



## COLLEGE PAYMENT INFORMATION 2024

The College invoices fees at the start of each term and emails fee statements to all families. The due date for payment is 21 days from statement date. Families with direct debits in place receive a fees statement, but do not need to take any action provided their direct debit instalment amount is sufficient to cover full fees payable over the year in equal instalments.

**B-Pay: is the preferred method** for payment of student tuition fee and College levies. Most financial institutions allow for regular recurring payment to be made via BPAY at no cost. For more information on how to enable ongoing payments using BPAY, please contact your financial institution or bank.

**Existing Direct Debits** will continue. Families currently on a regular direct debit through the school do not need to do anything. The college will recalculate direct debit payments at the end of the year and adjust to incorporate the new fees (including camps) automatically. An email will be sent informing parents of the adjusted amount.

Please note that a new hybrid direct debit will be implemented in the first half of next year. Further information will be provided to families on this new process.

**BPoint for credit card direct debits – is no longer available**

**Building Fund Contribution** - the Canberra Catholic Schools Building Fund (CCSBF) is a voluntary contribution. This amount will be determined and communicated separately by CECG to parents early in 2024 as an opt-in charge.

**Sibling Discount** - this applies to the CE tuition fee and will be automatically calculated and applied in the new system. There is no need to contact Merici College to advise of siblings at other CE schools.

Please note that full fee is payable on the eldest child.

**Split Billing** - is available where two or more people living in separate households are responsible for the payment of college fees for a student. If school fees need to be split, please complete the Split Billing Form and email it to [fees.office@merici.act.edu.au](mailto:fees.office@merici.act.edu.au) by 31 January 2024.

[Split Billing Form](#)

**Concession on College Fees payable** - a reduction of College fees payable may be granted where parents are able to demonstrate financial disadvantage or hardship.

An application for a fees concession can be made by contacting the Finance Manager, who can provide application forms and one-on-one assistance to help complete them if necessary.

Determining a fee concession application is made independently and confidentially by the College.

Merici College uses the same assessment model employed by other secondary colleges in the Canberra Goulbourn Diocese in determining whether someone qualifies for a fee concession.

The Fees Concession Policy and the model used assumes that families who have chosen a Catholic education consider it important and that fee payments will be prioritised over other non-essential life-style choices. Accordingly, a family would not be considered for fee relief where they hold investments in property, shares or the like.

**Students in Year 12** - it is important for senior students to complete a full two years of senior secondary education to establish a sound platform for your daughter's future. However, if a student is eligible for an early Year 12 certificate and chooses to leave, full per annum fees are still payable.

Year 12 fees are divided over three terms rather than the usual four terms with the last payment due by the end of Term 3, 2024.

**Students who leave the College during the term or are absent for part of or whole terms** - if a child is withdrawn from the school and departs in the first half of the term, and the school has received at least two weeks written notice, the family is eligible for a refund of 50% of that term's fees plus all fees for any subsequent terms paid. Where the date of departure is in the second half of the term, the family is not entitled to a refund of fees for that term but are eligible to a refund for subsequent terms paid.

If your daughter is absent during the term, e.g. on a family vacation, and she remains officially enrolled, fees are still payable for the whole of that term.

**Nonpayment of fees** - reminder letters will be sent to families each term for any unpaid fees. Nonpayment of fees without an agreed payment arrangement in place may result in your account being referred onto an external collection agency which may in turn affect your credit rating.

#### **Further Information and Assistance**

The finance team is available to assist throughout the year. Please call the Finance Office on 6243 4108 if you require assistance or email [fees.office@merici.act.edu.au](mailto:fees.office@merici.act.edu.au).

Please note that the College Finance Office will be closed from Friday 15 December 2023 through to Wednesday 24 January 2024.