



## CONFIRMATION OF ENROLMENT FORM

Completion of this Confirmation of Enrolment form and its return to the school acknowledges your acceptance of the Offer of Place, Enrolment Agreement and Financial Obligations.

### Confirmation of Student Enrolment Details

School Name

School Suburb

Student's Legal Surname

Student's Legal First Name

Student's Preferred Surname

*(to be used only with Principal's approval)*

Student's Preferred First Name

*(if different from Legal First name)*

Student's Date of Birth

BCE Student ID *(if known)*

Year Level

Enrolment Start Date



**Confirmation of Parent/Legal Guardian/Caregivers (1) Details**

Legal Surname

Legal First Name

Other Given Names

Preferred Surname  
*(if different from Legal Surname)*

Preferred First Name  
*(if different from Legal First name)*

Title *(e.g. Mr/Ms/Dr)*

Gender  Male  Female

Date of Birth

Residential Address  
*(not a post office box)*

Postal Address  Same as Residential Address  Different to Residential Address

Mobile Telephone Number   *(Indicate best contact order)*

Home Telephone Number

Work Telephone Number

Email Address

*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.*



**Confirmation of Parent/Legal Guardian/Caregivers (2) Details**

**Legal Surname**

**Legal First Name**

**Other Given Names**

**Preferred Surname**  
*(if different from Legal Surname)*

**Preferred First Name**  
*(if different from Legal First name)*

**Title** *(Mr/Ms/Mrs/Dr)*

**Gender**  Male  Female

**Date of Birth**

**Residential Address**  
*(not a post office box)*

**Postal Address**  Same as Residential Address  Different to Residential Address

**Mobile Telephone Number**   *(Indicate best contact order)*

**Home Telephone Number**

**Work Telephone Number**

**Email Address**

**Please provide a different email address to Parent/Legal Guardian/Caregiver 1.**

*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.*



**Additional Contact Person Details**

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

**Legal Surname**

**Legal First Name**

**Other Given Names Preferred Surname**   
*(if different from Legal Surname)*

**Preferred First Name**   
*(if different from Legal First name)*

**Title** *(e.g. Mr/Ms/Dr)*

**Gender**  Male  Female

**Date of Birth**

**Residential Address**   
*(not a post office box)*

**Postal Address**  Same as Residential Address  Different to Residential Address

**Mobile Telephone Number**   *(Indicate best contact order)*

**Home Telephone Number**

**Work Telephone Number**

**Email Address**

**What is the relationship of this person to the student?**

**Does this person perform any of the following roles in regard to the student?**

**Emergency Contact**  Yes *(indicate the priority be contacted e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)*   No

**Legal Guardian**  
If this person is not a birth or adoptive parent, then legal documentation must be attached.  Yes  No

**Caregiver**  
A person who has responsibility for the general wellbeing of a student on a day-to-day basis.  Yes  No

**Is this person to receive any of the following forms of Communication?**

- Report Cards/Progress Reports  Yes  No
- Newsletters  Yes  No
- Invitations  Yes  No
- Parent Portal Access  Yes  No

Does this person reside with the student?  Yes  No  
Does this person require the assistance of an interpreter?  Yes  No

## Acceptance of Enrolment Agreement

- 1. I/We as the person/s responsible for the student, commit to fully supporting the school in its mission to foster the student's growth in a Catholic Community.**

I/We will support the school's Mission Statement and will encourage the student with the living out of its core values.
- 2. I/We accept and support the Behaviour and Uniform Policies.**

These support student management and are important for the safety and welfare of students.
- 3. I/We accept and support all other school policies and procedures.**

These have been formulated for the effective management of the school and support of students.
- 4. I/We understand that the student will use computing resources connected to the internet and that they will be required to accept conditions of use of this resource.**
- 5. I/We accept that the student will participate in external activities such as excursions, camps, and work programs as part of the educational program.**

I/We will support these activities by ensuring an appropriate response is provided to school communications in relation to these by the dates indicated in each request.
- 6. I/We consent to the school by its servants or agents seeking medical or dental advice** on behalf of the student as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, the student requires medical or dental attention or treatment including, but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment. The consent is valid at all times while the student is in the custody of the school including, but not limited to, such times as the student is at school, is present at school camps or is attending or participating in a work experience program, outing, excursion or function.
- 7. I/We understand that the school will take all reasonable care in the event of the student suffering accident or illness** but that it will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such an event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student.



8. I/We (select one)

certify that the student does **not** to my knowledge have any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.

