

# Matthew Flinders Anglican College Business Practices

2025



**MATTHEW  
FLINDERS**  
Anglican College



The Business Practices concern the enrolment of students and the payment of Fees for students and have been approved by the College Board for circulation to the College community.

On enrolment of a student, the parent(s)/guardian(s) acknowledge that they have read and understood and agree to be bound by the legal requirements of the Business Practices, including when they are amended from time to time by the College Board.

Parent(s)/guardian(s) acknowledge that they will be bound by the policies, rules and procedures of the College as introduced from time to time.

Copies of the Business Practices, and any other relevant College policy documents, rules and procedures are available from the College Business and Operations Office.

The fees and charges referred to in this document are applicable to the year specified only and are subject to annual review.

## Application for Registration

An Application for Registration to all year levels of the College from Prep to Year 12, must be made [online](#).

While an application is a prerequisite for admission, it does not guarantee admission to the College and the College reserves the right to offer a place to any student, irrespective of the date of the application.

### Registration Fee

A Registration Fee of \$220 (non-refundable) and evidence of date of birth and/or visa status must accompany the Application for Registration.

### Enrolment Agreement and Official College Policies

The person(s) signing the Enrolment Agreement is/are completing an agreement to abide by the policies, rules, procedures and Business Practices of the College, including those set out in this document and in other official College documents as amended from time to time.

Compliance with all such policies, rules, procedures and Business Practices is required in order for a student to remain enrolled. The undertakings made by the signatories are reflected in these Business Practices.

### Notification of Address

It is the responsibility of the parent(s)/guardian(s) to notify the College of any changes of address or contact information. The College must be able to contact parents in an emergency or, in the case of applications, to advise of an interview time. Inability to contact applicants may lead to the loss of the offer for a place at the College.

## **Privacy Policy and Privacy Notice**

Information provided to the College will be treated in accordance with the College's Privacy Policy and Privacy Notice, a copy of which is available on the College [website](#). Information provided may also be provided to the relevant Commonwealth and State Government agencies.

## **Confirmation Fee**

A Confirmation Fee of \$880 (non-refundable) is payable for all students entering the College. Upon receipt of formal advice that a place has been offered to a student, the payment of the Confirmation Fee is required by the date specified in the Offer of Enrolment.

In the instance of non-payment of the Confirmation Fee by the date specified in the Offer of Enrolment, the Offer will expire (please note, the College cannot guarantee entry into the College for any prospective future student(s), where an Offer expires).

Students admitted during the College year will, in addition to the payment of the Confirmation Fee, pay the relevant term's Tuition Fee prior to attendance at Matthew Flinders Anglican College.

## **Non-acceptance of Offered Place**

The Confirmation Fee will not be refunded if a student, who has accepted a place at the College, subsequently withdraws.

# **Payment of College Fees**

## **Responsibility for Payment of Fees**

The person(s) signing the Enrolment Agreement accepts formal responsibility for the payment of all fees and charges incurred on behalf of the student(s).

Notification of changes relating to this responsibility for payment of fees must be made to the Director of Business and Operations in writing and signed by the person(s) taking legal responsibility.

College Fees, comprising Tuition Fees and Levies, are set as an annual charge and are payable in four equal installments before the first day of each term.

College Fees for all students are billed in advance, with sundry charges being billed in arrears. All sundry fees and charges are payable two weeks from the date of issue of invoices.

## **Communications Addressed to Both Parents**

All communications relating to the payment of Fee Accounts will be directed to the signatories on the Enrolment Agreement via email, unless otherwise requested in writing by the signatories.

## Credit Practice

The College Board has directed that the College is not a credit provider and, therefore, cannot provide credit facilities.

## Method of Payment of College Fees

Payment of College Fees may be made by one of the following means:

- Cheque
- Cash
- Credit Card (Visa, MasterCard and AMEX)
- BPAY
- Direct Debit (Fortnightly Fees only)
- Parent Lounge

A service charge will apply to the following transactions:

- 1% for all online processed credit card payments of College fees and charges;
- 1% for all credit card payments which are processed by the College (such as payments over the phone and in person).

