Moreton Bay College & Moreton Bay Boys' College

Fee Policy

OVERVIEW OF FEE POLICY	
Aim:	The purpose of this Fee Policy is to set out the approach to structuring, changing and collecting Fees at Moreton Bay College or Moreton Bay Boys' College (as applicable) (the **College**). This Fee Policy applies to all Parents of students enrolled at the College and may be amended by the Board of the College at any time and from time to time, and must be read in conjunction with the Enrolment Contract.
Definitions:	**Fees**: a) means all tuition fees, levies, expenses, charges, special or other fees payable by the Parents; and b) includes the fees published in either the 'schedule of fees for domestic students' or the 'schedule of fees for international students', as published on the College website (**Schedule of Fees**) and amended from time to time. **Parents** means the parents and/or guardians who: a) apply for the prospective enrolment of a child as a student of the College; or b) sign an enrolment contract with the College for enrolment of a child as a Student of the College (**Enrolment Contract**).
Roles, Responsibilities and Accountabilities:	The Board of the College is responsible for the development, implementation and amendment of this Fee Policy.
Monitoring, Review and Assurance:	The Business Manager of the College is responsible for the enforcement and review of this Fee Policy.
Recording and Reporting:	The Finance Manager of the College is responsible to develop, maintain and publish procedures and forms that give effect to this Fee Policy.
Review of Policy:	This Fee Policy may be reviewed and amended by the Board at any time and from time to time. Notice of any change to this Fee Policy will given to the College community via the College website and may also be given to the Parents via email.

FEES	
Application Fee:	The Application Fee is set out in the Schedule of Fees. The Application Fee is payable to the College at the time the Parents submit an application to the College for the prospective enrolment of a child as a student of the College. The Application Fee is non-refundable and non-transferable in all circumstances.
Confirmation Fee:	The Confirmation Fee is set out in the Schedule of Fees. The Confirmation Fee is payable to the College at the time the Parents accept the College's offer to the Parents to enrol their child (the **Student**) at the College. The Confirmation Fee is non-refundable and non-transferable in all circumstances.
Advance Fee:	The Advance Fee is $1,000 and is payable by Parents of students commencing at Moreton Bay College in Years 5 and 7 from 2026 onwards. The Advance Fee is payable by the end of Term 1, the year prior to commencement of the student at Moreton Bay College. The Advance Fee will be credited towards the term 1 Tuition Fees payable by the Parents in the year of commencement of the Student at the College. The Advance Fee is non-refundable and non-transferable in all circumstances.

	The College intends to introduce an Advance Fee for Moreton Bay Boys' College, and may introduce an Advance Fee payable for enrolments in other years at the College.
Tuition Fees:	The Tuition Fees payable for Kindergarten to Year 12 are set by the Board annually, and changes to Tuition Fees will communicated to the Parents in advance of any changes taking effect. Information on Tuition Fees and other costs payable by the Parents are set out in the Schedule of Fees.
Inclusions:	The College aims for the Tuition Fees to be 'all-inclusive' wherever possible. This means that as far as practicable, the Tuition Fees include the cost of most curricular and co-curricular activities such as: • tuition • group music tuition • class excursions • incursions • musical instruments (for curriculum music) • textbooks • QGSSSA sport (MBC) • Andrew's Cup sport (MBC) • CSSAQ (MBBC) • Britton Shield (MBBC) • library services • printing • software licences • internet facilities • travel on the inter-campus bus service between MBC and MBBC
Exclusions:	Tuition Fees do not cover the cost of: • some co-curricular and sporting campus/tours • camp fees • stationery • capital levy • uniforms • student electronic devices • private lessons of any kind • club sport fees • donations • travel on the College bus services to and from the Colleges (the inter-campus service between MBC and MBBC is provided free of charge) • voluntary building fund
Camp Fees:	College camps are an integral part of the curriculum and personal development of students. College camp fees are payable in addition to Tuition Fees, prior to the camp occurring. Camp fees are payable by all families at the College. Refunds for camp fees will only be provided in instances where the student is unwell and unable to attend camp. For a refund to be obtained, a medical certificate must be provided. Refunds will also be provided in the case of cancellation of the camp by the College.
Responsibility for Fees:	The Parents are jointly and severally liable for the student's tuition fees and any other costs associated with the student's enrolment at the College. This means that each person who signs an Enrolment Contract accepts financial responsibility and is personally responsible for all Fees owed to the College. Where more than one person signs an Enrolment Contract accepting financial responsibility (for example, where both parents and/or guardians sign) the College may at its absolute discretion elect to pursue any signatory for the full amount of Fees owed to it.

