COLLEGE FEE POLICY

This document is published as a general reference guide to the Academy of Mary Immaculate parents and guardians of current students as well as for parents and guardians who are considering enrolling their daughter at the College.

The Academy of Mary Immaculate is committed to providing a quality education for young women in the Catholic tradition. The College relies on parents and guardians to fulfil their financial obligations, in order to support the College in providing high quality teaching and learning experiences.

The Mercy Education values of justice, compassion, respect and service underpin the principles of this policy. Accordingly, the College has a responsibility to ensure that all parents and guardians share equitably the education costs of the students at the College. Where the parents/guardians experience financial hardship, the College will consider alternative payment options to assist them to meet their financial obligations.

The College seeks a positive and co-operative relationship with parents and guardians and, by accepting an offer of a place at the College, the parents/guardians are consciously making a commitment to honour their annual financial obligations to the College.

HOW MUCH WILL I PAY?

It is expected that approximately one half of all school costs at the Academy of Mary Immaculate will be funded by State and Commonwealth Government grants. The remaining costs for salaries, resources, maintenance, administration and capital expenditure will be met from tuition fees charged to the parents/guardians.

The annual tuition fees will continue to cover all compulsory camps, excursions and any fee applicable to the ICT Agreement. Additional charges will be made for optional and co-curricular programs, including overseas trips, private music tuition and Vocational Education & Training (VET) courses. The College reserves the right to refuse a student's participation in these programs.

Please refer to the College Schedule of Fees for the amount to be paid each year (published on the College website annually, www.academy.vic.edu.au). These costs are to remain fixed throughout the year unless salary increases exceed forecasts or other significant and unforeseen circumstances arise. Ongoing enrolment at the Academy indicates parents/guardians' acceptance of the annual tuition fee structure.

Re-enrolment fee

At the beginning of August each year parent(s) of students in Year 7 to 11 will be asked to pay a re-enrolment fee to confirm and secure a place for their daughter at the College for the following year. The amount paid will be deducted from the annual tuition fee charged in the new school year. A re-enrolment form returned without a payment is not considered as acceptable notice; therefore, your payment must be included with the returned form for a place to be held for your daughter.

Please note: this fee is non-transferable and non-refundable should a student not return to the College at the beginning of the year.

CHARGES FOR NEW STUDENTS

Enrolment Application Fee

A payment of $150 (inc GST) is to accompany the standard application form. *This fee is non-transferable and non-refundable.*

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collections@academy.vic.edu.au

Enrolment Confirmation Fee
Following an offer of a place at the Academy, a confirmation deposit of $275 (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 (per complete term). 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 per family will be granted when the full amount of the annual tuition fees is paid by the close of business on the last of February each year. *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 required methods for scheduled payment plans are:

Credit Card | Direct Debit

The annual tuition fees are charged in a single instalment to the family account each year and families are required by the start of the school year, to nominate a College scheduled payment plan of their choice. The initial statement of account issued in mid-February will identify the total annual tuition fees for the year.

All families are required to pay a minimum of one tenth of the annual tuition fee each month. This is to commence in the February of each year, with the final payment to be made by the end of November of the same year.

SCHEDULED PAYMENT PLAN OPTIONS

Credit Card/Direct Debit – 10 equal monthly instalments will be charged to your nominated credit card on the **15th** of each month (or the first working day after) commencing in February and concluding in November of the same year.

Credit Credit/Direct Debit – 22 equal fortnightly instalments will be charged using your nominated credit card or bank account on the first Thursday in February and concluding in November of the same year.

NON SCHEDULED PAYMENT PLAN OPTIONS CURRENTLY OFFERED

Payment in Full – Single payment by the last business day of February each year

$250 discount per family applies. No late payments are accepted

FINALISING ANNUAL TUITION FEE ACCOUNTS

It is a College requirement that all family accounts are to be paid in full by 30 November of each 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.

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WHAT ASSISTANCE IS AVAILABLE?

Financial Assistance

Where a family is experiencing financial hardship, a confidential discussion regarding fee assistance may be initiated by contacting the College Business Manager, Mr Andrew Baker. All applications for financial assistance, including fee reductions or alternate payment arrangements, are assessed and granted entirely at the College's discretion. These decisions are final and not subject to amendment.

Fee Reductions | Special Circumstances

Fee reductions may be available in circumstances that include:

- Absence of a student on camps due to illness
- Absence of a student due to extended illness – longer than a term
- 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 parents/guardians must 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 confirmation form, and/or subsequent re-enrolment form, will be solely and 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 parents and guardians. If deemed to be necessary, this action may occur whilst the student is still attending the College. Any legal costs and/or commissions incurred in this process will be charged and recovered from the family.

Should annual tuition fees be outstanding for any student at any time throughout the year, the College reserves the right to withdraw the student from extra-curricular activities or to 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/guardianship 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) Mrs Karen Brett on 9412 7100 or email collections@academy.vic.edu.au

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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 student on camps due to illness

Attendance at College camps is compulsory. A remission of the camp levy will only be considered upon the receipt of a medical certificate from a registered medical practitioner.

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 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 on 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 a requirement 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.

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 may be held over provided a return date is known and the parent(s)/guardian(s) 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 all of the above circumstances are applied.

Version	Author	Description of Changes	Release Date	Review Date	Reviewer
1.0	Andrew Baker	College Fee Policy	November 2019	November 2020	
1.1	Andrew Baker	No amendments	September 2020	November 2021	
1.2	Andrew Baker	No amendments	September 2021	November 2022	
1.3	Andrew Baker	No amendments	September 2022	November 2023	
1.4	Andrew Baker	Minor updates	October 2023	November 2024	
1.5	Andrew Baker	No amendments	October 2024	November 2025	Finance Sub-Committee
1.6	Andrew Baker	No amendments	October 2025	November 2027	Finance Sub-Committee