



ST MARY'S COLLEGE

FEES & LEVIES INFORMATION 2024

www.stmaryscollege.vic.edu.au

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October 2023



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1. HOW TO CONTACT US

Telephone

+613 9529 661

Email

fees@stmaryscollege.vic.edu.au

Website

www.stmaryscollege.vic.edu.au

Parent Portal

Parent Access Module **PAM (SIMON)** – login [HERE](#)

Postal address

PO Box 258
ST KILDA VIC 3182

Please contact the College office as soon as possible regarding any changes in your contact details including your email address(es).

2. GENERAL TERMS AND CONDITIONS OF ENROLMENT

This information booklet is to be read in conjunction with the College General Terms and Conditions of enrolment, a copy of which is available from the College public website or by contacting the College office.

For International Student enrolments, this document should be read in conjunction with our International Student Program policies and procedures contained in the '*International Student Program Key Policies and Information*' booklet available on the College public website.

Further policies and detailed information can be obtained by contacting our International Student Coordinator or College Business Manager at the College office.

3. COLLEGE FEES AND LEVIES

What Your College Fees & Levies Provide

Your College Fees contribute to covering expenses including, but not limited to:

- School staffing
- Learning programs;
- Sport;
- Facilities; and
- Grounds and maintenance.

Your College Levies contribute towards the cost of the following:-

Resources:	\$505 per student to contribute to class materials, teacher reference materials, etc.
Technology & Services:	\$40 per student to contribute to the provision of ICT and other professional service charges.
Subject:	\$225 per student to contribute to costs associated with class excursions, camps registrations and equipment.
Educational Skills Profile:	Year 10 Students Only: \$105 per student to contribute towards the Educational Skills Profile (careers pathway tools)
Nobilitas Program:	Year 9 Students Only: \$600 per student

College fees and levies are reviewed periodically and are subject to change.

Schedules of current fees and levies are available on our public website.

What Your College Fees & Levies Do Not Provide

Your College Fees and Levies do not provide for the costs associated with the following:

Graduation: Year 12 only: Further information regarding graduation-related costs will be provided to parents/guardians of Year 12 students during the year.

Vocational Education & Training (VET): Fees for VET subjects incur additional charges to those noted on the Tuition Fees and Levies schedule, based upon fees charged by the respective VET institution.

Optional Activities: Fees for optional activities are in addition to the published fees and levies. Examples of optional activities include interstate and overseas trips (e.g. Japan, Italy, India), private music tuition, ski trips, Great Victorian Bike Ride.

Please note that if Fee Accounts are not paid up to date, or there are no agreed arrangements in place in relation to the payment of the Fee Account, students will not be permitted to be included in optional activities.

Fundraising: The College conducts various fundraising activities. This includes the annual Walkathon which raises funds for charitable organisations.

Building Fund

The St Mary's College Building Fund has been widely supported by our generous families. This has enabled the College to undertake many important projects throughout the years.

We are excited to announce that substantial capital works are underway at the Westbury Street campus in preparation for the College's consolidation to one campus. The works include a Year 12 study area, food technology and textile facilities, upgrades to classrooms and landscaping of the recreational areas.

To assist the College with its ongoing capital works projects, we kindly request each family give consideration to contributing \$200 per for five years to the St Mary's College Building Fund.

Please note that this is a voluntary tax-deductible donation and families are free to either make a larger donation or choose not to donate. If you would like to make a Building Fund Donation, please ensure that you select the Building Fund Donation box and deposit the donation into the bank account noted on the Fee Payment Agreement Form. St Mary's College will note your commitment to making the donation and issue a tax receipt for payment(s) received before the end of June 2024.

Please note that in order for the Voluntary Building Fund Donation payments to be treated as donations, families must have either paid their Fees & Levies in full or have an approved payment plan and be up to date with payments under that payment plan. If families are in payment arrears in relation to their payment plans or Fee Account balance, then any payments noted as being Voluntary Building Fund donations by families may be treated as Fee Account payments and will not tax deductible. Please note: Donations of \$2 or more are tax deductible.

Should you wish to donate to the fund, please scan the QR Code.



4. ENROLMENT APPLICATION AND ADMINISTRATION FEES

A non-refundable Enrolment Application Fee of \$50 per student is charged on application and a non-refundable Administration Fee of \$350 per student is charged on enrolment.

