



Payment Plan Participation Agreement

A NEW FORM MUST BE COMPLETED EVERY YEAR FOR PAYMENT PLAN TO CONTINUE **20**_____

Student Given Name	Student Surname	Year Level	SRS	Subject Fee/s	Other Fees	Amt \$ Owing
TOTAL AMOUNT OWING (A1)						
(Carry this amount down to the calculator below)						

Payment Options

I wish to make payment by: Centrelink Deduction Counter Payments BPoint/Direct Deposit

- Payment by Centrelink Deduction - Please complete the attached CentrePay Deduction Authority Form and return it to the school office
- Payment by EFTPOS (Credit/Debit Card) or cash can be made in person at the school office
- BPoint reference numbers are located on your statement
- Payment by Direct Deposit can be made to the school bank account BSB 064-812 Account Number 00090265. To ensure correct identification of the payment, please ensure that the payment reference clearly includes the STUDENT NAME along with characters SRS

**Negotiated Instalments (the amount of the instalments should reflect the outstanding amount to be paid).
NOTE: ALL SCHOOL FEES COVERED BY THIS PAYMENT PLAN MUST BE PAID IN FULL BY END OF TERM 3**

PAYMENT PLAN CALCULATOR: Office staff can assist you to use this calculator to ensure your payments / instalments will cover total amount owing. NB. MINIMUM AMOUNT IS \$20.00 PER STUDENT/INSTALMENT.

	(A1)	Start Date	No of wks to end of T3 (W1)	A1 ÷ W1 = \$	Preferred frequency of payments (please select one)	
					Weekly \$ x 1	Fortnightly \$ x 2
TOTAL AMT OWING	\$			\$	\$	\$
Total Instalment Amount					\$	\$
AGREED INSTALMENT AMOUNT					\$	

Parent / Carer Consent			
Full Name:			
Parent/Carer Signature: *		Date:	

*By signing this agreement, I confirm that I have read and understood the terms and conditions as indicated over

OFFICE USE ONLY:

BSM Approved / Not Approved Signature _____ Date ____/____/____

Principal Approved / Not Approved Signature _____ Date ____/____/____

PAYMENT PLAN PARTICIPATION AGREEMENT

1. This Payment Plan Participation Agreement is designed to provide parents/carers with an easy hassle-free way to pay student resource fees and subject fees.
2. All Payment Plans are required to be finalised by the **End of week 10 Term 3** unless negotiated otherwise
3. Payment Plans can only be entered into to cover the following education expenses: -
 - Student Resource Scheme
 - Subject Fees - except those indicated below
 - Curriculum Camps / Excursions

The following education expense **cannot** be covered by a payment plan:

- Non Curriculum Camps / Excursions** – must be paid in full prior to activity
 - Instrumental Music** – fees and instrument hire charge must be paid by the end of Term 2
4. For payments made by BPoint to the designated bank account, please ensure to use the correct payment reference number. The acknowledgement from the financial institution of the successful transfer of funds should be printed and retained as a record of payment. For payments by cash, cheque, direct deposit or credit/debit card, a receipt will be issued on request. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.
 5. Payment by periodic payment via Centrelink is also available. To make these arrangements please complete a Centrepay deduction authority forms (Centrelink). These are available from Administration
 6. Parent/carer **MUST** complete these Centrelink forms and the School will enter them onto the Centrelink site on your behalf.

Parent/Carer Experiencing Financial Difficulties

7. If a parent/carer participating in a payment plan experiences financial hardship is encouraged to contact the Principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence.
8. The onus is on the parent/carer to provide evidence of being so affected, which may include a current Health Care Card or other evidence of financial hardship. Any concessions to the participation fee will be at the discretion of the Principal.
9. Payment of the payment plan is to be made according to the payment arrangement option as indicated.
10. Non-payment of the scheduled payment plan by the designated payment amount/s will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/career.
11. Subject to 7 above, the Principal may withdraw a student's participation in any scheme due to non-payment of a participation fees that a payment plan may cover. Where participation fees are overdue, the Principal may exclude a student from an optional extra curricula school activity.
12. Failure to make payments may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/career.
13. No resources are issued to students **until the signed Student Resource Scheme Participation Agreement Form is returned to the School.**
14. This agreement must be maintained for your child to retain access to resources.