**OR**

give notice that the student has the following illness or disability and/or takes medication which might interfere with or inhibit any medical or dental attention or treatment but certify that to my knowledge the student does not have any other illness or disability or take medication which might interfere with or inhibit any medical or dental attention or treatment:

9. I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of the student and understand that non-disclosure of relevant information will make the application, offer of enrolment and acceptance invalid.

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

d d / m m / y y y y

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

d d / m m / y y y y



**Acceptance of Financial Obligation**

**School fees and charges are set and published by the school each year.**

A Financial Agreement is to be entered into as part of the Confirmation of Enrolment process. Statements are sent to the nominated Account Holder(s).

By choosing and accepting **one** of the financial arrangement options below, the account holders:

- agree to be account holder(s) and accept financial responsibility for the school fees, levies and charges incurred for the enrolment of \_\_\_\_\_STUDENT'S LEGAL NAME\_\_\_\_\_
- agree that this arrangement is to be in place from d d / m m / y y y y and will apply to the fees, levies and charges incurred from this date until the conclusion of his/her enrolment at Marymount College or until a new financial arrangement is made in writing
- undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each account holder to approach the school to discuss payment options should difficulties arise meeting this obligation
- understand that as an account holder, additional details or changes to details such as addresses and contact numbers, are to be provided via the Additional Contact Person contact form



**Financial Arrangement Options** (Please select one of the following **three** options)

<input type="checkbox"/> <b>Option 1: JOINT AND SEVERAL FINANCIAL RESPONSIBILITY</b> (Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible) Where two parties, e.g. a mother <u>and</u> father, assume joint financial responsibility for 100%		<b>% of Fees, Levies and Charges</b>
Account Holder 1 Full Name:		<b>100%</b>
Acceptance:	Account Holder 1 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y	
Account Holder 2 Full Name:		
Acceptance:	Account Holder 2 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y	
<input type="checkbox"/> <b>Option 2: SOLE FINANCIAL RESPONSIBILITY</b> (100% responsibility is allocated to one person who is nominated as the Account Holder). Where only one party, e.g. a mother <u>or</u> a father, assumes financial responsibility for 100% of the account.		<b>% of Fees, Levies and Charges</b>
Account Holder Full Name:		<b>100%</b>
Acceptance:	Account Holder Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y	
<input type="checkbox"/> <b>Option 3: SPLIT FINANCIAL RESPONSIBILITY</b> (Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder). Where multiple parties are financially responsible for a portion of the account, e.g. mother - 50% <u>and</u> father - 40% <u>and</u> a grandmother - 10%.		<b>% of Fees, Levies and Charges</b>
Account Holder 1 Full Name:		___ %
Acceptance:	Account Holder 1 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y	
Account Holder 2 Full Name:		___ %
Acceptance:	Account Holder 2 Signature	
Date Signed:	_ d _ d / _ m _ m / _ y _ y _ y _ y	
Account Holder 3 Full Name:		___ %
Acceptance:	Account Holder 3 Signature	





Date Signed:	__ d d / __ m m / __ y y y y	
Account Holder 4 Full Name:		___ %
Acceptance:	Account Holder 4 Signature	
Date Signed:	__ d d / __ m m / __ y y y y	
<b>Total (must equal 100%)</b>		<b>100 %</b>

## BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

**Disclosure of information:** Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN), people providing administrative and financial services to the school, anyone you authorise the school to disclose information to and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy Policy sets out how parents/guardians or students may seek access to and correction of their personal information which the school has collected and holds. 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 school's duty of care to the student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.



**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.



## 2025 SCHEDULE OF FEES, LEVIES AND CHARGES

Approved by Brisbane Catholic Education  
(Note this schedule should be read in conjunction with the Marymount Schools Fee Policy)

### Enrolment Fees for New Students

The following charges are payable with regards to the enrolment of a new student:

- **Application Fee** – The fee for an Application for Enrolment is \$66 (GST inclusive) and is **payable upon lodgement of an Application**. This fee is non-refundable and non-transferable and is charged to cover administration costs.
- **Enrolment Acceptance Fee** – An Enrolment Acceptance Fee of \$300 (GST free) is **payable on acceptance of an offer of enrolment**. The fee is non-refundable and non-transferable and is charged to cover the cost of the enrolment process.

### Student Withdrawal

If a family decides to withdraw a student from the College, one full term's notice is requested in writing to the College. If the requested notice is not given, up to one full term fees and levies will be charged in lieu of notice.

