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 2017 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

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
</tr>
<tr>
<td>□ Loaded</td>
</tr>
<tr>
<td>□ Classification Altered</td>
</tr>
</tbody>
</table>

FEE PAYMENTS

Accounts:

1. The Annual Fee is billed over three school term instalments at the commencement of Terms 1, 2 and 3. These are emailed to you and you will also receive a statement via email in Term 4 to check any outstanding balances that need to be cleared by 31st December of that year.

2. 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.

3. Arrangements can be made for fees to be paid in a lump sum or over other periods of time other than by term. These arrangements must be made with the Finance Administrator.

4. Accounts can be paid by BPAY, EFTPOS, cash, cheque, debit card, credit card or by direct debit from nominated accounts or by payroll deduction if available. Again, formal payment plans must be organised through the Finance Administrator.

We now have a payments window located at the College and it is open Tuesdays to Thursdays from 7.00 am – 9.00 am and then 2.00 pm – 3.00 pm.

5. The Finance Administrator must be contacted to obtain approval for an extension of time to pay the fees if circumstances arise where an account cannot be settled by the due date. Please contact if you need to set up a formal payment plan also. Please note these plans are only valid for the current year and need to be set up for the following year’s fees.

6. A 5% discount of Tuition Fees applies for early payment of Fees (i.e. full payment of annual Tuition & Levy 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.

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. Therefore, students may not attend optional excursions, activities, or sports until the following criteria have been met:

- 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.

- Optional activities associated with the teaching and learning curriculum.

- Optional participation associated with co-curricular activities.
Exit Notice:

1. One term’s notice is required in writing of intention to withdraw student/s from the College. In lieu thereof, four weeks’ fees at the rate fixed by the College for the ensuing term shall be payable.

2. Appropriate exit form to be completed and signed by parent/guardian. These are located on our Website.

Overdue Accounts:

Every effort will be made by the College to make contact with any family with an overdue account and to negotiate a payment plan that is in line with the family’s current financial position. This will include contact via email, telephone and letter. Accounts which have passed the due date and have not been settled or are not on an approved payment agreement will be charged a $50 late fee; it is the family’s responsibility to manage their account with the College.

Should a family fail to respond to these contacts and to negotiate a payments plan schedule which addresses the school fee account, the family will 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 Business Manager will also be referred directly to the debt collection agency. Please note that debt collection fees may also be added onto your account.

Exclusion of Students:

Approval has been given by the Executive Director for the exclusion of students from enrolment for the following year if:

(a) Fee accounts are not paid, or
(b) Satisfactory alternative arrangements have not been made by the end of the school year.

For further information regarding the issue and payment of school fees can be obtained by contacting the College Finance Administrator or the Business Manager.
# FEES CALCULATION WORKSHEET

**MUST BE COMPLETED**

<table>
<thead>
<tr>
<th>Account Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BPay Reference:</td>
<td>Biller Code:</td>
</tr>
</tbody>
</table>

## Term Fees

(as per 2017 Term Fees and Charges Schedule)

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Year:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Child</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2nd Child</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3rd Child</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4th Child</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Sub-total Term Fees: $ 

<table>
<thead>
<tr>
<th>Subject Levies</th>
<th>Year:</th>
</tr>
</thead>
</table>

Total Term Fees: $ 

X 4 Terms or number of terms remaining = $ 

Camp / Retreat Fees (estimate only) $ 

Other Levies (estimate only) $ 

Total Annual Fee $ 

## Calculations

Fee Balance as at: 

dd / mm / yyyy $ 

Less payments yet to be receipted 

# @ $ = $ 

Total Annual Fee including Balance $
## Repayment Calculations – Weekly

<table>
<thead>
<tr>
<th>Total Annual Fee</th>
<th>$ \div \text{week} = \text{rounded up to nearest $}</th>
<th>$/ week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>..... / .... / 2017</td>
<td>Finish Date:</td>
</tr>
</tbody>
</table>

**OR**

## Repayment Calculations – Fortnightly

<table>
<thead>
<tr>
<th>Total Annual Fee</th>
<th>$ \div \text{fortnight} = \text{rounded up to nearest $}</th>
<th>$/ fortnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>..... / .... / 2017</td>
<td>Finish Date:</td>
</tr>
</tbody>
</table>

**OR**

## Repayment Calculations – Monthly

<table>
<thead>
<tr>
<th>Total Annual Fee</th>
<th>$ \div \text{month} = \text{rounded up to nearest $}</th>
<th>$/ month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>..... / .... / 2017</td>
<td>Finish Date:</td>
</tr>
</tbody>
</table>

---

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 2017 (for fixed date arrangements)
- 31 December 2017 (for ongoing arrangements)
- 11 November 2017 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)

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 (if applicable, please include)

Name of Financial Institution:

Branch Location:

BSB No.:

Account No.:

Account Name:

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 (if applicable, please include)

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 installments:

Start Payment Date (dd/mm/yyyy): / /

Final Payment Date (dd/mm/yyyy): / /

SCHOOL USE ONLY A/R Number:

Amount of: $

SECTION 5 – AUTHORITY

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

Signature of Customer:

Date: / / 20

Signature of Customer:

Date: / / 20

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 advice 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 next 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 ensure 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.

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).

If, 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.

ARCHDIOCESAN DEVELOPMENT FUND
Tel: 07 3324 3777 Fax: 07 3229 8062 GPO Box 282, Brisbane QLD 4001 Email: adf@bne.catholic.net.au
adf.brisbanecatholic.org.au

ODRI 2016/2