College Fee Policy (available on the College website www.academy.vic.edu.au).

Financial Assistance
Where families are experiencing financial hardship, a submission in writing for consideration of a fee reduction or the acceptance of an alternate payment plan needs to be forwarded to the Business Manager, Ms Lyn McGuinness. The envelope should be marked “Confidential”. A Fee Reduction application form can be requested by calling 9412 7100 or emailing collections@academy.vic.edu.au.
CHARGES FOR NEW STUDENTS

Enrolment Application Fee

A payment of $110 (inc GST) is to accompany the standard application form. This fee is non-transferable and non-refundable.

Enrolment Confirmation Fee

Following an offer of a place at the Academy, a confirmation deposit of $250 (GST is not applicable) is payable. This payment reserves the student's place and confirms the acceptance of an offer of enrolment at the College. This fee is non-transferable and non-refundable.

Student enrolments during the school year

Families who enrol a student during the school year will be charged on a pro-rata basis. However, the Enrolment Application Fee and the Enrolment Confirmation Fee will need to be paid in full prior to the student commencing studies at the Academy of Mary Immaculate.

EARLY PAYMENT DISCOUNT

A discount of $200 per student will be granted when all fees are paid in full to the College Reception by Friday 28th February 2014 (close of business). Late payments will not be entitled to the discount.

FAMILY DISCOUNTS

Families with more than one student at the Academy currently receive the following discounts:

Second Child  15%  | Third Child  30%  | Fourth Child  60%

HOW DO I PAY?

The College preferred methods of payment are:

Credit Card  | Direct Debit  | Bpay  | Personal Cheque  | Bank Cheque  | Money Order

From 2014 the College is endeavouring to reduce the number of cash payments made by parents for security and administrative reasons. We would appreciate your consideration in this matter.

The Annual Tuition Fees are charged to the family account in mid February 2014 and families are asked to nominate a College scheduled payment plan of their choice.

SCHEDULED PAYMENT PLAN OPTIONS AND DATES ARE:

- Credit Card  | Regular monthly payments
  February to November  10 Instalments: second Monday in the month or nearest bank trading day

- Direct Debit  | Regular monthly payments
  February to November  10 Instalments: fourth Monday in the month or nearest bank trading day

- Credit Card or Direct Debit  | Regular tri annual payments
  February 28th, May 30th and September 15th (minimum instalment plan)

IN 2014, THE NON-SCHEDULED PAYMENT PLAN OPTIONS OFFERED BY THE COLLEGE ARE:

- Payment in Full  | Single payment on Friday 28th February 2014 by close of business
  $200 discount per student applies Please note: no late payments are acceptable

- Bpay  | Regular monthly payments
  February to November  10 Instalments

- Bpay  | Regular tri annual payments
  February 28th, May 30th and September 15th (minimum instalment plan)
PAYMENT IN FULL BY THE END OF THE SCHOOL YEAR

It is a College expectation that

- Annual Tuition Fees are paid in regular instalments (a minimum 3 instalments per year as noted above).
- All family accounts are to be paid in full by the end of the school year to ensure that the College is able to meet its financial obligations to both staff and external suppliers. The College is unable to extend Credit terms to families.

WHAT ASSISTANCE IS AVAILABLE?

Education Maintenance Allowance

The Department of Education and Early Childhood Development offers the parents of a student aged sixteen years and under who currently hold a Pensioner/Health Card, an Education Maintenance Allowance.

In 2014, the allowance for Year 7 students will be $300 and for all other students to the age of 16 years of age will be $250. Students who turn 16 years old in any given year are entitled to a pro rata rate only.

The EMA is paid in two instalments by the State Government and claim forms should be lodged by mid-February at the College Reception to enable the prompt processing of your application. The instalment dates for payment are after March and after August each year and families are encouraged to direct these payments to the College to enable the funds to be credited against the Annual Tuition Fees for the student.

Please refer to the Department of Education and Early Childhood Development website for further information www.education.vic.gov

Financial Assistance

Where families are experiencing financial hardship, consideration of a fee reduction or the acceptance of an alternate payment plan will need to be discussed with the Business Manager, Ms Lyn McGuinness.

Consideration for Fee Reduction is made based on the application form to be completed by families. This form can be requested by phoning 9412 7100 or emailing collections@academy.vic.edu.au. Submissions should be placed in an envelope addressed to the Business Manager and marked “Confidential”.

Fee Reductions | Special Circumstances

Fee reductions may be available in circumstances that include:

- Absence of a student due to extended illness – longer than a term
- Withdrawal of a student during the year
- Variations to fulltime enrolment (less than 75% of a typical student program)
- Approved long-term absence

The procedures to be followed by parents/guardians who seek fee reductions due to Special Circumstances are outlined in the Appendix to this policy.

