



# St Mary MacKillop College

CHOOSE LIFE WITH COURAGE

## Enrolment Information

### Conditions for Enrolment

1. St Mary MacKillop College is a Catholic School. The first condition for admission is that the potential student and parents accept the values underlying the Catholic philosophy of education and that the student undertakes to participate fully in the faith practices and observances of the College.
2. First preference in admission is given to families who are actively associated with the Catholic Church. It is not desirable to admit students if the values, beliefs and practices that are nurtured by the College are not encouraged and supported in the home. It is not possible to separate the educational and spiritual aims of the College.
3. When accepting a place at the College, the potential student and parents accept the obligation that the student will abide by the various policies the College has in place including standards of conduct and behaviour by signing the Agreement for Enrolment.
4. In accepting a place for their child at St Mary MacKillop College, the student's parents undertake to be supportive of the aims and programs of the College, and to be actively involved in the life of the College by participating in one or more of the parent volunteer groups.
5. Students are enrolled on the assumption that they are able to benefit from the academic and other programs of the College. It is to be understood that students, as well as receiving benefits, are expected to contribute positively to the academic and general life of the College.
6. Once a place has been offered to the student, a **non-refundable** deposit is required to hold the place. The place **will not be held** unless the deposit has been received by the College. This amount is a prepayment of the student's first year fees at the College and will be automatically deducted from the family's fee account for the following year.

### Application Procedures

1. Application is made on the form headed "Application for Admission."
2. This form is sent to the College with the non-refundable application fee and photocopies (not original) of any relevant documents as noted on the Application Form.
3. You will receive an acknowledgement of receipt of the Application for Admission. This acknowledgement is not an indication that the application has been successful.
4. A Pre-Interview Student Details Form will be sent for completion once an interview has been set and is to be returned together with immunisation history and latest school report. Please note an interview does not guarantee an offer of enrolment.
5. The College will post a Letter of Offer of Enrolment should a place be offered.

### Enrolment Policy

1. Applications for enrolment are accepted in the context of the Conditions for Enrolment stated left.
2. Acceptance of an Application for Admission does not guarantee a place, but simply includes the student's name on a waiting list with other candidates in that year of entry.
3. The following enrolment priorities apply to all applications:

#### Primary Campus

- 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

#### Secondary Campus

- Catholic students from Catholic schools with a Parish Priest reference
- Catholic students from non-Catholic schools with a Parish Priest reference
- Other Catholic students from Catholic schools
- Other Catholic students from non-Catholic schools
- Siblings of non-Catholic students
- Non-Catholic students from Catholic schools
- Non-Catholic students
- Aboriginal and Torres Strait Islander students shall be given enrolment preference wherever possible and practicable.

The Principal always has the right of discretion in the enrolment of students.

### Termination of Enrolment

1. The Fees and Charges Policy of the College (overleaf) requires parents to give ten weeks written notice in term time if their children are enrolled at the College and will not be attending or returning to the College. This requirement also applies where an offer of a place has been accepted for a new enrolment to the College, as the place is reserved for that student until their commencement. Failure to give such written notice will result in a charge of one term's fees in lieu of notice.
2. If there is a serious breach of the Conditions for Enrolment a student's enrolment at St Mary MacKillop College may be terminated. Exclusion of students for disciplinary reasons is an extreme step reserved for cases of gross misconduct, serious breaches of the College Code of Conduct, or behaviour that is persistently disruptive or contrary to the Vision Statement of the College.



# St Mary MacKillop College

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*The College's aim of providing the highest possible standards in education, equipment, facilities and care for students and families with the lowest possible fee structure relies heavily on the prompt payment of fees. Your support in reducing the administrative time and costs in pursuing outstanding fees is greatly appreciated. Visit [www.mackillop.wa.edu.au](http://www.mackillop.wa.edu.au) for a copy of the College's 'School Fees Setting & Collection Policy'*

## Payment of fees

In 2017 your annual account will be issued one week prior to the beginning of first term. The account will itemise the total cost for the whole year, and will assist you to budget for the year. EFTPOS and Credit Card facilities are available at the College for the payment of College accounts. B-Pay is also available for payments \$100 and over. B-Pay details are printed on your Family Statements.

