



Mater Dei Catholic College

Live God's Message

REFUND POLICY

Purpose: This policy outlines the College's expectations in relation to the establishment and collection of school fees.

Relevant to: All members of Staff

Responsible Officer(s): Principal
Finance Manager
Leadership and Management Team
Office Staff

Date of Introduction: October 2018

Date of Review: March 2027

Modification History: March 2025
February 2022

Related Documents:

1. SCHOOL FEES COMPONENTS

School Fees typically include Tuition Fees, Resource Fees, Building Levy, Course Elective Fees and Excursion Fees as well as other year based charges.

A significant proportion of a school's operational expenditure is met by Tuition fees and charges.

1.1 Tuition Fees

Tuition Fees are set by CEDWW each year and assist with operating costs. CEDWW charges the College a per capita levy to assist with the costs of salaries, workers compensation insurance, public liability insurance, student accident insurance and other operating expenditures.

Course elective fees are billed to students undertaking a course which involves the high use of consumable products.

A Resource Fee of \$300.00 is billed per student. It covers a range of costs, including the supply of goods and services, such as textbooks, technology (including student laptops) or resources needed for particular Key Learning Areas.

Where appropriate, incursion/excursion and faith formation activities, such as camps, are billed separately.

1.2 Building Levy

The Building Levy of \$100.00, is charged per student. The College utilises this levy to undertake capital works and ensure that we can continue to reinvest in our facilities and maintain our school to a high standard.

1.3 Enrolment Fees

No Enrolment Fee is payable at Mater Dei Catholic College.

1.4 Excursion/Activity Costs and Refunds for Non Attendance

Refunds requested by parents/carers for excursions or activities will be made if the College has not already passed the funds onto the provider or is unable to secure a refund. However, if the College no longer has those funds, reimbursement will not be possible. The College reserves the right to utilise refunds as a contribution to school fees in arrears and as such any refunds obtained in this circumstance will be credited to the school fee account.

2. FAMILY DISCOUNT

A family discount is in place for children attending Mater Dei Catholic College and other Diocesan schools. Currently those sibling discounts are:

1 Child Full fee

2 Children 20% off the second student's fee

3 Children 50% off the third student's fee

4 + Children 90% off each subsequent student's fee

CEDWW has advised that the Sibling Discounts are under review.

3. PAYMENT OF FEES FOR MID YEAR ENROLMENT

Should a student enrol at Mater Dei Catholic College after the start of the year, the fees are apportioned to the time spent at the College during that year. For example, if a student has an enrolment date that is at the beginning of Week 5, Term 2 the fees are only charged for the twenty five weeks left of that school year.

4. TUITION FEES FOR YEAR 12 STUDENTS

Although students enrolled in the final calendar year of Year 12 have less attendance weeks relative to students in other scholastic years, the full annual tuition fee is still applicable.

5. FEE CONCESSIONS

CEDWW has in place a Hardship Application process for families with limited financial means who are seeking a Catholic education for their children. Details and a copy of the Hardship Application Form are available from the College Finance Manager.

6. TUITION FEE REFUNDS FOR STUDENTS WITHDRAWING FROM THE COLLEGE

- Parents and/or carers may apply for a refund of tuition fees paid in advance when students are withdrawn from the College, relative to the date of enrolment ceasing. When a student leaves the College, the fees are generally credited with that portion that is left for the school year.
- The following general principles apply to the refund of tuition fees:
 - Written notification of a student's withdrawal is to be provided to the Principal as soon as possible.
 - Parents/carers are required to complete the Clearance Form in order for a credit of fees to be applied to the debtors account.

- Parents and/or carers are required to make written application to the Finance Manager for a refund of tuition fees paid in advance of enrolment ceasing
- Tuition fees equivalent to two school weeks' or less in advance will not be refunded
- Refunds are based on the tuition fee per week. Tuition fee refunds for students withdrawing in the final calendar year of Year 12 are to be calculated relative to the formal attendance period. For example, if a Year 12 student withdraws from school in Week 4 of Term 3, the refund of tuition fees, if applied for, would be based on the remaining weeks of Term 3 and will not include Term 4.

7. REVIEW PROCESS

This policy is reviewed on a regular basis by the College in accordance with CEDWW and CSNSW requirements.