5. ACADEMIC BOOKS AND STATIONERY

The published annual Book List contains the academic book and stationery requirements for each student. Students are required to obtain these requirements prior to the commencement of each school year, so they can fully participate in their specific year level and specific subjects. The College offers families a convenient online ordering system through our external supplier. This system is accessible 24/7 and includes a secure online payment system. Orders are delivered directly to student/s homes.

There is no obligation to use the external supplier nominated by the school and families may choose to source their child's academic books and stationery from a supplier of their choice. Please note that academic books must be exactly those stated on the booklist including publication dates. If families choose to use the College's nominated supplier, the College will receive a small percentage from each sale which is used for school improvement projects.

Please note: If 'Edrolo' is listed for senior classes, this must be purchased through the College's nominated supplier.

6. PAYMENT OF COLLEGE FEES

The terms of the Enrolment Agreement puts the responsibility of ensuring fees are paid in a timely manner (and in accordance with an approved payment arrangement) on the parent(s) / caregiver(s) who have signed the Enrolment Agreement, irrespective of who has been nominated as the fee payer.

College Fee Payment Options

The following options are available for payment of the College fees for domestic students:

Option 1 ANNUAL Payment - Paid in full and received into the College's bank account by 31 March 2024 (*Tuition Fee and Levy payments received in full by 15 February 2024 will receive an early bird discount of \$350*).

Option 2 TERM Payments – 4 instalments due two (2) weeks after the commencement of each term, being the following dates:

Term 1 due 05/02/24 Term 2 due 22/04/24
Term 3 due 22/07/24 Term 4 due 14/10/23

Option 3 MONTHLY Payments - 9 instalments due on the 25th day of each month commencing 2 February 2024 with full payment made by 25 October 2024. Payments must automatically be set up by Direct Debit or Credit Card.

Option 4 FORTNIGHTLY Payments - 18 instalments commencing 2 February 2024 with full payment made by 25 October 2024 instalments due on the 25th day of each month. Payments must automatically be set up by Direct Debit or Credit Card.

Please note that all International Student Fee Accounts are due and payable within 30 days of the Students invoice date.

Parents/Guardians wishing to pay school fees and levies by instalment must complete the College 'School Fee Payment Agreement' form and related documents available on the Parent Portal:

Parent Access Module PAM (SIMON) - login [HERE](#)

Payment arrangements are granted for the current year only and are conditional upon full payment of the agreed amount for the year being receipted into the College bank account by 31 October (unless otherwise agreed by the Business Manager). Parent/Guardians need to contact the Accounts Receivable Officer to extend payment arrangements into future years.

Fee Statement and Accounts

A single 'Fee Invoice' will be issued by email covering all students for whom the Parent(s)/Guardian(s) is responsible. The single invoice for the total annual amount of fees and levies will be issued in Term 4 of the preceding enrolment year. Statements will be issued in Terms 1, 2 and 3.

Please contact the College office as soon as possible regarding any changes in your contact details and specifically your email address(es).

Where a student's fee account balance is not paid in full by 31 March 2024, families are required to enter into an approved payment arrangement and are required to make regular and prompt payment of the school fees and levies throughout the year in order to fund the learning programs and facilities offered and being developed by the College.

Payment of each year's total amount of fees and levies must be paid in full by 31 October unless otherwise agreed with the Business Manager.

7. PAYMENT METHODS

The College offers the following payment options below:

- BPAY:** Make payment from your nominated savings, cheque or credit card account through your bank, credit union or building society.
- Credit Card:** Login to <https://pay.stmaryscollege.vic.edu.au/> to make payments by credit card* 24 hours a day.
- Direct Debit:** Automatic payment from your nominated bank account. Please complete the 'School Fee Payment Agreement' and 'Direct Debit Request' forms* available on the College parent portal '[PAM](#)' or by contacting the College office.
- Pay by Phone:** Call 1300 103 912 to make payments by credit card* 24 hours a day.
- Centrepay:** Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary bill paying service which is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment. You can start or change a deduction at any time. The quickest way to do this is through your Centrelink account online. Call Centrelink or complete the Centrepay form* and return it to the College office.