The following methods of payment are available:

### A. Upfront Payment

For those families that pay their full fees upfront by **Monday 6 March 2017**, your name will go into a draw to win a reduction in your fees. Winners will be notified by the College.

### B. Three Equal Instalments

1st payment due by Monday 6 March 2017  
2nd payment due by Monday 5 June 2017  
3rd payment due by Monday 4 September 2017

An account will be sent out prior to these dates to remind you of payment.

### C. Periodic Payments (BPAY or Credit Card)

To enable you to include your fee payments into the regular household budget, you can pay your school fees off by periodic payments as either:

**20 Fortnightly Payments** beginning **27 February 2017** and ending on **20 November 2017**

OR

**10 Monthly Payments** due on the *first of each month* from **March - December 2017**

**No reminders will be sent out for periodic payments.**

### D. Direct Debit through CDF

The Catholic Development Fund also provides the options of periodical payment from a CDF savings account, OR Direct Debit from your nominated bank account. Please contact the College for a Direct Debit form to be sent out to you.

PLEASE NOTE: The College's fee structure and tight budget relies heavily on payment of school fees promptly. This minimises the administration time and costs involved in following up outstanding fees.

## Notice of withdrawal

Parents are required to give **ten weeks written notice in term time** if their children are enrolled at St Mary MacKillop College and will not be attending or returning to the College. Failure to give such notice will result in a **charge of one term's fees in lieu of notice**. Subject selection forms filled in and signed by parents in Year 11 and 12 for the forthcoming year will deem that the student will be returning the following year.

## Difficulties with fee payment

The College will assist all families having difficulties with fee payment. Where parents encounter economic hardship in meeting the level of fees set, they should notify the Bursar to discuss arrangements. The College will always be sympathetic to genuine cases in need. All parents, however, are expected to show maximum support for the College relative to their individual situations, and will have also applied for the other assistance schemes detailed below.

### Fee Remissions

A remission is a partial release from payment of fees calculable on the family's individual circumstances. All remissions are granted for 12 months only and are reviewed annually. Any family in need is encouraged to apply initially to the Bursar for a fee remission and must provide all required information in respect to income and expenditure, assets and liability via the College application process. It is worth noting that applications are dealt with through the College Board by case number not family name, and therefore protect the family's privacy and confidentiality.

## Other assistance with fees

Notification of the application process for the following schemes will be published in the College Newsletter early in the year. All families eligible for these schemes are encouraged to apply.

### Secondary Assistance Scheme (Yr7-12 only)

To be eligible for the Department of Education's Secondary Assistance Scheme, families will need to hold one of the following cards:

- **Health Care Card** (*family card - not student card*)
- **Pensioner Concession Card**
- **Veterans Affairs Card**

In 2017, \$115 will be paid directly to the family to assist with the purchase of uniforms and books, and \$235 will come directly off the family fee account.

### Catholic Education Assistance (K-Yr12)

The Catholic Education System can further assist holders of a *means tested Health Care Card (family card)* or **Pensioner Concession Card**. The maximum level of Tuition fees charged to eligible families will be set at \$230.00 per student (K-Yr6) and \$1,400.00 per student (Yrs 7-12) for 2017. Sibling discounts apply to the Tuition fees charged to subsequent students.

# Fees and Charges Policy

Details of the fees charged by the College are listed below.  
Fees are subject to change each year according to Catholic Education policy.