	Where the College is provided with a court order that provides for an alternate arrangement for the payment of Fees, the College may act on the court order at its absolute discretion, to the extent permitted by law.

PAYMENT ARRANGEMENTS	
Invoices:	Invoices for Tuition Fees for domestic students are issued at the beginning of each term. There are four terms per year (except Year 12 which is invoiced for Terms 1, 2 and 3 only at the beginning of those terms). Invoices for Tuition Fees for international students are invoiced at the beginning of each semester. All Tuition Fees are payable in advance.
Payment Methods:	All Fees can be paid as follows, at the option of the Parents: • annually in advance each year (a discount may be available if the Fees are paid by the due date) • quarterly in four equal instalments through the year at the beginning of each term (except Year 12 which is payable in three equal instalments at the beginning of Terms 1, 2 and 3) • monthly in ten equal instalments throughout the year (a direct debit facility must be used for this option and an annual administration fee will be payable by the Parents) The College accepts payment by: • Parent Lounge (credit card only) • Direct debit (Westpac PayWay) – please contact the Finance Office for an application form • BPay • EasyPay
Discounts:	Any discounts (including discounts for siblings) that may apply to the payment of Tuition Fees is at the discretion of the College and is set out in the Schedule of Fees.

UNPAID FEES & RECOVERY OF FEES	
Late Fees & Charges:	A Late Fee or interest may be charged (per term) where Fees remain unpaid by the due date. The Late Fee is set out in the Schedule of Fees and the imposition of interest is set out in the Enrolment Contract.
Overdue Accounts:	If there are Fees outstanding at the beginning of a term, the CEO & Executive Principal or Principal may (in its absolute discretion) terminate the enrolment of the Student at the College, suspend the Student's enrolment at the College or take any other action available under the Enrolment Contract. The College reserves the right to withhold the Student's report card and/or statements of reference if Fees remain overdue at the end of a term. Any amount paid by the Parents towards optional activities for the Students will be transferred and applied to outstanding Fees. Optional activities includes exchange programs, overseas and interstate tours, co-curricular activities and camps. Any discounts offered by the College are dependent upon Fees being paid by the due date. Concessions for scholarships and bursaries may be withdrawn where Fees are unpaid, at the discretion of the College.
Debt Collection:	The College may commence recovery action against the Parents for unpaid Fees. Any costs incurred by the College (including the cost of engaging external debt collectors) are payable by the Parents.
Student Suspension / Expulsion:	If the College suspends a Student's enrolment, Tuition Fees remain payable during the period of suspension. If the College expels a Student's enrolment, Tuition Fees are payable by the Parents for the whole term in which the student is expelled.

SPECIAL CIRCUMSTANCES	
Arrangements for Instalment Payments – weekly/fortnightly/monthly:	Parents who cannot meet the due date for payment of Tuition Fees may ask the College to consider payment of Tuition Fees by instalments. The College will determine each request on its merits. An instalment arrangement agreed to by the College will require the Tuition Fees to be paid in full (1) by the end of each term; or (2) by the end of Term 4 (or Term 3 in the case of Year 12 students), of each school year. Instalments to be paid under an instalment arrangement agreed to by the College must be made by direct bank debit authority (Westpac PayWay) and must be strictly adhered to. The arrangements may be withdrawn by the College immediately upon any default of the terms agreed, and recovery action commenced.
Applications for Hardship:	In the event of extenuating circumstances (such as significant illness or injury or death) which result in a reduction of the Parents' income, the Parents may submit an 'Application for Financial Hardship Assistance' to the College for temporary tailored Tuition Fees. The application form is available from the College's finance office. Applications for financial hardship assistance will be considered by the CEO & Executive Principal, the Principal and the Business Manager. If approved, assistance will be given for a maximum of one year and within the limit of the approved budget for the College.

DOCUMENT CONTROL INFORMATION

Document Status
The current status of this document is shown below.

Policy	Fees Policy
Version	V1
Issue Date	November 2024
Revision Date	October 2027
Owner	Business Manager
Confidentiality	n/a

Document History
The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
1.0	November 2024	New policy

Approval
This document has been approved for publishing by:

Reviewed by	Finance Committee and Risk & Governance Committee
Authorised by	Board

Distribution
Controlled paper copies of this document are distributed as follows:

No.	Issued To
n/a	