*NOTE:

- All completed payment forms should be returned to the College office for processing or emailed to fees@stmaryscollege.vic.edu.au

8. FEE ACCOUNT DISCOUNTS

Sibling Discount

Two or more enrolled students from the same family:

- A fees discount applies to second and subsequent students concurrently enrolled.
- Families with two or more currently enrolled students in 2024 will receive a \$1,000 discount for the second student and each thereafter.

Please note that no family discount applies to International Student fees.

Early-Bird Payment Discount

A singular, flat \$350 discount per family will be applied if the total amount of annual Fees and Levies are paid and receipted into the College bank account in full by 15 February 2024. This discount will be not applied to scholarships, bursaries or fee-rebated/concession accounts. Fee payments receipted into the College bank account after 15 February 2024 will not be eligible for the 'Early-Bird Payment Discount'.

Please note that 'Early-Bird Payment Discount' **does not** apply to International Student fees.

9. APPLYING FOR FEE ASSISTANCE

The College recognises that, at times, some families struggle to pay the full school fees and levies. If you are experiencing financial hardship, please contact the College at the earliest opportunity (no later than 31 March 2024) to seek an appointment with the Accounts Receivable Officer and/or Business Manager to discuss your options.

As part of your application for fee assistance, you will be asked to submit an '*Application for Fee Assistance*' form, together with the supporting documentation such as your Centrelink information, recent payslips and most recent Income Tax Assessment and Income Tax Return. Forms and information about documentation requirements are available on the Parent Portal:

Parent Access Module PAM (SIMON) – login [HERE](#)

If families do not attend a meeting with the Accounts Receivable Officer and/or Business Manager when requested and do not provide the required supporting documentation, the College reserves the right to require full payment of the outstanding fee account.

Any assistance provided by the College, whether it be through a concession on fees or an extended payment arrangement, is for the current year only and is conditional upon full payment of the agreed amount for that year or payment being made in accordance with any payment arrangement.

Fee assistance concessions will not generally be credited against the fee account unless the agreed payments have been paid in full for the year. Where the College allows a payment arrangement to extend beyond the current year and those payment obligations are not met in full as agreed, the College reserves the right to reverse any fee assistance concession credited to the family fee account and seek recovery of the full amount of fees and levies.

The College will provide written confirmation of the success or otherwise of any application for fee assistance, including details of any concession or payment arrangement requirements.

Camps, Sports & Education Fund (CSEF)

CSEF is a Victorian Government financial assistance program. Eligibility is means tested (concession card holders) and is designed to assist families to cover the cost of school trips, camps and sporting activities.

Please see Education Victoria for more information and to obtain the application form for this program, or contact the St. Mary's College Accounts Receivable Department .

The school's application process closes at 5.00pm June 2024. This application timing is set to enable sufficient time for the school to meet the Victorian Government submissions date.

Please note that application forms are required from both:

- i. eligible families who have not applied in 2023; or

- ii. eligible families who applied in 2023 but have changed circumstances e.g., there has been a change in the care arrangement of the student, a change of name or CRN, or a new sibling has commenced at the school and the parent/carer wishes to apply for the CSEF payment for the new sibling also.

Families who applied in 2023 will be automatically rolled into 2024 unless their eligibility has changed.

10. NOTICE OF WITHDRAWAL

Written notice, submitted to the Registrar registrar@stmaryscollege.vic.edu.au, of at least one full school term is required prior to withdrawal of a student from the College.

2024 Notice Periods

<i>Withdrawals up to the end of</i>	<i>Written notice required by</i>
Term 1	Friday, 15 September 2023
Term 2	Friday, 20 December 2023
Term 3	Thursday, 28 March 2024
Term 4	Friday, 28 June 2024

Domestic Students

Domestic students who do not provide the required notice will be charged full tuition fees and all levies for the notice period. This includes withdrawal of a student prior to the commencement of the school year.

Upon written notification of withdrawal, fees and levies for one full Term, in addition to the remainder of the current term, will be charged. \$600 of the Tuition Fees and Levies is non-refundable.

International Students

Please refer to our International Student Program policies and procedures contained in the 'International Student Program Key Policies and Information' booklet available on the College public website.

Further policies and detailed information can be obtained by contacting our Accounts Department.

11. FEE ENQUIRIES

If you have any questions regarding fees, levies or payments, please contact the College office by email: fees@stmaryscollege.vic.edu.au or phone +61 3 9529 6611.