



# ST MARY'S COLLEGE

## FEES & LEVIES INFORMATION 2023

[www.stmaryscollege.vic.edu.au](http://www.stmaryscollege.vic.edu.au)

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# Contents

CONTACT US	3
GENERAL TERMS AND CONDITIONS OF ENROLMENT	4
WHAT YOUR COLLEGE FEES PROVIDE	4
WHAT YOUR COLLEGE LEVIES PROVIDE	5
ENROLMENT APPLICATION AND ADMINISTRATION FEES	6
ACADEMIC BOOKS AND STATIONERY	7
FEE ACCOUNT DUE DATE	7
FEE STATEMENTS AND ELECTRONIC ACCOUNTS	8
PAYMENT ARRANGEMENTS	8
PAYMENT METHODS	9
FEE ACCOUNT DISCOUNTS	10
APPLYING FOR FEE ASSISTANCE	10
NOTICE OF WITHDRAWAL	11
FEE ENQUIRIES	12

# HOW TO CONTACT US

## Telephone

+ 61 3 9529 6611

## Email

[enquiries@stmaryscollege.vic.edu.au](mailto:enquiries@stmaryscollege.vic.edu.au)

[fees@stmaryscollege.vic.edu.au](mailto:fees@stmaryscollege.vic.edu.au)

## Website

[www.stmaryscollege.vic.edu.au](http://www.stmaryscollege.vic.edu.au)

## Parent Portal

Parent Access Module PAM (SIMON) – login [HERE](#)

## Postal address

PO Box 258  
ST KILDA VIC 3182  
[AUSTRALIA](#)

Please contact the College office as soon as possible regarding any changes in your contact details including your email address(es).

# GENERAL TERMS AND CONDITIONS OF ENROLMENT

This information booklet is to be read in conjunction with the College General Terms and Conditions of enrolment, a copy of which is available from the College public website or by contacting the College office.

## International Students

For International Student enrolments, this document should be read in conjunction with our International Student Program policies and procedures contained in the *'International Student Program Key Policies and Information'* booklet available on the College public website.

Further policies and detailed information can be obtained by contacting our International Student Coordinator or College Business Manager at the College office.

## WHAT YOUR COLLEGE FEES PROVIDE

Your fees contribute to covering expenses including, but not limited to:

- School staffing, learning programs, sport, facilities, grounds and maintenance.

College fees and levies are reviewed periodically and are subject to change.

Schedules of current fees and levies are available on our public website.

# WHAT YOUR COLLEGE LEVIES PROVIDE

College levies are reviewed periodically and are subject to change.

Schedules of current fees and levies are available on our public website.

## Resource Levy

All year levels: for class materials, teacher reference materials, etc.

2023 Resource Levy: \$446 per student

## Services Levy

All year levels: provision of resources such as ICT and other professional services.

2023 Services Levy: \$682 per student

## Subject Levy

All year levels: to cover most class excursions, camps, retreats, registrations and equipment.

2023 Subject Levy: \$170 per student

## Educational Skills Profile

Year 10: Educational Skills Profile (careers pathway tool)

2023 Educational Skills Profile Levy: \$90 per year 10 student

## Program Levy

Year 9: Nobilitas Program

2023 Program Levy: \$1012 per year 9 student

## Graduation

Year 12 only: Further information regarding graduation-related costs will be provided to parents/guardians of Year 12 students during the year.

## Vocational Education & Training (VET)

Fees for VET subjects incur additional charges to those noted on the Tuition Fees and Levies schedule, based upon fees charged by the respective VET institution.

## Optional Activities

Fees for optional activities are in addition to the published fees and levies. Examples of optional activities include interstate and overseas trips (e.g. Japan, Italy, India), private music tuition, ski trips, Great Victorian Bike Ride.

Please note that if Fee Accounts are not paid up to date, or there are no agreed arrangements in place in relation to the payment of the Fee Account, students will not be permitted to be included in optional activities.

