NOTICE OF WITHDRAWAL OF STUDENT

College fees are based on a student's attendance for the full year and Year 12 students are also charged fees for the full school year. Fees and charges for Year 12 students are to be fully paid prior to the end of Term 3 to enable the timely release of references.

NOTICE OF WITHDRAWAL MUST BE PROVIDED IN WRITING TO THE RECTOR.

Due and Payable:

One full term's written notice is required. In lieu of such notice, tuition fees for the following term will be due and payable.

Boarding Students: One full term's written notice is required. In lieu of such notice, tuition and boarding fees for the following term will be due and payable.

Day Students: A six-week notice is required. In lieu of such notice, fees for the following term will be due and payable.

One term's written notice also applies when students are temporarily withdrawn from the College during the year, for a period of not less than one week. 

In the event of the withdrawal of a student at the College's instigation, fees for the remainder of the term will be due and payable.

NOTICE OF WITHDRAWAL OF STUDENT

Change of Status:

A student may change his/her status from Boarding to Day Student or Day to Boarding Student. This is considered a new enrolment and payable.

In the event of the withdrawal of a student at the College's instigation, fees for the remainder of the term will be due and payable.

Release of references

The College reserves the right to alter Fees and Charges contained in this Schedule. All details are correct at time of publication.

This Schedule may also be downloaded from the College website at www.mazenod.wa.edu.au

APPLICATION FEE

A non-refundable Application fee of $100.00 must accompany the application for enrolment when a student is registered for enrolment.

ACCEPTANCE FEE

A non-refundable Acceptance fee of $500.00 for day school and $500.00 for boarding is payable on receipt of acceptance of a offer of a place at the College. This payment confirms the student's place and is offset against school fees. This is an age-related scheme administered by Centrelink, paying benefits to secondary students who are 16 years and over at the first January in the year. It includes boarding students who live away from home.

RE-ENROLMENT FEE

A non-refundable Re-enrolment fee of $300.00 for day school and $300.00 for boarding is payable by current families to confirm a student's place at the College for the following year. This fee is also offset against school fees.

BUILDING FUND LEVY

A compulsory Building Fund Levy of $480.00 per family is charged on the annual account. All Building Fund Levy monies are used for our ongoing building project. In addition, families are encouraged to make voluntary tax deductible donations to the College Building Fund.

MUSIC TUITION

Music: Tuition will be invoiced each semester - $500.00 in semester 1 and $500.00 in semester 2. Music Equipment Hire $250.00 will be invoiced annually. One semester's written notice must be provided when withdrawing a student from music lessons. In lieu of such notice, fees for the following term will be due and payable.

APPLICABILITY OF GRANTS

Grants, Scholarships and Remissions are available to eligible families who apply to the State Government and have been accepted as students who have attended or are due to attend the College. Parents are strongly advised to apply for the following financial assistance.

GRANTS, SCHOLARSHIPS AND REMISSIONS ARE AVAILABLE TO ELIGIBLE FAMILIES

Boarding Away From Home Allowance (BAHA) – Ph 9264 4516 or 13 24 90; Fax 9264 5162

Primary financial assistance to the parents of children who, due to geographical or a disability, must stay away from home to attend school. Applications need to be made before the 31st December. Parents need to direct the Education Department to make BAHA payments to the College. The rate of the allowance for 2017 is $2,105.00. Applications for 2017 close on the 24th November 2017. Postal address: Schools’ Resourcing & Support Directorate, Department of Education, 151 Royal Street, East Perth 6004. Email: student.allowances@education.wa.edu.au

Boarding students who live away from home to attend school. Applications need to be made before the 31st December. Parents need to direct Centrelink to make AIC payments to the College. The rate of the allowance for 2017 is $2,105.00. Applications for 2017 close on the 24th November 2017. Postal address: Schools’ Resourcing & Support Directorate, Department of Education, 151 Royal Street, East Perth 6004. Email: student.allowances@education.wa.edu.au

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### 2017 FEES & CHARGES

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<thead>
<tr>
<th>Year 1</th>
<th>$6,410.00</th>
<th>$19,315.00</th>
<th>$480.00</th>
<th>($270.00)</th>
<th>($540.00)</th>
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<tbody>
<tr>
<td>Tuition Fee (Per student)</td>
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<td>Boarding Fee (Per boarder)</td>
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<td>Annual Fee (Per family)</td>
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#### PAYMENT METHODS

1. **Payment in Full**
   - Present the remittance slip with your cash, cheque, money order, debit or credit card payment to the College Office during office hours (8:00am to 4:00pm).

