

## **YEAR 2010 SCHOOL FEE PAYMENT TERMS AND CONDITIONS**

Payment of school fees is subject to certain general requirements as detailed below. Parents are asked to select a method of payment at the **START OF THE SCHOOL YEAR** or at **TIME OF ENROLMENT** best suited to your circumstances, and then arrange to adhere to the program throughout the year. A program of fortnightly payments is particularly recommended as a means of linking fee servicing with regular income such as wages, Family Tax Benefits etc.

### **1. PAYMENT OPTIONS**

To enable the Board to effectively plan its income to service the Budget, please choose one of these options and advise the Parish Office of your choice.

- PER YEAR:** Invoice amount is payable by the 4<sup>th</sup> week of Term 1 (5% Discount)
- PER TERM:** 3 Payments, payable by the 4<sup>th</sup> week of Term 1, Term 2, and Term 3, OR
- MONTHLY:** 12 continuous payments commencing the 1<sup>st</sup> week in January or at a date agreed with the Schools Finance Manager
- FORTNIGHTLY:** 26 continuous payments commencing the 1<sup>st</sup> week in January or at a date agreed with the Schools Finance Manager
- WEEKLY:** 52 continuous payments commencing the 1<sup>st</sup> week in January or at a date agreed with the Schools Finance Manager

***N.B. Families choosing to pay on a regular weekly, fortnightly or monthly basis are to ensure that full fees are paid by the end of the school year. The amounts stated above are a guideline only based on payments commencing in the first week of January***

### **2. PAYMENT METHODS**

- a. Direct Debits from your bank account or credit card (Bankcard, Visa, Mastercard). Please complete attached authority or contact the Schools Finance Manager to make the necessary arrangements,
- b. By BillPay, (Biller Code & Account details attached to Invoice)
- c. Direct deposit book through the Commonwealth Bank. Please telephone the Schools Finance Manager to arrange for a specially encoded deposit book which has your unique Agent number to ensure that payments are recorded against the correct family account,
- d. Phone Banking/Internet Banking into the Parish Schools Board Account. Please telephone the Schools Finance Manager to make the necessary arrangements,
- e. At the Parish Schools Board Office, St Joseph's College Office, and St James Primary Office by EFTPOS, credit card, cheque, or cash.
- f. Periodical Payments: From your Bank, Building Society or Credit Union. Please telephone the Schools Finance Manager to make the necessary arrangements,
- g. Centrelink – contact the Schools Fees Manager to arrange deduction from current Centrelink payments.

**Please contact either the Schools Finance Manager or the School office to obtain forms for Direct Debits payments or deduction from Centrelink payments**

**Please note that existing arrangements for BillPay, Periodical Payments and Internet Banking will need to be changed to the new system. Please complete attached form or contact Kim Lockley on 5536 3884 or 5536 7522 for account details.**

The fees set out in the schedule are the STANDARD fees which the families are expected to pay. Subject fees will be added to the Term 1 Invoice as advised by each school. As per the Parish School Fee Collection Policy set down by the Board, families who genuinely feel they will have difficulty servicing the fee must discuss their needs at a personal interview with the Schools Accounts Receivable Office, Kim Lockley. **(For a personal and confidential appointment please telephone the office on 5536 3884 or 5536 7522).**

Families are required to contact the Schools Finance Manager prior to the commencement to the school year to discuss issues that may affect the timely payment of school fees.

In order to keep fee collection costs to a minimum, it is most important that your school fees are paid as agreed by you from one of the options listed above. If you are not in a position to pay as suggested please telephone the Schools Finance Manager to arrange a payment program for the year.

## **GENERAL REQUIREMENTS**

1. All families using the Parish schools are expected to pay their fees according to the payment method chosen.
2. Enrolments may be accepted from time to time when vacancies exist for non-Catholic families.
3. Families with pupils aged 16 and over who qualify for YOUTH ALLOWANCE or ABSTUDY allowances are expected to pay the STANDARD school fees on a regular fortnightly basis coinciding with receipt of the allowance.
4. Continuation of an existing enrolment is subject to review by the Board and Principal and is not automatic.
5. On termination of enrolment (for any reason) outstanding school fees and any elective fees are due and payable immediately.
6. Information provided on your enrolment form may be used by the Parish Schools Board in relation to the collection of school fees. For more information about privacy please contact the Parish Schools Board for the policy document.

***PLEASE NOTE:*** ***Please complete and return attached Payment Option form as soon as possible.***

***This will act as authority to amend any existing arrangements***