## Fundraising

The College conducts various fundraising activities. This includes the annual Walkathon which raises funds for charitable organisations.

# ENROLMENT APPLICATION AND ADMINISTRATION FEES

## Domestic Students

A non-refundable Enrolment Application Fee of \$200 and a non-refundable Enrolment Acceptance/Confirmation Fee of \$350 is charged.

## International Students

A non-refundable Enrolment Application Fee of \$200 is charged on application and a non-refundable Administration Fee of \$600 is charged on enrolment.

# ACADEMIC BOOKS AND STATIONERY

The published annual Book List contains the academic book and stationery requirements for each student. Students are required to obtain these requirements prior to the commencement of each school year, so they can fully participate in their specific year level and specific subjects.

The College offers families a convenient online ordering system through our external supplier. This system is accessible 24/7 and includes a secure online payment system. Orders are delivered directly to student/s homes.

There is no obligation to use the external supplier nominated by the school and families may choose to source their child's academic books and stationery from a supplier of their choice. Please note that academic books must be exactly those stated on the booklist including publication dates. If families choose to use the College's nominated supplier, the College will receive a small percentage from each sale which is used for school improvement projects.

Please note: If 'Edrolo' is listed for senior classes, this must be purchased through the College's nominated supplier.

## FEE ACCOUNT DUE DATE

### Domestic Students

All Domestic Student Fee Accounts are due and payable by 31 March 2023 unless an approved payment arrangement has been agreed upon prior to this date (see 'Payment Arrangements' section below).

### International Students

All International Student Fee Accounts are due and payable within 30 days of the invoice date.

# FEE STATEMENTS AND ELECTRONIC ACCOUNTS

## Domestic Student Fee Accounts

A single 'Fee Invoice' will be issued by email covering all students for whom the Parent/Guardian is responsible. The single invoice for the total annual amount of fees and levies will be issued in Term 4 of the preceding enrolment year. Statements will be issued in Terms 1, 2 and 3.

**Please contact the College office as soon as possible regarding any changes in your contact details and specifically your email address(es).**

Where a domestic student's fee account balance is not paid in full by 31 March 2023, families are required to enter into an approved payment arrangement and are required to make regular and prompt payment of the school fees and levies throughout the year in order to fund the learning programs and facilities offered and being developed by the College.

The preferred payment arrangement is by nine (9) monthly instalments at the beginning of each month, paid directly to the College. Payment of each year's total amount of fees and levies must be paid in full by 31 October unless otherwise agreed with the Business Manager.

## PAYMENT ARRANGEMENTS

### Domestic Students

Payment arrangements will be accepted in full or by instalment as negotiated and agreed with the College. Parents/Guardians wishing to pay school fees and levies by instalment must complete the College 'School Fee Payment Agreement' form and related documents available on the Parent Portal:

Parent Access Module PAM (SIMON) – login [HERE](#)

Payment arrangements are granted for the current year only and are conditional upon full payment of the agreed amount for the year being receipted into the College bank account by 31 October (unless otherwise agreed by the Business Manager). Parent/Guardians need to contact the Accounts Receivable Officer to extend payment arrangements into future years.



# PAYMENT METHODS

The College offers the following payment options below:

## Preferred Payment Methods

**BPAY:** Make payment from your nominated savings, cheque or credit card account through your bank, credit union or building society.

**Credit Card:** Login to <https://pay.stmaryscollege.vic.edu.au/> to make payments by credit card\* 24 hours a day.

**Direct Debit:** Automatic payment from your nominated bank account. Please complete the '*School Fee Payment Agreement*' and '*Direct Debit Request*' forms\* available on the College parent portal '[PAM](#)' or by contacting the College office.

**Pay by Phone:** Call 1300 103 912 to make payments by credit card\* 24 hours a day.

## Other Payment Options

**Centrepay:** Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary bill paying service which is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment. You can start or change a deduction at any time. The quickest way to do this is through your Centrelink account online. Call Centrelink or complete the Centrepay form\* and return it to the College office.