### Tuition Fees – per Student

2025 Tuition Fees and Levies			
Eldest Child	Junior Years (Year 7-9)	Middle Year (Year 10)	Senior Years (Year 11-12)
Tuition Fee	\$3924	\$4016	\$4676
Capital Levy	\$1120	\$1120	\$1120
Parents & Friends Levy	\$172	\$172	\$172
Resource Levy	\$1004	\$1004	\$1004
Technology Levy	\$692	\$692	\$692
<b>Total Annual Fees</b>	<b>\$6912</b>	<b>\$7004</b>	<b>\$7664</b>
Per Term Fees	\$1728	\$1751	\$1916

Tuition Fees and levies are charged on an annual basis and invoiced per term for consistency. Payments may be made by arrangement with the College Finance Office on a weekly, fortnightly, monthly, or quarterly basis. These payment arrangements must be concluded by 31<sup>st</sup> October 2025. Usually, these payment arrangements are by direct debit from a nominated bank account or by credit card deductions.

### Sibling Discounts

Explanation of Family discounts (when other members of the same family attend Marymount College).

	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child	5 <sup>th</sup> Child
Tuition Fee	30% discount	55% discount	80% discount	100% discount
Capital Levy	This is charged per family			
P&F Levy	This is charged per family			
Resource Levy	No discount	No discount	No discount	No discount
Technology Levy	No discount	No discount	No discount	No discount

Sibling Fee Discount: College fees are charged in chronological order (ie, the eldest child is the first child) and all siblings must be charged to the same account holders to be eligible for the second, third, and fourth child discount.

### Explanation of Tuition Fees and levies

Capital Levy	To cover repayments on buildings and maintenance, and Capital Program costs. Marymount Primary families receive a 50% annual rebate of \$560 per family on the Capital Levy.
Parents and Friends Levy	Marymount Primary families receive a 50% annual rebate of \$86 per family on the P&F Levy.



Resource Levy	<p>This levy covers costs as indicated below (not all costs listed):</p> <ul style="list-style-type: none"> <li>• College annual magazine</li> <li>• Library resources</li> <li>• Sport (excludes Recreational Sports and extracurricular activities)</li> <li>• Reports</li> <li>• Handbooks</li> <li>• Pastoral Activities</li> <li>• Subject Costs (excludes senior subject levies listed below)</li> <li>• Excursions (excludes interstate and overseas trips)</li> <li>• Class competitions</li> <li>• Most materials for practical subjects</li> <li>• Textbook hire scheme</li> <li>• Photocopying</li> <li>• Computer software</li> <li>• Locker padlock</li> <li>• Student record book</li> <li>• Student ID card</li> </ul>
Technology Levy	<p>This levy covers the provision of:</p> <ul style="list-style-type: none"> <li>• Student access to a college managed technology device</li> <li>• Laptop bag</li> <li>• Protective case</li> <li>• Laptop charger</li> <li>• College wi-fi</li> <li>• Class technology access</li> <li>• LAN\WAN facilities</li> <li>• Internet costs</li> <li>• Onsite technical support</li> <li>• Software and licensing</li> </ul> <p>Students in Years 7 and 10 are issued with a new MacBook Air which remains with the student for three years.</p> <p><b>Any laptop and accessories issued under this Program remains the property of the College unless the College transfers ownership.</b></p> <p>In the event of damage to Student Laptops, parents will be required to contribute up to \$330 towards the cost of repairs. If the device is not returned at student departure, charges will be applied to the fee account to recoup the cost of the laptop and accessories.</p>

### Additional Fees

Tuition Fees cover the cost of many subject electives other than the following where extraordinary costs are incurred in the subject offering:

Subject	Per annum	Per term
Year 11 and 12 Marine Science, and Aquatic Practices	\$500	\$125
Year 11 and 12 Japanese through FisherOne	\$960	\$240
Year 11 and 12 French through Cairns Distance Education	\$1550	\$387.50
Certificate III in Hospitality	\$800	\$200
Certificate III in Dance	\$880	\$220
Certificate III in Business	\$224	\$56
Certificate III in Information Technology	\$304	\$76
Certificate I in Construction	\$1,200 charged in the first year of the course (if VETiS funding not available)	
Certificate II in Engineering Pathways	\$1,200 charged in the first year of the course (if VETiS funding not available)	



## Optional Activities and Tours

Additional Charges apply and will be notified separately for several Optional Activities offered by the College, including:

- Co-Curricular Music Program: Annual levy charged per semester
- End of School Year Activities: Year 7, 8 & 9 excursions, Year 10 End of Year Celebration
- Recreational Sport
- Rugby League Skills, Strength and Conditioning Program
- Sporting Carnivals: Confraternity Rugby League/QISSN Netball All Schools OzTag, All Schools Basketball, All Schools Touch, Titans Cup and Rugby 7s
- Year 12 Formal
- Year 12 Senior Jersey
- Bronze Medallion in HPE

Optional Tours: No tours are planned for 2025.

