



St Mary's Primary School Fee Agreement 2024

Family Name

Contact Phone Number

Eldest Child's Name

Grade

I /we accept the offer of the re-enrolment fee agreement. This agreement remains in place until all 2024 school fees and levies have been settled.

I/We acknowledge as parents/carers, that we are jointly and severally responsible for the payment of school fees in full and/or in accordance with arrangements made.

I/We agree to meet my commitment by the Payment Method indicated on this agreement.

I/We will undertake to contact the school to make amendments should circumstances change that may result in differences to this agreement including change of bank accounts, change of payment method, etc.

NB* It is the agreed fee payer's responsibility to advise the school of any change of details that may affect payment of their account.

I/We understand that any costs associated with collection of outstanding school fees will be further invoiced to the school fee account and payment will be required.

I/We acknowledge that personal information and details of outstanding school fees may be disclosed to outside agencies for debt collection activities should I/we default in payment.

I/We understand that personal information and details of outstanding school fees will be shared by other schools in the Diocese in which siblings on this form are enrolled.

I/We understand that the school is not bound or privy to arrangements and decisions made through family court.

In signing and providing bank account or credit card details, I/we acknowledge reading the 'Service Agreement' (overleaf) and agreeing to same. I/We request this arrangement remain in force in accordance with The Schedule described below and in compliance with the 'Service Agreement'.

Print Name /Fee Payer 1

Signed

Date

Print Name /Fee Payer 2

Signed

Date

All payees responsible for payment are to sign the above

Healthcare Card

If this does not apply to you please disregard.

Do you have a Valid Healthcare Card?

Yes / No

Please complete the following

Name on the card

Expiry date

CRN Number:

— — — — — — — — — —

Children listed on the card

1.

DOB

2.

DOB

3.

DOB

4.

DOB

Payment Options

Please select your payment option & complete forms following if necessary

Internet Transfer

BPAY

Direct Debit

Credit card

Internet Transfer Online Banking

St Marys Primary School
BSB 083-347 Account Number 676054930

When choosing this option please clearly state your eldest child name and surname when processing your payment

BPAY

Billers Code: 201392
REF: Refer to you tax invoice/statement

Direct Debit

Name(s) or Company Name

Mobile

Email

Please deduct money from my/our Financial Institution account: This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Name of Bank Account

Name and Branch of Financial Institution where account is held

BSB Number |__|__|__| - |__|__|__| Account Number |__|__|__|__|__|__|__|__|__|__|

Please debit \$ _____ from the above account each

Quarterly Fortnightly Monthly

Commencing on ____/____/____

Signature

Signature

Credit Card Debit

Please note: All written evidence of credit card details will be destroyed as per the Payment Card Industry Data Security Standards (PCI DSS).

Please charge my credit card – Visa / MasterCard Number

____/____/____

Expiry Date ____/____

Cardholder Name

Cardholder Signature

Please debit \$ _____ from the above credit card each

Quarterly Fortnightly Monthly

Commencing on ____/____/____

Direct Debit Request Authority

I/We request and authorise St Mary's School, Mount Evelyn, User ID 424099, to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified.

Our commitment to you: This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between St Mary's Primary School ABN 84574215024 user ID 424099 and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request.
- We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

Your Rights

Changes to the arrangement: You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on 03 9736 2219 during business hours;
- writing to: St Mary's Primary School, 58 Clegg Road Mount Evelyn, 3796 or emailing us at accounts@smmountevelyn.catholic.edu.au
- arranging it through your own financial institution.

Enquiries: You may enquire about anything relating to your Direct Debit arrangement by contacting St Mary's on 97362219 or email us at accounts@smmountevelyn.catholic.edu.au.

Disputes: You should check your account statement to verify that the amounts debited from your account are correct. If you believe that there has been an error in debiting your account, you should notify us directly on 9736 2219 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take it up with your financial institution direct.

If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

Your commitment to us: It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit

2024 Direct Debit Schedule and Dates

The school fee account balance, following the computation of school fees, will be evenly distributed over the selected number of payments based on your chosen frequency. This resulting amount will serve as the annual direct debit amount. In the event of any "returned" or "bounced" payments, they will be appended to the end of your payment schedule, unless a manual catch-up payment is initiated.

It's important to note that the calculation of the direct debit amount will not consider any Working Bee Credits or CSEF payments. These payments/credits are conditional and not assured until received. Consequently, your account may show a surplus, which can either be carried forward to the next year or refunded upon request at the conclusion of the school year.

No of payments	Fortnightly	Mid-Month	End of Month	Quarterly	In full
1	1 March 2024	15 February 2024	28 February 2024	17 February 2024	26 April 2024
2	15 March 2024	15 March 2024	30 March 2024	17 May 2024	
3	29 March 2024	15 April 2024	30 April 2024	17 August 2024	
4	12 April 2024	15 May 2024	30 May 2024	17 November 2024	
5	26 April 2024	15 June 2024	30 June 2024		
6	10 May 2024	15 July 2024	30 July 2024		
7	24 May 2024	15 August 2024	30 August 2024		
8	7 June 2024	15 September 2024	30 September 2024		
9	21 June 2024	15 October 2024	30 October 2024		
10	5 July 2024	15 November 2024	30 November 2024		
11	19 July 2024				
12	2 August 2024				
13	16 August 2024				
14	30 August 2024				
15	13 September 2024				
16	27 September 2024				
17	11 October 2024				
18	25 October 2024				
19	8 November 2024				
20	22 November 2024				

Start Paying Next Year's School Fees Now!

Please contact the office on 9736-2219 if you would like to start paying your 2024 fees now. Alternatively complete the form attached to commence payments at the date you require.