



St Mary MacKillop College

CHOOSE LIFE WITH COURAGE

Enrolment Information 2016

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 the student's Baptism Certificate or a letter from his/her Minister, Birth Certificate, Immunisation Records, and the student's most recent School Report (where applicable).
3. The College will immediately post out to parents a letter of acknowledgement for receipt of the Application for Admission. This acknowledgement is not an indication that the application has been successful.

Enrolment Policy

1. Applications for enrolment are accepted in the context of the Conditions for Enrolment stated left. An interview is part of the process for enrolment.
2. Parents should understand that the College's 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. The parents will be contacted early in the year prior to commencing and advised whether it is possible to offer a place.
3. St Mary MacKillop College values contributions made by families who belong to other Christian denominations however because of the Catholic and special nature of the College, precedence in enrolment is extended to:
 - Catholic students from Catholic primary schools with a Parish Priest reference
 - Catholic students from non-Catholic primary schools with a Parish Priest reference
 - Other Catholic students from Catholic primary schools
 - Other Catholic students from non-Catholic primary schools
 - Siblings of non-Catholic students currently or previously enrolled
 - Non-Catholic students from Catholic primary schools
 - Non-Catholic students from other Christian denominations
 - Other 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.



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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 for a copy of the College's 'School Fees Setting & Collection Policy'

Payment of fees

In 2016 your Family Fee Account will be issued one week prior to the beginning of first term. This account will itemise the total cost for the whole year, and will assist you to budget for the year.

EFTPOS, Credit Card and BPAY facilities are available at the College for the payment of your Family Fee Account.

BPAY details are also printed on this account.

The following methods of payment are available:

A. Upfront Payment

For those families that pay their full fees upfront by **Monday 7 March**, your name will go into a draw to win \$2,000 (2nd prize \$1,000).

B. Three Equal Instalments

1st payment due by Monday 7 March 2016

2nd payment due by Monday 6 June 2016

3rd payment due by Monday 5 September 2016

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 College fees off by periodic payments as either:

20 Fortnightly Payments beginning **29 February 2016** and ending on **21 November 2016**

OR

10 Monthly Payments due on the *first of each month* from **March - December 2016**

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 College 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 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 Business Manager 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 Business Manager 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 2016, \$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)

Catholic Education WA 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 2016. Sibling discounts apply to the tuition fees charged to subsequent students.



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Fees and Charges

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 for a copy of the College's 'School Fees Setting & Collection Policy'

Annual fees and charges 2016

Fees per student Kindy to Year 12

Application Fee (incl. GST) per student	\$60.00	This is a non-refundable processing fee that is to be paid with the initial application. Applications will not be processed until this payment is received.																				
Enrolment Deposit per student	\$250.00	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 Fee Account for the following year. This applies to <u>all students</u> being offered a place.																				
Tuition Fees per student per Annum	1st Student Kindy: \$733.00 PP-Yr6: \$1,017.00 Yr7-12: \$3,345.00	Family Discounts on tuition fees apply with two or more students enrolled at St Mary MacKillop College as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>2nd Student (20% off tuition)</th> <th>3rd Student (40% off tuition)</th> <th>4th Student (50% off tuition)</th> <th>5th Student (100% off tuition)</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>\$586.40</td> <td>\$439.80</td> <td>\$366.50</td> <td>\$0</td> </tr> <tr> <td>PP - Year 6</td> <td>\$813.60</td> <td>\$610.20</td> <td>\$508.50</td> <td>\$0</td> </tr> <tr> <td>Years 7-12</td> <td>\$2,676.00</td> <td>\$2,007.00</td> <td>\$1,672.50</td> <td>\$0</td> </tr> </tbody> </table>		2nd Student (20% off tuition)	3rd Student (40% off tuition)	4th Student (50% off tuition)	5th Student (100% off tuition)	Kindy	\$586.40	\$439.80	\$366.50	\$0	PP - Year 6	\$813.60	\$610.20	\$508.50	\$0	Years 7-12	\$2,676.00	\$2,007.00	\$1,672.50	\$0
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Student Insurance per student	\$13.25	Catholic Church Insurance - 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.

Fees per student Kindy to Year 6

Amenities, Camps and Excursions Fee per student	Kindy: \$158.00 PP-Year 5: \$250 Year 6: \$570	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 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

Amenities, Camps and Excursions Fee per student	\$544.00	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 program 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).
Book Hire per student	\$235.00	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.
Book Fee (incl. GST) per student	Year 7: \$64.96 Year 8: \$79.96 Year 9: \$79.96 Year 10: \$83.06 Year 11: \$50.11 Year 12: \$56.11	Every student is charged a Book Fee to cover the cost of a College 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.
Laptop Fee (incl. GST) per student	Year 7: \$620.00 Year 8: \$550.00 Year 9: \$550.00 Year 10: \$620.00	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

Building Levy per family	\$335.00	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.
College Yearbook (inc. GST) per family	Prim: \$15.00 Sec: \$50.00	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.
P&F Levy per family	\$130.00	Every family is charged the Parents and Friends Association (P&F) Levy to cover the many projects funded by the P&F in the College.



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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, community magazines 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 child/ren 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@stmcps.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