Visit [www.mackillop.wa.edu.au](http://www.mackillop.wa.edu.au) for a copy of the College's 'School Fees Setting & Collection Policy'

## Annual fees and charges 2017

### Fees per student Kindy to Year 12

<b>Application Fee</b> (incl. GST) per student	<b>\$60.00</b>	This is a <b>non-refundable</b> processing fee that is to be paid with the initial application. Applications will not be processed until this payment is received.																				
<b>Enrolment Deposit</b> per student	<b>\$250.00</b>	Once a place has been offered to the student, a <b>non-refundable</b> deposit is required to hold the place. The place <b>will not be held</b> unless the deposit has been received by the College. This amount is a prepayment of the student's first year fees at the College and will be automatically deducted from the family's fee account for the following year. This applies to <b>all students</b> being offered a place.																				
<b>Tuition Fees per student per Annum</b>	<b>1st Student</b> Kindy: <b>\$ 748.00</b> PP-Yr6: <b>\$1,037.00</b> Yr7-12: <b>\$3,412.00</b>	<b>Family Discounts</b> on tuition fees apply with two or more students enrolled at St Mary MacKillop College as follows: <table border="1"> <thead> <tr> <th></th> <th><b>2nd Student</b> (20% off tuition)</th> <th><b>3rd Student</b> (40% off tuition)</th> <th><b>4th Student</b> (50% off tuition)</th> <th><b>5th Student</b> (100% off tuition)</th> </tr> </thead> <tbody> <tr> <td><b>Kindy</b></td> <td>\$598.40</td> <td>\$448.80</td> <td>\$374.00</td> <td>\$0</td> </tr> <tr> <td><b>PP - Year 6</b></td> <td>\$829.60</td> <td>\$622.20</td> <td>\$518.50</td> <td>\$0</td> </tr> <tr> <td><b>Years 7-12</b></td> <td>\$2,729.60</td> <td>\$2,047.20</td> <td>\$1,706.00</td> <td>\$0</td> </tr> </tbody> </table>		<b>2nd Student</b> (20% off tuition)	<b>3rd Student</b> (40% off tuition)	<b>4th Student</b> (50% off tuition)	<b>5th Student</b> (100% off tuition)	<b>Kindy</b>	\$598.40	\$448.80	\$374.00	\$0	<b>PP - Year 6</b>	\$829.60	\$622.20	\$518.50	\$0	<b>Years 7-12</b>	\$2,729.60	\$2,047.20	\$1,706.00	\$0
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<b>Student Insurance</b> per student	<b>\$13.25</b>	<b>Catholic Church Insurance</b> - All students will be covered by a 24hr, 365 day insurance policy. To make a claim, parents contact the College and we arrange for a claim form to be sent to you for completion. It is important that you read the policy carefully to be aware of the coverage provided.																				

Families with students in a Catholic Feeder School will receive an automatic \$50.00 rebate near the end of Term 4.

### Amenities and Excursions Fees per student Kindy to Year 6

<b>Kindy: \$164.00</b> <b>PP: \$268.00</b> <b>Yr1-3: \$293.00</b> per student	<b>Yrs 4 &amp; 5: \$331.00</b> <b>Year 6 : \$661.00</b>	Amenities include items such as consumables, photocopying and general stationery costs associated with classroom teaching, as well as the cost of providing ICT resources to students. Fees in Pre Primary to Year 6 cover additional resources for Maths and Literacy as well as costs associated with cultural events and in-term swimming. The Year 6 fee also includes the accommodation, food, transport and activity costs for Year 6 camp.
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### Fees per student Years 7-12

