

# PAYMENT ARRANGEMENT ADVICE 2016 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 2016 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

## 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 31<sup>st</sup> 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**

|                 |  |              |  |
|-----------------|--|--------------|--|
| Account Name:   |  |              |  |
| BPay Reference: |  | Biller Code: |  |

| <b>Term Fees</b><br>(as per 2016 Term Fees and Charges Schedule) |      |  |           |
|--|------|--|-----------|
| 1 <sup>st</sup> Child  | Name | Year:                                    | \$        |
| 2 <sup>nd</sup> Child  | Name | Year:                                    | \$        |
| 3 <sup>rd</sup> Child:   | Name | Year:                                    | \$        |
| 4 <sup>th</sup> Child:   | Name | Year:                                    | \$        |
| <b>Sub-total Term Fees:</b>                                      |      |  | <b>\$</b> |
| Subject Levies   |      | Year:                                    | \$        |
| <b>Total Term Fees:</b>  |      |  | <b>\$</b> |
|  |      | X 4 Terms or number of terms remaining = | \$        |
| Camp / Retreat Fees (estimate only)                              |      |  | \$        |
| Other Levies (estimate only)                                     |      |  | \$        |
| <b>Total Annual Fee</b>  |      |  | <b>\$</b> |

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

## FEES CALCULATION WORKSHEET continued.....

### Repayment Calculations – Weekly

|                  |   |              |                    |
|------------------|---|--------------|--------------------|
| Total Annual Fee | \$ _____ ÷ ..... weeks = (rounded up to nearest \$) | \$ _____     | per week           |
| Start Date:      | .... / .... / 2016                                  | Finish Date: | .... / .... / 2016 |

OR

### Repayment Calculations – Fortnightly

|                  |  |              |                    |
|------------------|--|--------------|--------------------|
| Total Annual Fee | \$ _____ ÷ ..... fortnights = (rounded up to nearest \$) | \$ _____     | per fortnight      |
| Start Date:      | .... / .... / 2016                                       | Finish Date: | .... / .... / 2016 |

OR

### Repayment Calculations – Monthly

|                  |  |              |                    |
|------------------|--|--------------|--------------------|
| Total Annual Fee | \$ _____ ÷ ..... months = (rounded up to nearest \$) | \$ _____     | per month          |
| Start Date:      | .... / .... / 2016                                   | Finish Date: | .... / .... / 2016 |

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:

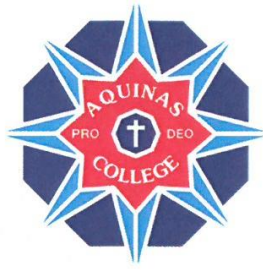
- Term 4 2016 (for fixed date arrangements)
- 31 December 2016 (for ongoing arrangements)
- 11 November 2016 for Year 12 exiting families.

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: \_\_\_\_\_



# Aquinas College

Edmund Rice Drive Ashmore Qld 4215  
PO Box 34 Ashmore City Qld 4214  
Telephone: 07 5510 2888  
Email: info@aquinas.qld.edu.au



## DIRECT DEBIT REQUEST (DDR)

NEW REQUEST     ALTERATION     CANCELLATION

Student/s Name/s

### DETAILS OF ACCOUNT AUTHORITY

Date (dd/mm/yy):    /    / 20

I/We (Name of Customer(s) giving the DDR):

Authorise You (Name of Debit User): **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 Fees – Direct Debit Request – Service Agreement (see below).

### DETAILS OF ACCOUNT TO BE DEBITED (All details must be supplied)

Name of Financial Institution:

Branch Location:

#### ACCOUNT DETAILS

BSB #:

Account #:

Initials and Family Name:

### PAYMENT DETAILS

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

Payment Frequency (please tick):  Weekly     Fortnightly     Monthly     Quarterly     Once Only

Number of Instalments:

Start Payment Date (dd/mm/yy):    /    / 20

Amount of: \$    :

Final Payment Date (dd/mm/yy):    /    / 20

Signature/s of Customer/s:

A#Number (School use only)

Credit ADF A/C: **727 S16 SOU**

Office Use Only School Reference Code:

### FEES – DIRECT DEBIT REQUEST SERVICE AGREEMENT

- 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 you provide. 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 bank or financial institution account.
- The ADF will provide you, through the school, with 14 days notice if we change any of the terms of the Service Agreement.
- You should contact School Administration should you wish to:
  - Alter the amount or defer any arrangements;
  - Stop any debit item or Cancel this Direct Debit Request; or
  - Query or dispute any Debit item.
- The School will in turn contact the ADF and provide your **written instructions** in relation to "1" and "2" above. In respect of "3", School will provide details 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.
- Direct Debiting **is not** available on all bank accounts. You will need to check with your Bank or 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.**
- You should check your account details against a recent statement from your bank or financial institution to ensure their correctness. If uncertain, check with your Bank or Financial Institution before completing the Direct Debit Request.
- It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of Debit items in accordance with the Direct Debit Request.
- 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 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 Bank or Financial Institution.
- If Debit items are rejected by your Bank or Financial Institution, the ADF will debit your account with the amount of the returned debit plus any processing charges incurred by the ADF. The School will be advised of the rejected item and will instigate contact directly with you. Any charges incurred by you at your Bank or Financial Institution are outside the control of the ADF.
- Details of Customer records and account details will be kept in confidence and accessed only by ADF staff for the purpose of processing the Direct Debit Request. Please note the Commonwealth Bank may require such information to be provided to them in connection with a claim made on the Bank relating to the alleged incorrect or wrongful debit.
- The ADF collects, holds, uses and discloses personal information about you. The ADF collects personal information directly from you for the purposes of providing services and products, including processing of payments and transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek. The ADF may disclose personal information about you to parishes, schools and agencies within the Archdiocese, and external third parties, including service providers and other financial institutions that assist the ADF in providing services and products. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure. 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.