



Mary MacKillop Catholic Community Primary School School Fee Policy 2022

Kindergarten to Year 6
Cnr Cassowary Dve & Pelican Pde BALLAJURA WA
Ph: 9241 7500
Email: admin@mmccps.wa.edu.au
Website: www.mmccps.wa.edu.au



ENROLMENT PROCESS

Mary MacKillop School 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 must be completed. Application forms can be obtained from the School Office or on the school website www.mmccps.wa.edu.au. The enrolment form must be returned with a **\$55 application fee** together with copies of birth certificate, baptism certificate, immunisation record and Parish Priest reference letter. **The application 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.

School Fees & Charges Policy 2022

The charges outlined below are expressed as the **ANNUAL FEE**, which you may expect to pay for your child's education at Mary MacKillop School.

NOTE: Fees are subject to annual change as recommended by Catholic Education Commission of WA

	Tuition	Amenity Charge	Other Levies & Excursions Incursions	Technology Levy	Year 6 Camp	Building, Maintenance & Infrastructure Levy PER FAMILY	Total Fees Per Year
Kindergarten	\$722	\$153	\$275	\$82		\$145	\$1377
Kindergarten 2 nd Child	\$578	\$153	\$275	\$82			\$1088
PP-YR6 1st Child	\$1204	\$326	\$133	\$388		\$240	\$2291
PP-YR6 2nd Child	\$963	\$326	\$133	\$388			\$1810
PP-YR6 3rd Child	\$722	\$326	\$133	\$388			\$1569
PP-YR6 4 th Child	\$0	\$326	\$133	\$388			\$847
Year 6	\$1204	\$326	\$133	\$388	\$410	\$240	\$2701

NOTE: School Fees are subject to annual change.

TUITION FEES

Family Discounts to Tuition Fees for Kindy-Year 6	2 nd Student	➤	20%
	3 rd Student	➤	40%
	4 th Student	➤	100%

OTHER CHARGES SCHOOL PAYS TO THIRD PARTIES

The school engages with outside organisations to provide additional services to students. The following approximate charges can be expected and will appear on school fee statements (cost is determined by the organisations charge to the school).

Camp for Year 6 students between \$400 and \$420 per student

P&F Levy \$70 per family

School Annual \$20 per family

AMENITY CHARGE Kindergarten \$153 per student PP-YR6 \$326 per student

An amenity 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.

TECHNOLOGY LEVY Kindergarten \$82 per student PP-YR6 \$388 per student

The Technology Levy is used to lease, purchase, replace and maintain IT and audio equipment at a high standard for regular curriculum. No family is required to lease or purchase individual devices for school use.

OTHER LEVIES, EXCURSIONS/INCURSIONS Kindergarten \$270 per student PP-YR6 \$130 per student

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

BUILDING, MAINTENANCE & INFRASTRUCTURE LEVY

Kindergarten \$140 per family PP-YR6 \$235 per family

A compulsory levy to assist with financing future debt servicing of school loans, 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.**

Should you need to make a claim please see details below for online application and information.

School Policy Number: 06 PAE 0093761 Client No: 10285 Ph: 1300 138498

<https://ccinsurance.org.au/Client-Centre/Claims/Pages/SchoolCare-Claim-Form.aspx>

SPECIAL EVENTS

Parents will be notified in advance if their children will be involved in special events. A separate fee will be charged for these when they occur. They will be payable within 7 days of when they are billed.

PAYMENT OF ACCOUNTS - *Attached to your Statement will be a Payment Option Agreement Form*

School Fee statements are emailed to the **Primary** email contact the commencement of the school year.

Included in this email is the Payment Option Agreement Form. All Families are required to complete and sign the Payment Option Agreement Form, which includes payment options, calculated amounts & a bank authority should you wish to have regular Direct Debit or Credit Card payments set up. **Please return this signed Agreement form to the school office by no later the end of February each year.**

All Families are required to complete and sign the Payment Option Agreement Form each School Year irrespective of how they intend paying for fees-your intention will be recorded on your account

Updated Statements will be emailed each Term before school holiday breaks (copy can be requested anytime).

If you wish to change your primary parent/caregiver, contact email, please advise the school office. Only one email account can be noted for school fees.

PAYMENT METHODS

All Families are required to complete and sign the Payment Option Agreement Form each School Year irrespective of how they intend paying for fees-your intention will be recorded on your account

PLEASE NOTE: Bank authorities cease at the conclusion of each School Year



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 for the first child:

Kindy	Annual Total Fee for Kindy 1st Child	\$390 per annum
Years PP - 6	Annual Total Fee for 1st Child	\$390 per annum

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 fee payments. 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