**\*NOTE:**

- All completed payment forms should be returned to the College office for processing or emailed to [fees@stmaryscollege.vic.edu.au](mailto:fees@stmaryscollege.vic.edu.au)
- The College accepts MasterCard and Visa card payments.

# FEE ACCOUNT DISCOUNTS

## Sibling Discount

Two or more enrolled students from the same family:

- A fees discount applies to second and subsequent students concurrently enrolled.
- Families with two or more currently enrolled students in 2023 will receive a \$1,000 discount for the second student and each thereafter (pro-rata if accounts are split).

Please note that no family discount applies to International Student fees.

## Early-Bird Payment Discount

A singular, flat \$350 discount per family will be applied if the total amount of annual Fees and Levies are paid and receipted into the College bank account in full by 31 March 2023. This discount will be not applied to scholarships, bursaries or fee-rebated/concession accounts. Fee payments receipted into the College bank account after 31 March 2023 will not be eligible for the 'Early-Bird Payment Discount'.

Please note that no 'Early-Bird Payment Discount' applies to International Student fees.

# APPLYING FOR FEE ASSISTANCE

The College recognises that, at times, some families struggle to pay the full school fees and levies. If you are experiencing financial hardship, please contact the College at the earliest opportunity (and by the end of March at the latest) to seek an appointment with the Business Manager to discuss your options.

As part of your application for fee assistance, you will be asked to submit an *'Application for Fee Assistance' form*, together with the supporting documentation such as your Centrelink information, recent payslips and most recent Income Tax Assessment and Income Tax Return. Forms and information about documentation requirements are available on the Parent Portal:

Parent Access Module PAM (SIMON) – login [HERE](#)

If families do not attend a meeting with the Business Manager and do not provide the required supporting documentation, the College reserves the right to require full payment of the outstanding fee account.

Any assistance provided by the College, whether it be through a concession on fees or an extended payment arrangement, is for the current year only and is conditional upon full payment of the agreed amount for that year or payment being made in accordance with any payment arrangement.

Fee assistance concessions will not generally be credited against the fee account unless the agreed payments have been paid in full for the year. Where the College allows a payment arrangement to extend beyond the current year and those payment obligations are not met in full as agreed, the College reserves the right to reverse any fee assistance concession credited to the family fee account and seek recovery of the full amount of fees and levies.

The College will provide written confirmation of the success or otherwise of any application for fee assistance, including details of any concession or payment arrangement requirements.

## NOTICE OF WITHDRAWAL

Written notice, submitted to the Registrar [registrar@stmaryscollege.vic.edu.au](mailto:registrar@stmaryscollege.vic.edu.au), of at least one full school term is required prior to withdrawal of a student from the College.

### 2023 Notice Periods

<i>Withdrawals up to the end of</i>	<i>Written notice required by</i>
Term 1	Friday, 16 September 2022
Term 2	Friday, 16 December 2022
Term 3	Thursday, 6 April 2023
Term 4	Friday, 23 June 2023

## Domestic Students

Domestic students who do not provide the required notice will be charged full tuition fees and all levies for the notice period. This includes withdrawal of a student prior to the commencement of the school year.

Upon written notification of withdrawal, fees and levies for one full Term, in addition to the remainder of the current term, will be charged. \$600 of the Tuition Fees and Levies is non-refundable.

## International Students

Please refer to our International Student Program policies and procedures contained in the *'International Student Program Key Policies and Information'* booklet available on the College public website.

Further policies and detailed information can be obtained by contacting our International Student Coordinator or College Business Manager at the College office.

## FEE ENQUIRIES

If you have any questions regarding fees, levies or payments, please contact the College office by email: [fees@stmaryscollege.vic.edu.au](mailto:fees@stmaryscollege.vic.edu.au) or phone +61 3 9529 6611.