## Payment Arrangements

### 1. Full Year in Advance

A prepayment discount of 3% of Tuition Fees will be applied to advance payments of the full year's College Fees. To receive the discount, payment in advance must be received in full by the date specified, with the discount being credited to the family's Fee Account. Sundry charges will continue to be billed in arrears, payable two weeks from the date of issue of invoice.

### 2. Payment of Four Equal Instalments

Prior to the first day of each term.

### 3. Fortnightly Payments

Payment of Fees by fortnightly instalments is available. Guidelines are strictly as follows:

- Payment by Direct Debit only. A Direct Debit Request Form must be signed and returned to the Finance Officer by 23 January 2025.
- Payment will occur over 22 fortnightly installments as per the published schedule between February and November.

Forms are available on the College [website](#) or from the Finance Office.

## Fee Policies

### Fee Credit Policy

The College Principal and Director of Business and Operations are authorised by the College Board to act as deemed necessary, including civil proceedings, to recover unpaid fees or charges, including recovery costs. Written notice of this impending action will be given to the parent(s)/guardian(s) concerned.

### Regularity of Payments and Continuity of Enrolment

The College reserves the right to refuse to allow a student to either commence a new Term, or to remain at the College while any fees or charges remain unpaid for six weeks.

### Fees for Late or Dishonoured Payments

A late fee payment of 2.5% of Tuition Fee per student will be charged to payments made after four weeks from the date of issue of the invoice. This charge will be levied for each term that the balance remains unpaid. Any Credit Card, Direct Debit, Cheque or other payment which is declined by the bank, for any reason, will incur an administrative fee of \$9.90.

### Sibling Discount

Families with two or more children currently attending the College are eligible to receive a Tuition Fee reduction as follows:

- 5% for the second child
- 10% for the third child
- 50% for the fourth and additional children.

The Sibling Discount is applied based on the youngest to the oldest child. If any children in a family receive a scholarship or other concession, then the Family Fee Concession will not apply.

### Refund Policy

**Fees paid are not refundable.** Fees paid, or payable, in respect of any period of non-attendance by a student, for whatever reason, will not be applied against payment of any other fees or charges, including any Fee in Lieu of Notice which may also apply.

### Attendance

Enrolled students must attend all classes, including camps and excursions, on the dates set by the College. No refunds will be given for non-attendance. Students prevented from attending classes due to illness or any other genuine cause, must notify the College in accordance with the requirements of the Student Attendance Guidelines.

Students are not permitted to leave the College either during the College day or at the end of the term until the recognised closing date, except with the prior permission of the College.

### **Withdrawal of Student**

Prior to the withdrawal of a student, it is required that the College is provided at least one term's notice in advance, in writing, to the Principal. In the absence of a term's notice, a term's Tuition Fee will be charged as a Fee in Lieu of Notice.

### **Extended Absence**

Extended Absence of a student must have the prior approval of the Head of School. An Extended Absence will only be granted where the family has indicated an intention for the student to resume attendance at a nominated future date. Full Tuition Fees will apply for the period of Absence and a Non-Attendance Fee may apply. An Extended Absence form must be submitted to determine the requirement for this.

The State and Federal Governments provide Independent Schools with recurrent grants each year to supplement the costs of educating enrolled students. These grants are determined following a State Census in February and a Federal Census in August. The College's annual tuition fees are calculated each year on the assumption that State and Commonwealth grant funding will be received for each student. Should a student not be eligible for reporting in the Census due to an Extended Absence, the College will request that the parent(s)/guardian(s) pay an amount equal to the grant funding which would otherwise have been received for their child as a Non-Attendance Fee. The 2025 grant funding per student is as follows:

	<b>State (February Census)</b>	<b>Federal (August Census)</b>
<b>Primary (Prep - Year 6)</b>	\$1,717	\$6,089
<b>Secondary (Year 7 - Year 12)</b>	\$2,576	\$6,129

### **Withdrawal of a Student by the College**

The College through the Principal, or otherwise, may in its absolute discretion discipline a student (including suspending the student) or terminate the right of a student to attend the College, and in either case is not required to provide any notice, or its reason or reasons for doing so.