<b>Amenities, Camps and Excursion Fee</b> per student	<b>\$555.00</b>	Amenities include items such as consumables, photocopying and general stationery costs associated with each subject area. This fee would also cover the transport costs associated with any day trips, excursions and physical/outdoor educational activities being carried out off campus. Camps and excursions play a vital part of the overall College programme and curriculum for the development of our students, and are often heavily subsidised. Rather than the fee changing according to the cost of each camp or off-campus activity in a particular year group, the College charges a set annual fee as a way of spreading the cost burden for families. It is compulsory for all students to attend these activities, and the camp fee will not be waived for any reason other than illness (supported by a current Doctor's Certificate).
<b>Book Hire</b> per student	<b>\$285.00</b>	The College operates a book hire scheme to help reduce the number of textbooks having to be purchased, and accordingly to reduce overall textbook costs. This is charged to each student.
<b>Book Fee</b> (incl. GST) per student	<b>Year 7: \$66.96</b> <b>Year 8: \$81.96</b> <b>Year 9: \$81.96</b> <b>Year 10: \$81.96</b> <b>Year 11: \$50.51</b> <b>Year 12: \$50.51</b>	Every student is charged a Book Fee to cover the cost of a School Planner and a combination lock for their locker. Years 7-10 fees also cover a digital RE workbook and English Skillworks book, and the Year 12 fee covers RE student resources.
<b>Laptop Fee</b> (incl. GST) per student	<b>Year 8: \$620.00</b> <b>Year 9: \$550.00</b> <b>Year 10: \$550.00</b>	The laptop fee for each student covers the use of a high quality laptop for education at school and home. This is a compulsory, multipurpose tool for research, productivity, communication and presentation.

#### Student Lockers:

All secondary students will be issued with a locker and combination lock when they start at the College. Students are required to use a locker throughout their time at the College. If students negligently damage their locker or lose, misplace or damage their combination lock they will be invoiced by the College for the cost of repairs or replacement.

### Fees per family

<b>Building Levy</b> per family	<b>\$400.00</b>	Each family is required to contribute an annual levy towards the debt servicing of our loans for capital (building) works. As this is a compulsory levy, it is NOT tax-deductible.
<b>College Yearbook</b> (inc. GST) per family	<b>\$40.00</b>	Every family is provided with a copy of the College Yearbook and this amount will be automatically added onto your account. Additional copies may be purchased at a cost of \$20 per copy.



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## Collection Policy

With the introduction of the Privacy Act (December 2001) it is important that parents are aware of the ways in which we may use the information we have on file. The following Collection Notice indicates the possible uses of this information:

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of the College require that certain information is collected. These include Public Health laws and Child Protection requirements.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask that you provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The College from time to time discloses personal and sensitive information to other agencies for administrative and educational purposes. These include other schools, government departments, government agencies, statutory boards [Catholic Education Office, the Catholic Education Commission, your local diocese and parish, schools within other Catholic Dioceses and government authorities such as the Australian Curriculum, Assessment and Reporting Authority (ACARA)], medical practitioners and people providing services to the College including specialist visiting teachers, sports coaches, volunteers and counsellors.  
6a. In addition to the agencies and purposes cited at 6 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to circumstances of parents and students on the MySchool website.
7. The College from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or Child Protection legislation.
8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as student academic and sporting achievements, student activities and other College/student news is published in various media outlets such as College publications (College newsletters, College Yearbook, College website, etc) student files, newspapers, community magazines and others. Information may be used for the promotion of the College, College public relations, documentation and the recognition of student achievement.
9. Each year visual imagery (photographs and video) are taken of the students which are used in various media outlets such as College publications, student files, newspapers, social media and others. Visual imagery may be used for the promotion of the College, College public relations, documentation and the recognition of student achievement. **Should you not want your children to feature in such publicity, it is your responsibility to inform the College.**
10. Parents may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
11. If you provide the College with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why the College does not usually disclose the information to third parties.

**Unless parents instruct us otherwise we assume permission to use the information in the ways outlined above. If you have any concerns or questions please contact either the Principal or the Business Manager.**

### Feeder Primary Schools

\$50 rebate on fees for families with children in a Catholic feeder school:

#### St Thomas More Catholic Primary School

Address: Walcliffe Road, Margaret River, WA 6285  
Principal: Mr Martin Major  
Telephone: (08) 9757 3544  
Facsimile: (08) 9757 3557  
Email: admin@stmcp.s.wa.edu.au

#### Our Lady of the Cape Primary School

Address: 245 Cape Naturaliste Rd, Dunsborough, WA 6281  
Principal: Mr Des Wilkie  
Telephone: (08) 9755 3866  
Facsimile: (08) 9755 3720  
Email: admin@ladyofcape.wa.edu.au