

PAYMENT ARRANGEMENT ADVICE

2019 FEES – CREDIT CARD



Parent(s) / Caregiver(s) Surname: _____

Parent(s) / Caregiver(s) First Name: _____

This Payment Arrangement Advice must be completed and signed in all the appropriate places and returned to the College Finance Office to establish a payment arrangement on school fees for the 2019 College year. Please refer to the information located under the Fees tab on the College website to assist with completion.

Return to Cathy Stanley:

Email - cathys@aquinas.qld.edu.au
Post - PO Box 34, Ashmore City 4214
Drop - into Finance Office at the College

OFFICE USE ONLY

OFFICE USE ONLY			
Date Received	/ /	Account #	
<input type="checkbox"/> Loaded	<input type="checkbox"/> Classification Altered	<input type="checkbox"/> Notes Entered	<input type="checkbox"/> Balance Check

Issuing of Accounts

School fees and levies are charged on a term basis in accordance with the College Fees and Charges listing (available on our website <http://www.aquinas.qld.edu.au>) and comprise the following charges:

Tuition Fee	Capital Levy	Resource/ICT Levy	P&F Association Levy
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A due date is listed on the account and parents are required to make payment by the due date unless a special arrangement has been made with the Principal or Business Manager.

A Reminder Notice will be issued to all families who have not settled the school fee account by the due date and where a payment plan is not in place.

The statement must be paid by the due date shown on the fee statement. If a formal payment plan has been entered into, the finalisation date is extended until 31 December of that year. All fees and levies must be paid by that date.

A 5% discount on **TUITION FEES** applies for early payment of fees. (ie. full payment of annual Tuition Fees by the Term one due date). ***Please notify the College if you pay full fees via BPAY so we can adjust your statement accordingly.***

DISCOUNT: PLEASE NOTE THAT THIS APPLIES TO THE TUITION FEE PORTION ONLY

Methods of Payment

- Direct Debit – (facilitated through ADF)
- Bpay
- BPoint
- EFTPOS – Debit and Credit cards at the Office
- Credit Card deductions
- Credit and Debit Card (Visa or MasterCard) via telephone contact with the Office
- Cash at the Finance Office

The College finance office is open for payments Tuesdays to Thursdays from 7.00 am – 9.00 am and 2.00 pm – 3.00 pm.

Students Participating in Optional Activities Requiring A Financial Commitment:

It is a requirement that monies paid to Aquinas College for whatever purpose will be allocated according to the following priorities.

School fees and levies are to be paid in full or you are on a formal payment plan with the College and there is a solid history of your financial commitment to the College.

Therefore, students may not attend optional excursions, activities, or sports until the above criteria has been met.

While some activities can be directly linked to curriculum, they are deemed to be non-compulsory and as such, inclusion in these activities is only permitted if the College fees and levies are paid.

Students Leaving the College

Students exiting the College after the commencement of a term or an enrolment is to be cancelled, parents are required to give the Principal one full term's notice, in writing, prior to the withdrawal or cancellation date

Exited families must settle any outstanding fees within four weeks of exiting the College unless a payment arrangement has been negotiated and approved by the Principal or Business Manager. Any family failing to settle the account or to negotiate a payment plan may be referred to a debt collection agency for immediate recovery action.

Should an exited family default on a repayment arrangement, the account may be referred immediately to a debt collection agency for recovery action.

Overdue Accounts

Every effort will be made by the College to contact any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. This may include contact via email, telephone or letter.

Should a family fail to respond to these contacts and fail to negotiate a payment schedule which addresses the school fee account, the family may be referred to a registered debt collection agency which will work with the family to address the debt. Any family on a negotiated payment plan which is broken without consultation with the Principal or Business Manager will also be referred directly to the debt collection agency. As per the School Fees Collection Procedure.

FEE CALCULATION WORKSHEET

MUST BE COMPLETED

Account Name:			
BPay Reference:		Biller Code:	

Annual Fees (as per 2019 Fees and Charges Schedule)			
1 st Child	Name	Year:	\$
2 nd Child	Name	Year:	\$
3 rd Child:	Name	Year:	\$
4 th Child:	Name	Year:	\$
<i>5% Discount for eldest attending Aquinas and siblings at a BCE Primary</i>			-\$
Sub-total Annual Fees:			\$
Per Child	Information Technology Levy	\$600 x _____ (no children)	\$
Total:			\$
Per Family	Capital Levy	\$972	\$ 972
Per Family	P & F Levy	\$110	\$ 110
Total Annual Fee			\$

Calculations			
Fee Balance as at:	dd / mm / yyyy		\$
Less payments yet to be receipted	# @ \$	=	\$
Total Annual Fee including Balance			\$

FEE CALCULATION WORKSHEET continued....

Repayment Calculations – Weekly

Total Annual Fee	\$ ÷ weeks = (rounded up to nearest \$)	\$ per week	
Start Date: / / 2019	Finish Date: / / 2019

OR

Repayment Calculations – Fortnightly

Total Annual Fee	\$ ÷ fortnights = (rounded up to nearest \$)	\$ per fortnight	
Start Date: / / 2019	Finish Date: / / 2019

OR

Repayment Calculations – Monthly

Total Annual Fee	\$ ÷ months = (rounded up to nearest \$)	\$ per month	
Start Date: / / 2019	Finish Date: / / 2019

I / We have read the Fees Policy on the College website and commit to the repayment schedule as above which ensures that my / our fees have been paid in full prior to the end of:

- Term 4 2019 (for fixed date arrangements)
- 31 December 2019 (for ongoing arrangements)
- 11 November 2019 for Year 12 exiting families.

I / We agree to review my / our quarterly invoices for accuracy and extra charges that appear on these invoices which have not been calculated in this worksheet will be manually paid either electronically or at the fees office by the invoice due date.

Parent / Caregiver Name:

Parent / Caregiver's Signature:

Date:



AUTHORITY FOR RECURRENT PAYMENT BY CREDIT CARD

Action (Please tick): New request Alteration Cancellation

Student/s Name/s: _____

Surname: _____ Name: _____

Address: _____ Postcode: _____

SECTION 1 – CARD DETAILS (ALL DETAILS MUST BE SUPPLIED)

Type of Card (Please tick): VISA MASTERCARD

Cardholder Name (As appears on card): _____

Card Number: _____ Expiry Date (dd/mm/yy): ____ / ____

Please black out this section after loading.

SECTION 2 – DESCRIPTION OF GOODS/SERVICES (FOR EXAMPLE, SCHOOL FEES)

SECTION 3 – READY RECKONER

For assistance in calculating payment dates using the Ready Reckoner please refer to ADF website or follow the link <https://adf.brisbanecatholic.org.au/ready-reckoner>

SECTION 4 – PAYMENT DETAILS

Payment Frequency (Please tick): Fortnightly Monthly Once Only

No. of Payments: _____ Start Payment Date (dd/mm/yy): ____ / ____ / 20

Amount per debit: \$ _____ Final Payment Date (dd/mm/yy): ____ / ____ / 20

SECTION 5 – AUTHORITY

I hereby authorise the Merchant to debit my Card Account with the amount and at the intervals specified above for goods/services as described. In the event of any change in the charges for these goods/services, I/we authorise _____ to alter the amount from the appropriate date in accordance with such change from time to time.

This authority shall stand, in respect of the above specified Card and in respect of any Card issued to me in renewal or replacement thereof, until I notify the Merchant in writing of its cancellation.

Cardholder's Signature: _____ Date: ____ / ____

PLEASE NOTE: Form to be retained for your records. Do not forward to ADF.

OFFICE USE ONLY Reference: _____