## School Building Fund

The College also maintains the operation of a School Building Fund for additional voluntary capital donations which are 100% tax deductible. Details are available from the Finance Office.

## Methods of Payment

- Agreed payment plan by direct debit, credit card, Centrepay, or BPay
- Online by credit card via the Parent Portal
- College website via Online payments link in Quicklinks menu
- EFTPOS—debit and credit cards accepted at the College Finance Office
- Cash at the College Finance Office
- **The College does NOT accept payment by cheque**

## Overdue Accounts

The College operates under a spirit of mutual obligation, justice and respect within our community between all families and the College. As a matter of respect to fellow families, the College is reliant upon families paying their fee accounts in accordance with the College's trading terms. Families who fall behind with their payments restrict the cash flow of the College, and consequently, compromise the delivery of educational programs to its students. Refer to the College's Fee Policy for further details.

## Concessions

A fee concession is available for eligible families. This eligibility is available on the basis of a just and equitable formula reflecting financial hardship and is consistent with Brisbane Catholic Education guidelines.

An application for concession form can be obtained by contacting the College Finance office via [finance@marymount.qld.edu.au](mailto:finance@marymount.qld.edu.au). The granting of a fee concession is conditional on the family agreeing to the direct debit method (including Centrepay) of school fee payment. Fee concessions must be applied for annually.

As concessions are not granted retrospectively, it is important that families make an appointment as soon as it becomes apparent there will be difficulty in paying the fee account.

Under the conditions of an application for concession, families receiving a concession will not be eligible to apply for or attend non-compulsory extra-curricular activities that are offered by the College.

## Conditions relating to Texthire

Marymount College operates a 'Texthire Scheme' for both print books and access to digital resources. These are the terms and conditions to which you agree, when your child hires any items from the College hire scheme, in either print or digital form.

Students are issued with the textbooks/resources at the commencement of the College year, or as required during the year, in either print and /or digital form:

- Students will be responsible for **ALL PRINT AND DIGITAL TEXT AND EQUIPMENT** issued in their name via the textbook hire scheme.
- **Full replacement cost** will be expected for any **damaged, lost or theft of textbooks or equipment**.
- All books and equipment on hire must be returned to the College **BEFORE** the student leaves the College each year. Any print books or equipment that have been lost, stolen, or damaged beyond what is deemed reasonable wear and tear will be charged to the family and requested to be paid in full before the student leaves the College.

**Any student with school fees, textbooks or equipment outstanding from the previous year will be ineligible to borrow from the hire scheme, until all outstanding responsibilities have been met.**

**All students are responsible for the digital versions of textbooks and must remove these from their digital devices at the end of each College year.**

## SCHOOL FEE POLICY

Marymount College is a Catholic educational community committed to promoting life-long and life-giving learning within a supportive school environment designed to meet the needs of each student. We offer an extensive range of academic, cultural and sporting opportunities for students. It is a condition of enrolment that families continue to work with the College to manage payment of school fees where there are difficulties with payments.

Fees and Levies collected at Marymount College are used for the following purposes which are aligned to the Vision and Mission of the Marymount College:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the Marymount College building program
- Maintain buildings, grounds and other facilities

The Marymount College Parents and Friends Association also collects a levy through the college fee structure to support the initiatives of the parents and community within the college.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal and/or Business Manager for further information concerning the concession application process.

### School Fee and Levy Collection Process

1. School fees and levies are charged on a term basis during the first week of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, early communication with the College is essential. A variety of options are available:
  - a. Extension of Time If an extension is required, please contact the school finance office prior to the due date. As a minimum, payment plans must be sufficient to cover in full the Resource, Technology and Capital Levies.
  - b. Payment Plans Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal and / or Business Manager.
  - c. Fee Concessions In cases of financial hardship an application may be made for a fee concession.
    - (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
    - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Marymount College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education colleges for assessing eligibility. (iii) Concession application forms are available at the school finance office. (iv) All matters are dealt with on a confidential basis.
4. Recovery of unpaid fees  
In fairness to families who pay their school fees regularly and on time, our college will follow up all overdue school fee accounts.
  - a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.



- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the college Debt Collection agency and the College owned laptop deactivated during holiday periods. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the college.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

### **Agreed Payment Plans**

As mentioned in point 3b above, our college offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal and/or Business Manager. To establish an Agreed Payment Plan, forms are available on the College website, Parent Portal or from the College finance office.

