

School Fees Information Policy



Catholic Identity/ Education/ Community/ **Stewardship**

Sources of Authority			
CECWA Policy	Stewardship		
Executive Directive	School Fees Executive Directive		
Authorised by	V. Bellini	Date	2026
Effective Date	August 2026	Next Review	2027

Introduction

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 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 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 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.

Unpaid Fees

While the College is supportive of families who find themselves in difficult circumstances, the College actively follows up on all overdue accounts. The College reserves the right to appoint a debt collection agency or to take legal action for the recovery of fees not paid. Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees, solicitor's costs and other out of pocket expenses shall be collected, in addition to the outstanding fees and/or charges. This will be done where reminder notices are persistently ignored or arrangements are not made with the College to pay overdue accounts. This is to ensure fairness to families who do pay fees in accordance with the College School Fees Information sheet.

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.

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Enrolment Deposit

The Enrolment Deposit is \$750 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 – now merged with Tuition

Previously, the Curriculum Levy was a stand-alone fee. As of 2026, this fee has been merged with the Tuition Fees. The Curriculum Levy portion contributes to miscellaneous student related expenses with the balance being subsidised by the College. The major items supported by the levy are; subject levies, College excursions, transport, 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, IT infrastructure 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.

Retreats

As part of the Religious Education program, offered by the College, students from Years 7 to 11 attend a compulsory one-day Retreat. Year 12 students attend a compulsory three-day Retreat, during Term 2. These fees are compulsory and non-refundable.

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.

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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 school 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/caregiver.

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.

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 Finance Manager. These excursions are not limited to Country Week and Canberra Tour.

Scholarships

The College offers several Scholarships. 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.

MADALAH First Nations Scholarships

First Nation 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.

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.

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Custody, Court Orders and Split Family Arrangements

The College will not invoice split families separately, or split fees. Fee payers are required 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. Failure to provide this notice will result in an administration fee of \$200 being charged. 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 Finance Manager. 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 applications, if considered, may be pro-rated.

Late Non-Payment

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

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. 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 all signatories on the Enrolment Agreement 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 30 October and no other option is available unless otherwise arranged with the Principal and/or Finance Manager.

Early Payment Discount

Families who have their account paid in full by 6 March will receive a 5% discount off their tuition fee. Please refer to your individual statement for the exact amount.

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Payment Methods

All payments are to coincide with the final instalment date of 30 October 2026 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:

- **6 February 2026:** Payment Plans due back to College
- **6 March 2026:** Full payment due for Early Payment Discount
- **30 October 2026:** All fees are to be finalised