



## SCHOOL FEES INFORMATION

**Updated: 2025**

**Review: 2028**

### **Welcome**

Thank you for choosing to apply to enrol your child at Our Lady of Mercy College (the College).

We have learnt that our partnership with you in your child's education benefits from you understanding your commitment to pay the fees we use to fund that education in our community.

This document explains the College's expectations of our parents and fee payers in the promise you make by accepting any offer of Enrolment by signing the Enrolment Agreement.

### **The Enrolment and Finance Agreement**

If enrolment in the College is deemed in the best interests of your child, the Principal will offer enrolment by sending you an Enrolment and Finance Agreement ('Agreement') to sign. It is a binding contract between its signatories. The signatories will be both parents, as well as any other person who promises to pay all fees owing.

By signing the 'Agreement', the College promises to provide education and care for your child. Each parent or fee payer signatory promises to pay all fees owing from time to time.

#### **Each signatory is jointly and severally liable for all fees.**

Each signatory promises to pay all fees owing from time to time. Fee payers coordinate with each other the full and punctual payment of fees. If unpaid, the College may recover all fees owing from any signatory.

### **Variation of the 'Agreement'**

The 'Agreement' is a contract. It can only be varied by all parties agreeing in writing. Fee payers may agree between themselves to contribute in different amounts to the total fees owing. The College is not bound by any agreement, or does it become involved in enforcing it between parties.

A change in relationships between fee payers does not change the obligation of each to pay all fees owing.

A court order or arrangement binding the fee payers and the amount each pays, does not bind the College.

A signature on the 'Agreement' is a promise to pay all fees, unless the College agrees otherwise.

### **Application Fee**

You must pay a non-refundable Application Fee of \$50.00 (including GST). This is to cover the reasonable administrative costs of processing an application. Payment does not guarantee an offer of enrolment.

### **Enrolment Deposit**

The Enrolment Deposit is \$400 and is to cover reasonable administrative costs if the student withdraws before commencing. It will be credited to the Annual College Fees in the first year of enrolment. The deposit is non-refundable.



### **Building Levy**

Your child will benefit from the contributions made by past families towards our facilities. The Building Levy is your contribution to ensuring the College remains an ideal learning environment for every student during your child's enrolment and beyond. This fee is a compulsory payment and is not tax deductible. If you have a means-tested concession card, please speak to us about eligibility for a reduced levy.

### **P & F Levy**

The Parents and Friends' Association provides resources and equipment for students, as well as conducts community building events. This annual levy is a compulsory payment.

### **Yearbook**

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 \$35.00 per copy.

### **Curriculum Levy**

A Curriculum Levy contributes to miscellaneous student related expenses with the balance being subsidised by the College. The major items supported by the levy are; IT infrastructure, subject levies, College excursions, locker combination locks, copyright fee and general supplies. If you have a means-tested concession card, please speak to us about eligibility for a reduced levy.

### **Insurance**

Your child will be covered by Insurance against personal accidental injuries 24 hours a day. For further details about the policy please contact the Team Leader – Administrative Services on (08) 9720 3300.

### **IT Levy**

In Years 7 and 10, students receive a new laptop to fulfil their educational needs as per the Device Lease Agreement. This laptop agreement attracts an IT Levy to contribute to the cost to the College. This Levy is spread across three years, and covers the following: the laptop device, software, a durable and secure bag, accidental damage protection warranty and access to College IT support for any issues related to College-related functions.

### **Year 7 Activity Day**

Year 7 students will attend a compulsory two-day activity program during Term 1. This fee is compulsory and non-refundable.

### **Year 10 Adventure Camp**

Year 10 students will attend a week's compulsory camp in Term 4. This camp consists of three \$300 deposits being paid in Years 7, 8, and 9, with the balance being charged at the beginning of Year 10.

### **Year 12 Retreat**

Year 12 students attend a compulsory three-day Retreat, during Term 2. This fee is compulsory and non-refundable.

### **Scholarships**

The College offers several Scholarships across academic and co-curricular studies. If you would like further information in relation to Scholarships and Bursaries, please contact the Enrolments Department, by calling (08) 9720 3300 or by emailing [enrolments@olmca.wa.edu.au](mailto:enrolments@olmca.wa.edu.au).



### **MADALAH Indigenous Bursaries**

Aboriginal and Torres Strait Islander students who enrol at the College, or who are already enrolled at the College can apply for these Scholarships. As part of the Scholarship, Madalah will cover a portion of the school fees, and the remaining school fees are the responsibility of the family. For further information please refer to the College website [www.olmca.wa.edu.au](http://www.olmca.wa.edu.au)

### **Work Experience Program**

Year 10 students are required to complete the Work Experience Program to provide invaluable experience in assisting students with their future career decisions.

### **Year 11/12 Workplace Learning**

Students choosing to undertake Workplace Learning are provided with the knowledge, workplace skills and attitudes valued within work environments as a preparation for employment.

### **College-Based Vocational Education Training (VET) Courses**

A fee per course is charged for students choosing to undertake VET courses. This is additional to a student's College fees as there is a cost attributed to the Quality Assurance of delivering these courses and external certification of student achievement.