Parent(s)/guardian(s) hereby release the College from any claims which they might otherwise have as a result of the College acting under this provision and will indemnify it against any claims brought by the student as a result of it doing so.

If the College withdraws the right of a student to attend the College, the parent(s)/guardian(s) shall be liable for all College Fees and charges applicable up to the end of the term in which the student's enrolment at the College was terminated.

College Tuition Fees remain payable during any temporary withdrawal or suspension of a student from the College.

# Health Information

## Provision of Information

Parent(s)/guardian(s) must inform the College of any medical conditions or special needs including any diseases, allergies, or restrictions on physical activity that the student has, and must update the College if there is any change to any such conditions or the development of a new condition.

Parent(s)/guardian(s) release the College from any liability arising from the failure to provide such information.

Students with infectious diseases or conditions that require exclusion from the College must not attend College for the required periods as outlined under Health Regulations.

## Medical Treatment

In an emergency the College may arrange for a student to undergo medical treatment for an illness or injury without prior notification of parent(s)/guardian(s). Parent(s)/guardian(s) release the College from any liability arising from it arranging such treatment and will bear all costs associated with such treatment.

## Excursions Activities

Parent(s)/guardian(s) hereby authorise the participation of students in activities and excursions arranged by the College, subject to any documents issued by the College specific to the activities or excursions in question.

# Insurance Cover

## Responsibility of parent(s)/guardian(s)

The College does not provide insurance cover for loss of student personal property (e.g. computer, mobile phones and cameras) and/or fees reimbursement through absence.

It is strongly recommended that parent(s)/guardian(s) consider the provision of their own insurance cover for these risks.

## Responsibility of the College

The College provides travel insurance and public liability policies for personal accident and property insurance cover for all students taking part in official College curricular and co-curricular activities, excursions or exchanges, either intrastate, interstate or overseas.

The Director of Business and Operations can provide further information about the extent and nature of the College's insurance cover and parents are advised to consider taking out additional cover if they so wish. Exclusions may exist for pre-existing conditions.



## Technology Services

The College provides students in Preparatory to Year 6 with access to Apple devices on a three-year program.

All hardware provided to these students remains the property of the College at all times and the cost of these computing devices are included in the relevant year level Mobile Device Co-contribution Levy.

In the event of accidental damage occurring to the device, a capped fee of \$100 is charged per instance to the parent which is applied to the parent account. An example of an instance would be a cracked screen or a missing Apple Pencil. If there is more than one instance (such as a cracked screen and missing Apple Pencil), each instance would attract the capped charge of \$100, so parents would be billed \$200 in this case.

It is essential that all repairs are performed through the College's Technology Services Department. Not doing so means the unit will likely become ineligible for future repairs, meaning the full cost of future repairs will be applied to the parent account.

Students in the Secondary are provided with a current Macbook for a period of three years.

All hardware provided to these students remains the property of the College at all times and the cost of these computing devices are included in the relevant year level Mobile Device Co-contribution Levy.

AppleCare is purchased with each of these devices, and in the event of accidental damage, depending on the type of damage, the repair cost varies. Due to the complex way in which Apple diagnoses and charges for repairs, the College has taken the decision to limit parent liability and cap the amount the parent will be charged to a maximum of \$250 for any one incident.

It is essential that all repairs are performed through the College's Technology Services Department. Not doing so means the unit will likely become ineligible for future repairs, meaning the full cost of future repairs will be applied to the parent account.

## Enquiries

In the first instance any questions concerning the Business Practices should be directed to the Director of Business and Operations.