2. **Payment by Mail**
   - Return the remittance slip with your cheque, money order or credit card details to Mazenod College, 55 Gladys Road, Lesmurdie WA 6076.

3. **Payment by BPONET**
   - To pay by Credit Card using the convenient BPONET, click on the link below and enter your customer number or family code, the amount and your card details: www.bpoint.com.au/payments/mazenodcollege

4. **Payment by Direct Deposit – Internet Banking**
   - Pay by BPAY from your bank account. Present the remittance slip with your cash, cheque, money order, debit or credit card payment to the College Office during office hours (8:00am to 4:00pm).

5. **Payment by Direct Debit – Instalment Method (Savings/Cheque/Debit Card)**
   - Advantages include – regular small payments, no cheque or postage fees, no bank transfer fees and one simple authority form. A Direct Debit Request (DDR) and a BPONET payment request form are enclosed with the Annual fee invoice and may also be obtained from the College office or downloaded from the College website. You will need to complete and return the form immediately to the Finance Officer at the College if you wish to commence the Direct Debit instalment plan.

6. **Payment by BPAY – Telephone and Internet Banking**
   - Call your bank, credit card or building society to make this payment from your cheque, savings or credit card account. Biller code 87957. Refer to your fee invoice for your unique BPAY reference number.

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### DISCOUNTS

- **Year 12** – Annual Tuition and Boarding fees are payable prior to the end of Term 3, 2017.
- **Year 7-12** – Annual Laptop Hire Charge is $600.00. E-Books: Year 7 $150.00, Year 8 $110.00, Year 9 $110.00, Year 10 $135.00, Year 11 $80.00, Year 12 $55.00. These charges will be invoiced on the annual account.
- **Year 7-12** – Additional costs. The teacher and student will liaise in relation to the cost and make the appropriate decision. These courses, in particular, include Electronics and Design & Technology.
- **Year 7-12** – Discounts in the family (in the family) in the family. Feb - Nov # 31st October (2nd Student, 3rd Student, 4th Student: 10 Instalments 31st August)
- **Year 7-12** – Tuition Fee Discount (Concession)
- **Year 7-12** – Boarding Discount (Concession)

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### PAYMENT DATES

- **Year 12**
  - Term 1: 28th February
  - Term 2: 28th May
  - Term 3: 31st August

- **Year 7-12**
  - Term 1: 28th February
  - Term 2: 28th May
  - Term 3: 31st August

### FEES (Per student) (Per boarder) (per family)

- **Year 7-12** – $6,410.00 $19,315.00 $480.00 ($270.00) ($540.00)

### FAMILY LEVELS

- **$6,410.00**
  - Tuition Fee (Per student) (Per boarder) (per family)
  - 28th February 2017 28th February 2017
  - ANNUAL If whole account is paid in full
  - ANNUAL If whole account is paid in instalments
  - ANNUAL If whole account is paid in instalments

### FINANCIAL HARDSHIP

Families in genuine financial hardship may obtain from the Finance Director a Fee Review Application Form. Following an interview with the Finance Director and assessment of the application, families will be informed of the outcome. The Finance Director reserves the right to re-examine at the commencement of each year and prior to the 4th April of the following year. No extension past this date is possible. Recipients of concessions in the College will require permission to undertake electives such as music lessons and will be required to fund these in full.

### RECOVERY POLICY

The College reserves the right to take recovery action for the collection of unpaid fees. If a late return we will ask Debt Recovery Agency. Bpoint Credit Management, to collect over due fees (including costs and legal charges) from parents on behalf of the College. Assessment may be forfeited unless all outstanding fees and charges have been paid or a suitable arrangement has been made with the Finance Director. It is expected that all fees will be settled by the 31st December 2017.

### STUDENT INSURANCE

It is strongly recommended that parents check their health and general insurance policies to ensure adequate medical, personal property and liability insurance cover for their son/s. The Catholic Church Insurance Students Accident Insurance covers students at the College. This policy provides a limited cover only (excluding all Medicare services including the Medicare gap).