NOTICE OF WITHDRAWAL OF STUDENT

Correspondence is always sent to the family's current address. In the event of a split family, written notification must be provided by both parents.

Day Students:

One full term’s written notice is required. In lieu of such notice, tuition and boarding fees will be due and payable.

Boarding Students:

One full term’s written notice is required. In lieu of such notice, tuition and boarding fees will be due 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.

Day Students:

One term’s written notice also applies when students are temporarily withdrawn from the College during the year, for a period of a term or semester, but who will be resuming their place at the College at a future date.

Change of Status:

and payable.

Boarding Away From Home Allowance (BAHA):

The Department of Education administers the Boarding Away from Home Allowance. This allowance may be payable by the State Government in Term 4 and is for students in receipt of the Isolated Children’s Allowance. Parents need to direct the Education Department to make BAHA payments to the College. The rate of the allowance for 2015 is $2,105.00. Applications for 2015 close on the 27th November 2015. Postal address: Schools’ Resourcing & Support Directorate, Department of Education, 151 Royal Street, East Perth WA 6004.

Student Subsidised Travel Scheme - Ph 1300 660 147

for each student. The clothing allowance will continue to be paid directly to

Student Subsidised Travel Scheme – Ph 1300 660 147

Email: student.allowances@education.wa.edu.au


Email: student.allowances@education.wa.edu.au

Student Subsidised Travel Scheme – Ph 1300 660 147

Email: student.allowances@education.wa.edu.au

APPLICATION FEE

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

ACCEPTANCE FEE

A non-refundable Acceptance fee of $300.00 for day school and $500.00 for boarding is payable on receipt of notification of an offer of a place at the College. This payment confirms the student's place at the College and is offset against school fees but is non-refundable should a student be withdrawn after the offer of a place has been accepted.

RE-ENROLMENT FEE

A non-refundable Re-enrolment fee of $130.00 for day school and $500.00 for boarding is payable by current families to confirm a student’s place at the College for the following year. The fee is also offset against school fees.

BUILDING FUND LEVY

A compulsory Building Fund Levy of $370.00 per family is charged on the annual account. All Building Fund Levy monies are used for our ongoing building program. In addition, families are encouraged to make voluntary tax deductible donations to the College Building Fund.

MUSIC TUITION

Music Tuition will be invoiced separately to the annual account and will be invoiced each semester. 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. All terms and conditions are outlined in the Music Booklet. Specific details of tuition available and instrument hire may be obtained from the Music Department Secretary on 9291 1535.

Assistance for Isolated Children Scheme (AIC) – Ph 13 23 18 or Fax 1300 786 102

This provides financial assistance to the parents of children who, due to geographic isolation or a disability, must live away from home to attend school. Applications need to be made before the 31st December 2015. Applications lodged after this date may not receive back payments. Parents need to direct Centrelink to make AIC payments to the College. Lodge applications at: Department of Human Services, Student Services, Reply Paid 7804, Canberra ACT. For more information refer to: www.humanservices.gov.au/customer/services/centrelink/assistance-for-isolated-children

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

GRANTS, SCHOLARSHIPS AND REMISSIONS ARE AVAILABLE TO ELIGIBLE FAMILIES requiring the Principal’s approval. The same conditions as for the withdrawal of a student apply.

In the case of a split family, withdrawal confirmation must be provided by both parents.

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

Verbal notification is not considered due notice. In the case of a split family, written notification must be provided by both parents.

One full term’s written notice is required. In lieu of such notice, tuition, boarding and fees will be due 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.

Change of Status:

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### 2015 FEES & CHARGES

The Annual Tuition Fee includes the following items:

<table>
<thead>
<tr>
<th></th>
<th>TUITION FEE</th>
<th>BOARDING FEE</th>
<th>BUILDING LEVY</th>
<th>P &amp; F Levy</th>
<th>College Annual</th>
<th>Accident Insurance Cover</th>
<th>Learning Area Consumables</th>
<th>School Calendar</th>
<th>Homework Diary</th>
<th>Other Excursions, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>$2,600.00</td>
<td>$720.00</td>
<td>$200.00</td>
<td>$120.00</td>
<td>$50.00</td>
<td></td>
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<tr>
<td>Year 8</td>
<td>$2,600.00</td>
<td>$720.00</td>
<td>$200.00</td>
<td>$120.00</td>
<td>$50.00</td>
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<tr>
<td>Year 9</td>
<td>$2,600.00</td>
<td>$720.00</td>
<td>$200.00</td>
<td>$120.00</td>
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<tr>
<td>Year 10</td>
<td>$2,600.00</td>
<td>$720.00</td>
<td>$200.00</td>
<td>$120.00</td>
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<tr>
<td>Year 11</td>
<td>$2,600.00</td>
<td>$720.00</td>
<td>$200.00</td>
<td>$120.00</td>
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<tr>
<td>Year 12</td>
<td>$2,600.00</td>
<td>$720.00</td>
<td>$200.00</td>
<td>$120.00</td>
<td>$50.00</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

#### PAYMENT METHODS

1. Payment in Person:
   - Payment due dates: 28th February, 31st May and 30th September 2015.

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 BPPOINT:
   - To pay by Credit Card using the convenient BPPOINT facility, click on the following link and enter your customer reference number or family code, the amount and your card details.

4. Payment by Direct Deposit – Internet Banking:
   - Pay by EFT from your bank account. Put your “Family Code” in the payment reference section or fax or email us the remittance advice.
   - Your name, Mazenod College, and BSB: 066112 Account: 009 00369

5. Payment by Direct Debit – Instalment Method (Savings/Cheque/Credit Card):
   - This payment method allows your account to be paid automatically to the College from a nominated cheque or savings account or credit card account.
   - Advantages include – regular small payments, no cheque or postage fees, no bank transfer fees and one simple authority form.

6. Payment by BPAY – Telephone and Internet Banking:
   - Call your bank, credit union 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.

### 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 in writing of the outcome. 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 in writing of the outcome.

### RECOVERY POLICY

The College reserves the right to take recovery action for the collection of unpaid fees. As a last resort we will ask Debt Recovery Services, Blitz Credit Management, to collect overdue fees (including costs and legal charges) from parents on behalf of the College. Enforcement 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 2015.

### 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 Policy covers students at the College. This policy provides a limited cover including all medical services and all the Medicare gap. Outcomes from previous years also need to be included in the option chosen. It is the responsibility of each family to ensure that suitable payment arrangements are made with the College. The College currently absorbs bank charges that apply to credit card usage. Bank charges for dishonoured direct debit payments may be charged to the relevant family account.

Optional Tours and Excursions – applications by students to participate will not be accepted unless all fees are either fully paid or up to date as per the elected payment option.

Split Billing – authorisation for split billing must be forwarded to the Finance department in writing by completing the Request for Split Billing application form at the start of Term 1. Families enrolling their sons at the College after the start of the school year will be sent an account within one month of enrolment. The first payment will be due within three weeks of the invoice being issued.

### BOARDING EXPENSES

Boarding Miscellaneous Expenses will be invoiced separately. These courses, in particular, include Electronics and Design & Technology. 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.