9 October 2019

Dear Parents

Re: 2020 Schedule of Fees and Direct Debit payments

The 2020 College fees, ratified and endorsed by the College Board, are as follows:

Senior College annual fee: $5,280 per student
Junior College annual fee: $2,690 per student

Levies
Supply of HP Laptop levy (Years 7-11) $130 per term
Supply of Surface Go (Years 4-5) $75 per term
Tech Levy (senior students) $40 per term

Please refer to the 2020 Schedule of Fees for further detailed information.

Direct Debit Payment Plan
Mary MacKillop Catholic College offers a direct debit payment plan arrangement to our families to provide more payment flexibility. The Archdiocesan Development Fund (ADF) have introduced recent changes to make the Direct Debit process even more streamlined for our parents.

Our Direct Debit Request forms now have ‘until further notice’ in the end date field which allows parents to complete one form for the duration of their child’s/children’s enrolment, instead of a new form each year which was required previously.

We offer the following payment frequencies for DD payment plans:

Option 1: Weekly – total payment amount divided over 40 weekly instalments, January to October, commencing Friday, 24/01/2020
Option 2: Fortnightly – total payment amount divided over 20 fortnightly instalments, January to October, commencing Friday, 24/01/2020
Option 3: Monthly – total payment amount divided over 10 monthly instalments, January to October, commencing Friday, 24/01/2020
Option 4: Annually – total payment amount paid as a lump sum on date within the January to October period specified by the Account Holder

Under the new Direct Debit Service Agreement, each year we will advise parents/caregivers in writing of their new instalment amount for the coming year.
Please take the time to review the updated Direct Debit Service Agreement, which can be found on page 2 of the Direct Debit Request form.

Families on a current direct debit plan with no end date can continue with their payment plan, but are required to complete the new Direct Debit Request form.

Other options for payment include:

- EFTPOS
- Cash / cheque

The 2020 forms are attached to this email and should be completed by all present and new families wishing to pay their college fees by direct debit. Forms are also available on our Website.

These forms are a writable PDF and should be completed electronically, printed, signed and returned to the College Administration or alternatively scanned and emailed to highfields@twb.catholic.edu.au Digital signatures will not be accepted.

Applications are accepted at all times during the year, however, to allow time for bulk processing; it would be appreciated if completed forms were returned by Friday, 15 November. Please review your form before returning to ensure that all fields are completed correctly.

It is important to note that any payments that are rejected by your financial institution will continue to incur a $10.00 administration fee, billed to your college account.

If you require assistance to complete this form, contact Leander Kennedy or Kirsty Gillett at the College or via email, highfields@twb.catholic.edu.au

Yours sincerely

Chris Gabbett
College Principal
2020 Schedule of Fees

Application fee: $50 per child
Non-refundable acceptance fee: $200 per child
Senior College annual fee: $5280
Junior College annual fee: $2690

Levies
- Supply of HP Laptop levy (Years 7-11): $130 per term
- Supply of Surface Go (Years 4-5): $75 per term
- Tech Levy (see subject list below): $40 per term
  - Year 7, 8 & 10 Technologies subjects including: Food Tech, Design Tech, Wood Tech, Digital Tech
  - Year 11 & 12 Building & Construction, Industrial Technology Skills

Early Payment Discount
Parents who pay fees in full, including all levies, by 15 February of the fee year will receive a 10% total discount.

Included in the College fee:
- year group camps
- curriculum excursions
- reflection days
- leadership camps
- text books, and named ancillary resources
- internet access and on site IT technical support
- photocopying allowance
- student ID cards
- band
- vocal ensembles

Excluded from the College fee:
- individual instrumental/vocal tuition (external tutors)
- instrumental hire
- costs for representative teams
- costs for representative sport
- costs for subject based immersion experiences (e.g. class trip overseas)
- replacements for text books, student ID and badges
- optional courses
- calculators, uniforms, tuckshop, student stationery, padlocks
- non QCE qualifications
- distance education courses
- TAFE Courses
- Optional: school tours, public performances, valedictory dinner, inauguration ball, senior jersey

Payment Options
The College fee structure and budget relies on the prompt payment of fees. Our preferred payment options are:
- Direct Debit payment schedule
- Credit Card payment schedule
- BPAY

Other payment options include; EFTPOS, cash or cheque payable at the College Administration. Fees are billed four times per year at the beginning of each term. As invoices and statements are emailed, it is important that we have your current email address on file at all times.

Discounts
Families with more than one child will always be invoiced at the full rate of the eldest child, with family discounts applied thereafter.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Discount</th>
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<tbody>
<tr>
<td>First child</td>
<td>Full fee</td>
</tr>
<tr>
<td>Second child</td>
<td>25% discount</td>
</tr>
<tr>
<td>Third child</td>
<td>50% discount</td>
</tr>
<tr>
<td>Fourth child</td>
<td>85% discount</td>
</tr>
<tr>
<td>Fifth child</td>
<td>90% discount</td>
</tr>
</tbody>
</table>

Families Experiencing Difficulties
If you are struggling to pay your school fees, or if you foresee that occurring, please contact the College Business Manager in the first instance.

Enrolment Cancellation
It is a condition of enrolment that a minimum of one terms’ notice from the date of receipt of the Notification of Transfer form is given for withdrawals. Failure to provide this notice, will result in one terms’ fee being invoiced to you. One terms’ notice is defined as the last day of the preceding term. Exceptions to this is at the discretion of the Principal. Contact the Enrolments Officer to discuss your intention.

Payment of Additional Student Expenses not covered by the College Fees
If your child is participating in representative sport, drama or musical performance (e.g. Eisteddfod) or specialist appointments (e.g. Audiologist, Occupational Therapy) payment must be made and received by the College before the date of the activity. Failure to make payment will result in non-participation by the student.

Excursion and Camp Participation
Most class based excursions and incursions, as well as camps are included within the College fee. Please note however that if there are outstanding fees, the College reserves the right to not offer these experiences to students.