Specific enquiries relating to student matters affecting enrolment, student progress matters, payment of fees, withdrawals or leaves of absence should be referred to the following College Officers.

	Contact	Phone and Email
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<b>Enrolment Matters</b>	Admissions	07 5477 3260 <a href="mailto:admissions@mfac.edu.au">admissions@mfac.edu.au</a>
<b>Payment of Fees</b>	Finance Officer	07 5477 3264 <a href="mailto:fees@mfac.edu.au">fees@mfac.edu.au</a>

Matthew Flinders Anglican College  
1-47 Stringybark Road, Buderim Queensland 4556  
07 5477 3200  
<https://www.mfac.edu.au>

## Schedule of Tuition Fees 2025

### Tuition Fee

The Tuition Fee covers most student education costs including tuition, camps, library resources, internet facilities, diaries, locker combination locks and ID cards.

The Tuition Fee does not include the cost of co-curricular activities, optional tours and excursions, individual music tuition or instrument hire and some sporting activities.

### Matthew Flinders Anglican College 2025 Tuition Fees (Domestic Students)

Year Level	Annual Tuition Fees (\$)
Prep	16,900
Year 1	16,900
Year 2	16,900
Year 3	16,900
Year 4	16,900
Year 5	16,900
Year 6	16,900
Year 7	20,944
Year 8	20,944
Year 9	20,944
Year 10	20,944
Year 11	20,944
Year 12	20,944

## Government Grants

The above Tuition Fees reflect the end position after the application of State and Commonwealth Government recurrent grants.

## Payment Terms and Conditions

Fees will be invoiced as follows:

Term	Billing date	Due and payable
Term 1, 2025	14 January 2025	28 January 2025
Term 2, 2025	8 April 2025	22 April 2025
Term 3, 2025	1 July 2025	15 July 2025
Term 4, 2025	23 September 2025	7 October 2025

## Related Charges 2025

In addition to the approved Tuition Fees, the following related charges will apply to Fee Accounts, as and where applicable.

## Levies

The College has a transparent levy structure that reflects the true costs of these items and charges.

Levies calculated for each individual year level are applicable from Prep to Year 12. Levies reflect the compulsory costs specific to that year level.

## Matthew Flinders Anglican College 2025 College Levies (Domestic Students)

Year	Technology Levy (\$)	Textbook & Resource Levy (\$)	Excursion Levy (\$)	Mobile Device Co-contribution Levy (\$)	Year 12 Leaver Levy	SCISSA (\$)	Total (\$)
Prep	904	368	84	0	0	0	1,356
Year 1	904	368	84	200	0	0	1,556
Year 2	904	368	88	200	0	0	1,560
Year 3	904	368	88	200	0	0	1,560
Year 4	904	368	88	240	0	148	1,748
Year 5	904	368	108	240	0	148	1,768
Year 6	904	368	108	240	0	148	1,768
Year 7	904	640	0	600	0	0	2,144
Year 8	904	640	0	600	0	0	2,144
Year 9	904	640	0	600	0	0	2,144

Year 10	904	640	0	600	0	0	2,144
Year 11	904	640	0	600	0	0	2,144
Year 12	904	640	0	600	500	0	2,644

## Sundry Charges

The Tuition Fee and Levies do not include the cost of co-curricular activities, optional tours and excursions, individual music tuition or instrument hire and some sporting activities are additional and charged throughout the year. These charges are charged to Fee Accounts or via [Parent Lounge](#).

All College fees and charges must be up to date prior to a student participating in a College authorised trip, exchange or extra-curricular activity (domestic or international). Any unpaid College fees or charges may result in the cancellation of the event for the student.





**Matthew Flinders Anglican College**

1-47 Stringybark Road, Buderim QLD 4556

P: 07 5477 3200

**[www.mfac.edu.au](http://www.mfac.edu.au)**

*"Surrounded by our past, untied by our future." Artwork by David Williams of Gillmbaa.*