

PAYMENT ARRANGEMENT ADVICE 2019 FEES – DIRECT DEBIT



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

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

FEE PAYMENTS

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.

FEES 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		\$

FEES 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:



DIRECT DEBIT REQUEST (DDR)

Action (Please tick): New request Alteration Cancellation

Student/s Name/s: _____

SECTION 1 – DETAILS OF ACCOUNT AUTHORITY

I/We (Name of Customer/s): _____

Authorise the: **ARCHDIOCESAN DEVELOPMENT FUND** APCA User ID Number: **062782**

To arrange for funds to be debited from my/our account at the Financial Institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement (see over page).

SECTION 2 – DETAILS OF ACCOUNT TO BE DEBITED (ALL DETAILS MUST BE SUPPLIED)

Name of Financial Institution: _____ Branch Location: _____

BSB No.: _____ Account No.: _____

Account Name: _____

SECTION 3 – PAYMENT DETAILS (PLEASE ALLOW 3 WORKING DAYS FOR PROCESSING)

I/We request that you debit my/our account in accordance with this Agreement and subject to one or more of the following conditions:

Payment Frequency (Please tick): Weekly Fortnightly Monthly Quarterly Once only

Number of Instalments per year: _____ Start Payment Date (dd/mm/yy): ____/____/____

Amount of: \$ _____ UNTIL FURTHER NOTICE SCHOOL USE ONLY A#Number: _____

Please debit my/our nominated bank account with any charges/tuition fees as per my/our annual fee account including any miscellaneous charges appearing during the year. I/We understand that this amount may change from time to time and that the School will provide me/us written notice of any changes at least 14 days prior to the changes coming into effect.

SECTION 4 – AUTHORITY

I/We acknowledge that I/we have read and understood all terms and conditions as outlined in the Direct Debit Service Agreement (Please tick):

Signature of Customer: _____ Signature of Customer: _____

Date: ____/____/____ Date: ____/____/____

Credit ADF A/C: **727 S16 SOU** OFFICE USE ONLY School Reference Code: _____



DIRECT DEBIT SERVICE AGREEMENT - SCHOOLS

1. DEBITING YOUR NOMINATED ACCOUNT

- 1.1. The Archdiocesan Development Fund (ADF), on behalf of your School, undertakes to debit your account on the nominated day each period as per the information provided. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated financial institution account.
- 1.2. When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the ADF on the prior available Business Day. In the event that the due date for payment is the last day of the month and that the day is not a business day, the Debit will be processed by the ADF on the last business day of the month. If you are uncertain when the Debit will be processed to your account, please enquire directly with your Financial Institution.
- 1.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.
- 1.4. This Direct Debit Authority remains in place and current unless one of the following conditions has been met.
 - i) the payment of all outstanding amounts with the School;
 - ii) the end date specified has passed;
 - iii) the debit has been returned unpaid by your Financial Institution four(4) times in a calendar year;
 - iv) you request that the Debit Authority be cancelled either by contacting your School or Financial Institution.

2. CHANGES BY US

- 2.1. The ADF will supply you through the School, in writing with 14 days notice if we change any of the terms of this Agreement or Direct Debit Request, including but not limited to:
 - i) the direct debit amount
 - ii) the direct debit due date
 - iii) the direct debit payment frequency.
- 2.2. In the event of any change in the charges for these goods/services, the ADF may alter the amount of your direct debit from the appropriate date in accordance with such change as advised by your School from time to time.
- 2.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.

3. CHANGES BY YOU

- 3.1. You may cancel, request deferment of, or alteration to your authority for us to debit the nominated account by advising your School in writing at least three (3) business days before the due date of the next debit. The School will then provide these details to the ADF for processing.
- 3.2. You can also temporarily suspend or cancel your direct debit arrangement by contacting your Financial Institution.

4. DISPUTES

- 4.1. If you believe there has been an error in debiting your account or you wish to dispute a transaction, you should notify your School in the first instance. The School will then provide this information to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.
- 4.2. Alternatively you can contact your Financial Institution who may lodge a claim on your behalf.

5. YOUR OBLIGATIONS

- 5.1. Direct Debiting is not available on all bank accounts. You will need to check with your Financial Institution if you are uncertain whether your account is suitable for direct debiting. Credit Cards and some passbook accounts are not suitable for Direct Debits.
- 5.2. You should check your account details against a recent statement from your Financial Institution to ensure their correctness. If uncertain, check with your Financial Institution before completing the Direct Debit Request.
- 5.3. It is your responsibility to ensure that there are sufficient cleared funds available in your nominated account to allow a debit payment to be made. If there are insufficient funds in your nominated account:
 - i) The payment will be rejected and returned as unpaid to the ADF;
 - ii) The School will be advised by us of the rejected debit and they will contact you directly;
 - iii) The School will debit any processing charges incurred by the ADF;
 - iv) You may be charged a dishonour fee by your Financial Institution

6. CONFIDENTIALITY

- 6.1. Details of Customer records and account details will be kept in confidence and accessed only for the purpose of processing the Direct Debit Request. Please note we may be required to provide information to your Financial Institution in the case of a query or claim of wrongful debit.
- 6.2. The ADF collects personal information directly from you for the purposes of providing the direct debit facility, including the processing of payments, transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with this service.
- 6.3. The ADF collects, holds, uses and discloses personal information about you. The ADF may disclose personal information about you to your School, agencies within the Archdiocese, and external third parties, including other financial institutions that assist the ADF in providing this service. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure.
- 6.4. Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001. Email: privacyofficer@bne.catholic.net.au, telephone +61 7 3324 3579.

7. DEFINITIONS

Nominated Account means the account held at your financial institution from which we are authorised to debit funds.

Financial Institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

Business Day means a day other than a Saturday or a Sunday or a listed public holiday in Queensland.

Us, We Our means the Archdiocesan Development Fund (ADF).

I, You and Your means the customer(s) who signed the Direct Debit Request.

Your School and the School means the school that your direct debit request is set up through and where your payment is being made to.

ADF means the Archdiocesan Development Fund