### **External Vocational Education and Training (VET) Courses**

External VET courses are available through an external provider for relevant students. The cost of the course is payable direct to the Registered Training Organisation (RTO) by the parent/guardian. Once the course costs are paid by the parent/guardian and proof of payment is provided to the College a portion will be credited to your account. Additional information can be found here: [Vocational Education and Training](#)

### **Certificate II Outdoor Recreation / Certificate III Sport and Recreation**

Students choosing to undertake the Certificate II Outdoor Recreation and/or Certificate III Sport and Recreation are provided the opportunity to experience the wonder of the great outdoors. All students engage in a variety of activities that are aimed at challenging individuals/groups and developing leadership and problem-solving skills. The camps and activities are an additional cost with the remainder subsidised by the College.

### **Curtin UniReady**

The primary focus for students undertaking the Curtin UniReady program is developing the transferable skills required to succeed at university. Successful completion of UniReady gives the students a 'notional' ATAR score that is recognised by Curtin as meeting the minimum entry requirements for some of its undergraduate courses. The course is delivered at Our Lady of Mercy College by trained staff. Please refer to Schedule of Fees and Charges for individual course costs or speak with the VET staff, which will be charged on your College Fees account.

### **Other Non-Curricular Expenses**

Other costs such as and not limited to, the College uniform, Year 12 Ball, Leavers Jackets, Final Day, Booklist, Year Group Social Events, and other non-curricular expenses are not included in the 'School Fees'. As such, separate information is forwarded to parents/caregivers.

### **Co-Curricular Excursions**

All excursions are at an additional cost to the family and are not included in the Annual College Fees account. To be eligible to attend students must be in good standing. Families must be fully financial with the College. An agreed payment plan must be in place and you must be making regular payment to your fees account. If you face financial hardship, please meet with the Principal and/or College Accountant.



### **Sibling Discount**

For families where more than one child is enrolled at the College the following reduction is applied to the tuition portion of your School fees:

- Second student 20%
- Third student 40%
- Fourth and beyond 100%

These reductions will be made automatically and shown on School fee accounts.

### **Custody, Court Orders and Split Family Arrangements**

The College will not invoice split families separately, or split fees. Fee payers are expected to coordinate payment between themselves without involving the College.

### **Notice Of Withdrawal**

You must give the Principal at least one full term's notice in writing of withdrawal of your child from the College. Fees in lieu of one term's notice plus all compulsory charges will be charged if written notice is not provided. If a child is taken out of the College for an extended time, there will be no reduction of College fees.

Families must settle any outstanding fees within four weeks of exiting the College unless a payment arrangement has been negotiated and approved by the College Accountant. After this time has elapsed, if a payment plan has not been negotiated, a formal debt collection process will be instigated to collect the outstanding fees.

### **Concession Card Tuition Fee Discount Scheme**

The College will offer a concession to a fee payer holding a current eligible means-tested family Health Care Card or Pensioner Concession Card in their name, for the duration of the Card. It will not apply to any other fee payer. The Curriculum levy will be waived for holders of an eligible card. Please note that this Concession Card Tuition Fee Discount does not apply to additional charges such as VET courses, camps, activities, and other levies where there are direct and additional costs associated to the College.

It is important that parents complete the necessary documentation, as there are administrative cut-off dates. Application forms can be collected from the College Finance Department and must be received by the end of Term 1 each year for this discount to be applied.

### **Late Non-Payment**

Fee payers who are unable to pay fees by the due date must contact the College Accountant to seek alternative arrangements. The College will follow up on outstanding accounts with an interview with the Principal and the College Accountant.

### **Fee Accounts**

Payment of fees is subject to all the terms and conditions contained in this document, the Family Finance Agreement Form and in the Enrolment Agreement. In case of any inconsistency, the Enrolment Agreement takes precedence.

Please nominate one signatory to receive an invoice. Administering multiple invoices is a burden and therefore signatories must communicate with each other the receipt and amount of invoices, and not involve the College.

The School fees are invoiced annually and emailed to families prior to the commencement of the College year.



The College offers the following payment arrangements to all families which will be printed on your annual statement at the beginning of each:

- **One instalment** – full annual payment by a due date, this entitles you to a discount (for further details refer to Early Payment Discount)
- **Three instalments** – 3 equal payments by a specified date
- **Eight instalments** – 8 equal monthly payments between February and October inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.
- **Seventeen instalments** – 17 equal fortnightly payments between February and October inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.
- **Thirty-four instalments** – 34 equal weekly payments between February and October inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.

All fees are to be finalised by the **31 October** and no other option is available unless otherwise arranged with the Principal and/or College Accountant.

### Early Payment Discount

Families who have their account paid in full by **7 March** will receive a 5% discount off their tuition fee. Please refer to your individual statement for the exact amount.

### Payment Methods

All payments are to coincide with the final instalment date of **31 October 2025** by one of the following methods:

- **DIRECT DEBIT** – Direct Debit forms to be completed and returned to the College.
- **CREDIT CARD** – Credit Card forms to be completed and returned to the College.
- **BPAY** – Payments can be made by using the Biller Code and Reference Number at the bottom of your College fee statement.
- **EFTPOS** – Available at reception or by phoning the Finance Department on (08) 9720 3300.

Please refer to Schedule of Fees and Charges for individual course costs.

#### **IMPORTANT DATES:**

**7 February 2025** – Payment Plans due back to College

**7 March 2025** – Full payment due for Early Payment Discount

**31 October 2025** – All fees are to be finalised