### **Late Start Enrolment**

New students entering Marymount College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

### **Withdrawal of Enrolment**

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Student text books, library books and laptops and all accessories are to be returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

### **Extended Leave/ Holding an enrolment place**

Fees will be payable for the whole term in which extended leave is taken.

**For further clarification regarding the above school fee and levy collection process, please contact the College finance office.**





**Student Device and Internet Resource Consent Form**

This consent form must be signed and returned prior to a student being granted access to a student device, the Internet and other information and communication technology resources.

Parents/legal guardians are encouraged to review and discuss the contents of the attached Student Device and Internet Resource Conditions of Use Statement with the student and answer any questions they may have. Any queries in relation to this material should be directed to Marymount College.

Parent/legal guardian consent

As the parent/legal guardian of the student named below, I grant permission for the student to access a student device, the Internet and other information and communication technology resources provided by the school.

I acknowledge that:

1. Access is granted to the student subject to the Student Device and Internet Resource Conditions of Use Statement.
2. The student does not require Internet access at home to participate in school learning activities.
3. It is my responsibility to supervise any Internet access other than at the school.
4. Some material available on the Internet may be objectionable and I have discussed appropriate restrictions with the student when accessing or sharing information or material over the Internet.

Further information is outlined in Brisbane Catholic Education's (BCE) Privacy policy, which sets out how each school and the BCE Office manages personal information provided to or collected by it  
<https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

**Parent/legal guardian name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student acceptance

I agree to comply with the Student Device and Internet Resource Conditions of Use Statement.

**Student name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Student Device and Internet Resource Conditions of Use Statement

Computer and Internet resources have become critical to schools in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only. A breach of this statement will be managed under the School Behaviour Support Plan.

Marymount College has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school-owned IT devices. The school has specific requirements relating to the use of IT devices.

This document informs students of their responsibilities when using student devices, Internet and other information and technology resources, consistent with Brisbane Catholic Education (BCE)'s requirements, that all such resources are used in an ethical, legal and responsible manner.

These Conditions of Use are a concise summary of the more extensive terms contained within the Acceptable Use statement. By agreeing to abide by this Conditions of Use, you are also agreeing to abide by the Acceptable Use statement. It can be read in the BCE public website: <https://www.bne.catholic.edu.au>

The requirements set out below apply to all school technology resources whether they are accessed through school or privately owned devices e.g. accessing school Internet services through a personal computer or mobile device.



#### Responsibilities of users

#### Permitted use of technology resources

1. Students must not:
  - buy or sell items or services over the Internet
  - access or enter chat rooms
  - access, post or send inappropriate Internet or email content, especially content that is illegal, dangerous, obscene or offensive
  - amend documents created by another student without that student's consent
  - download, install or use unauthorised computer programs
  - deliberately install computer viruses or other malicious programs
  - gain unauthorised access to any system by any means
  - use technology resources to attack or compromise another system or network
  - access or intercept emails sent to other persons.

#### Confidentiality and cybersafety

2. Students should be aware that material they post on Internet sites (including social media sites) is public. The content of public posts may have personal implications for students. The content of posts also reflects on our school and school community. Once information is on the Internet it may not be possible to remove it.
3. Students must not display personal information about themselves or others in a way which is public. For example, students must not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students must not distribute someone else's personal information without their permission.
4. Students should be aware that persons on the Internet might not be who they say they are and must not arrange to meet persons who they have met on the Internet.
5. Students should be aware that BCEO monitors use of devices.
6. Students should be aware that cloud-based tools and services may be used for data storage and learning opportunities. These services may store data on servers located outside Australia.

#### Cyberbullying and defamation

7. Students must not use email or the Internet to bully and/or harass others.

#### Security

8. Students must select a secure password and keep their username and password information private. The password must be changed regularly and should be difficult for other people to guess. Students must lock their device when not in use and log off at the end of sessions.
9. Students must not use another person's name and password to access resources.
10. Students must report a suspected breach of security to a teacher immediately.

#### Copyright

11. Students must note that material on the Internet is protected by copyright and must check the terms and conditions on websites before copying and/or downloading material.
12. Students must not use the school technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

#### Consequences following a breach of this statement

1. Loss or restriction of access to technology resources or formal disciplinary action for breach of school requirements.
2. Students and parents/legal guardians may be financially liable for damage caused to resources.
3. Cases of serious, deliberate, and/or criminal breach will be referred to the police and may result in civil or criminal proceedings.