OBLIGATION TO PAY FEES

At the time of acceptance of enrolment, a student’s parent(s) or guardian(s) sign the Enrolment Acceptance Form that incorporates obligations and agreements about the payment in full of all fees annually.

The payment of fees is binding upon each signatory to the agreement. Each signatory to the enrolment application form, and/or subsequent re-enrolment form, will be solely or jointly responsible for the timely payment of fees.

Non-payment of fees, wherein parents/guardians consistently disregard reminder notices and contact attempts, fail to discuss the issue with the College, and/or default on alternative arrangements, the College reserves the right to take legal action to recover outstanding debts from the student’s parent/s or guardian/s. If deemed to be necessary this action may occur whilst the student is still attending the College.

Should Annual Tuition Fees be outstanding for any student, the College reserves the right to withdraw the student from extra-curricular activities or withhold tickets for any College activities until the Annual Tuition Fee Account is brought up to date.
WHAT IF OUR FAMILY SITUATION CHANGES?

If family and parental/guardian arrangements alter, and the liability for the payment of fees changes from one party to another, either during the course of the student’s enrolment or after she has left the College, each party is expected to notify the College so that a new Agreement can be made.

A Change of Status form is available from the Business Manager on request. The document must clearly indicate the change in liability for the payment of fees and the commencement date of this change in liability.

If the College does not receive a mutually accepted agreement from the parties involved, the original signatories to the enrolment and subsequent re-enrolment forms received will be binding upon each signatory to the agreement.

GENERAL ENQUIRIES

For any general enquiries regarding Annual Tuition Fees and or any other charges please contact the Finance Officer (Family Accounts) Ms Virginia Dionysiou on 9412 7100 or email collections@academy.vic.edu.au

RELATED POLICIES AND DOCUMENTS

- Mercy Education Ltd Policy and Procedures (2014)
- Catholic Education Office Melbourne Policy 2.4, Enrolment for Schools in the Archdiocese of Melbourne
- Catholic Education Office Melbourne Policy 2.27, School Fees

Policy revised and approved by the College Advisory Council

Next Policy Review – Annually
APPENDIX FEE REDUCTIONS
SPECIAL CIRCUMSTANCES AND APPLICATION PROCEDURES

In certain circumstances families may apply for a pro-rata reduction in fees. In such circumstances, the reductions that may apply, and the procedures to be followed are outlined below.

Absence of a student due to extended illness

Where a student is absent from the College for a term or more due to prolonged illness or injury, some form of fee remission may apply.

The level of remission will be determined by a number of factors including the length of absence, the nature and level of ongoing support provided by The Academy of Mary Immaculate for the student’s ongoing learning and wellbeing. All requests for fee reduction due to such circumstances must be made in writing to the Principal. Cases will be considered an individual basis.

Withdrawal of a student during the year

Consideration of any refund for Annual Tuition Fees will be based upon the student’s reason for departure and the date of their exit taking into account the notice period given by the family.

It is an expectation that parents will give the equivalent of one term’s notice, in writing to the Principal for any student withdrawal throughout the year or fees may be charged in lieu of notice.

The table below is a general guide only and is based on the expectancy all Annual Tuition Fees are paid in full each year.

| Term 1 | 75% | Term 2 | 50% | Term 3 | 25% | Term 4 | nil |

If pastoral reasons underpin the withdrawal of a student from the College, additional pro-rata fee reductions may be considered. For all other reasons (e.g. family relocation) refunds for partial terms are not provided for.

Variations to fulltime enrolment

For a student whose learning program is less than 75% of a typical student program within the College they may be considered to be a part time student and as such may be entitled to some remission of Annual Tuition Fees.

The level of remission is determined on an individual basis and takes account of the level of the student’s part-time status, the number of days attended and the level of support required. Requests for fee reductions in such circumstances must be made in writing to the Principal.

Long-term leave of absence

For a student who will be absent for two terms or more a place can be held over provided a return date is known and the parents give a minimum of one term’s notice in writing to the Principal.

The Annual Tuition Fee account will need to be paid in full before the Academy of Mary Immaculate can agree to hold open the student’s place. Any fee rebate will be limited to a maximum of 50% of the Annual Tuition Fee, and a holding deposit of $750 will be requested from the family. The deposit will be non-refundable and non-transferable but will be credited towards any future fees once the student returns to the College.

The Academy of Mary Immaculate will generally not offer any fee remission to families in the case of extended overseas travel except where a student is on a College approved student exchange program that extends over a Semester in any given year.

Please note the Principal is the arbitrator of the boundaries under which the all of the above circumstances are applied.