



# Mary MacKillop Catholic Community Primary School

## School fee policy 2024

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Kindergarten to Year 6  
55 Cassowary Drive & Pelican Parade  
BALLAJURA 6066  
Phone: 9241 7500  
Email: [admin@mmccps.wa.edu.au](mailto:admin@mmccps.wa.edu.au)  
[www.mmccps.wa.edu.au](http://www.mmccps.wa.edu.au)



# Enrolment

The Mary MacKillop enrolment priority is at the discretion of the Principal and is as follows:

- Catholic students from the Parish with a Parish Priest reference
- Catholic students from outside the Parish with a Parish Priest reference
- Other catholic students
- Siblings of non-catholic students
- Non-catholic students from other christian denominations
- Other non-catholic students

## REGISTERING FOR ENROLMENT

In order to register a student for enrolment, an *Enrolment Application* form must be completed. These forms can be obtained from the school office or from the school website [www.mmccps.wa.edu.au](http://www.mmccps.wa.edu.au) The form must be returned with a **\$55 application fee** together with copies of birth certificate, baptism certificate, immunisation record and Parish Priest reference letter. **This fee is non-refundable** and does not guarantee enrolment.

## INTERVIEW PROCESS

Interviews are conducted with the Principal. Prospective kindergarten students and their families are interviewed the year before they are due to commence school.

## ENROLMENT DEPOSIT FEE

The prospective student and parents will be interviewed and if successful, a letter of offer will be given. To confirm placement, a **non-refundable enrolment deposit fee of \$100 for Kindy-Year 6** is payable within 7 days of an offer of a place. The enrolment deposit fee is deducted from the following year school fees, should you go ahead with enrolment.

## 2024 school fees

	Tuition	Amenity fee	Other Levies	IT fee	Camp	Family charges	Total Fees Per Year
Kindergarten	\$540	\$160	\$200	\$60		\$190	<b>\$1,150</b>
Pre-Primary	\$900	\$290	\$95	\$280		\$255	<b>\$1,820</b>
Year 1	\$900	\$360	\$95	\$280		\$255	<b>\$1,890</b>
Year 2	\$900	\$340	\$95	\$280		\$255	<b>\$1,870</b>
Year 3	\$900	\$330	\$95	\$280		\$255	<b>\$1,860</b>
Year 4	\$900	\$350	\$95	\$280		\$255	<b>\$1,880</b>
Year 5	\$900	\$350	\$95	\$280		\$255	<b>\$1,880</b>
Year 6	\$900	\$350	\$95	\$280	\$410	\$255	<b>\$2,290</b>

# 2024 family charges

**Family fees are charged once per family and are as follows:**

- \$100 building levy (Kindergarten)
- \$165 building levy (PP to 6)
- \$70 P&F levy (K to 6)
- \$20 school annual (K to 6)

## **Sibling discount**

- 2<sup>nd</sup> child - 20% off tuition fees
- 3<sup>rd</sup> child – 40% off tuition fees
- 4<sup>th</sup> child – 100% off tuition fees

## **AMENITY FEES**

An amenity fee is charged per annum. This charge covers, literacy & numeracy education, religious education resources, photocopying, paper, work booklets, paints, art material, science and maths kits, class resources & consumables, music resources & consumables, sports equipment, library resources, Primary student testing and other items which are provided as part of the regular curriculum.

In 2024 this fee has been increased to allow for the bulk purchasing of books and stationery.

## **TECHNOLOGY (IT) LEVY**

The IT Levy is used to lease, purchase, replace and maintain IT and audio equipment. No family is required to lease or purchase individual devices for school use.

## **OTHER LEVIES**

This Levy covers student testing (Kindergarten), excursions, incursions (at school), student insurance, sacramental program material, bus costs, school diary, guest speakers, performing arts, sports events, venue entrance fees, educational material/books for families etc.

## **BUILDING, LEVY**

This levy assists with ongoing asset maintenance and IT infrastructure replacement is charged. This is set by the Catholic Education Commission of WA and is approx. 20% of Tuition Fee and **is not tax deductible**.

## **STUDENT INSURANCE (included in OTHER LEVIES above)**

The school has a Student Accident Insurance Policy with Catholic Church Insurances covering all students during school hours and for school-organised events after hours. It is a 24 hour/365 days a year policy. However, **parents are advised to have additional private health insurance**.

# Payment of school fees

School Fee statements are emailed to the **primary** email contact in February each year. Included in this email is the *Payment Option Advice Form*. **All Families are required to complete and sign this form each school year irrespective of how they intend to pay their fees.**

## PAYMENT METHODS



### BPAY

Regular cycles can be set up on your internet banking website.



### EFTPOS



At the school office from 8am to 3.30pm



### Regular payment deductions from your bank account or credit card account

Complete your Payment Option Agreement Form bank authority with your nominated account.



### Pay Online-Credit Card Facility

Make credit card payments on the school's website. Follow the prompts and make sure to include your family code found on your school fee statement so your payment goes to your account.

## HEALTH CARE CARD SCHOOL FEE DISCOUNT SCHEME (HCC)

This scheme assists all families that hold current family Health Care & Family Pensioner Concession cards that are valid during the current School Year. The discount is on fees for Kindergarten to Year 6 students as per Catholic Education of Western Australia's recommended school fee policy.

The HCC total fees will be as follows:

K to 6	Student charges	Family charges
	<ul style="list-style-type: none"><li>\$300 tuition</li><li>\$90 building levy</li></ul>	<ul style="list-style-type: none"><li>\$70 P&amp;F levy</li><li>\$20 school annual</li></ul>

Please note that **OTHER CHARGES SCHOOL PAYS TO THIRD PARTIES** (see previous) will be added to the charge above, as per CEWA Limited guidelines. This currently includes P&F Levy & School Annual cost.

Families with Health Care Cards noted on school records will receive an email when their card is due to expire. If you no longer have a valid card your fees may be adjusted to full fees, pro rata.

If you receive a new eligible Health Care Card during the year, please complete an application form and present it to the school office for a part year fee adjustment.

## FAMILY FEE ASSISTANCE

For families who do not qualify under the HCC Scheme but believe that they may experience financial difficulties with their fees, assistance is available through application to the Principal. Families are encouraged to seek assistance early to enable manageable payment plans to be put in place.

## **WITHDRAWAL OF STUDENTS**

The Principal must be given a **full term's notice in writing prior to the student's withdrawal**. Without such notice, the school reserves the right to **charge a term's fee in lieu of notice**.

## **NON PAYMENT OF SCHOOL FEES**

Families are asked to inform the school principal of any financial hardship that may result in delay of school feepayments. The school may engage the services of a debt collection agency if required to recover non-payment of school fees. Notice will be given in writing to the family of such intention prior to action being taken. Costs associated in debt recovery will be passed on to the family and collected via the agency appointed.

**Please direct any school fee queries to the School Finance Manager on 9241 7506 or email [finance@mmccps.wa.edu.au](mailto:finance@mmccps.wa.edu.au)**