



FEE STATEMENT HANDBOOK

ST JOSEPH'S NUDGEES COLLEGE



ST JOSEPH'S
NUDGEES
COLLEGE

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2 Fee Statement Handbook



Fee Statements	3	Fees Contact List	5
Forms of Payment	3	View your Parent Statement and Make a Payment	7
Periodic Direct Debit Payments	4	School Fee Direct Debit Authority Form 2020	IBC
Calculation Worksheet	4	Fees – Direct Debit Request Service Agreement	BC
Additional Charges	5		

Fee Statements

College Fees in 2020 will be billed per term starting in January 2020.

Term fee statements will be accessible via the Parent Lounge from the following dates:

- Term 1 – 10 January 2020
- Term 2 – 10 April 2020
- Term 3 – 30 June 2020
- Term 4 – 29 September 2020

An email notification will also be sent to all parents. Parents can access their statement via the Parent Lounge. Your user ID is your Parent Account number with Nudgee College and your password is sent to all parents in an email from the College for instructions on how to navigate the Parent Lounge refer to page five. Access to the Parent Lounge allows you to view your term fee statement and current balance at any stage throughout the school year.

The College does not send copies of fee statements via post. You have access to these via the Parent Lounge.

It is the responsibility of the parent to check their fee statement to ensure your account is paid by the date due. Any extension to these terms must be negotiated and agreed to by the College. Please address any concerns to Finance via fees@nudgee.qld.edu.au.



4 Forms of Payment

The College's preferred payment method is via periodic direct debit.

To assist parents with budgeting, the College has the following periodic payment arrangements available via direct debit from your nominated bank account or credit card.

PERIODIC OPTIONS	TERM 1 BILLING	TERM 2 BILLING	TERM 3 BILLING	TERM 4 BILLING
Payment dates to/from	10/01/20 – 06/04/20	07/04/19 – 29/06/20	30/06/20 – 28/09/20	29/10/20 – 20/12/20
Weekly cycle	12	12	12	12
Fortnightly cycle	6	6	6	6
Monthly cycle	3	3	3	3
Per term	1	1	1	1

A direct debit authority form is available on page 9-10 and is also accessible online via the Nudgee College website at www.nudgee.com.

However, if you have an agreed method of payment with the College (see above), other options include:

- **PARENT LOUNGE**

Log on to Parent the Lounge to make a payment by entering your credit/debit card details (see instructions at back of booklet).

- **BPAY**

You may BPAY this payment via the internet or telephone banking using the biller code and your unique reference number located on the top right of your statement.

- **CASH/DEBIT OR CREDIT CARD**

Contact Nudgee Finance Office to pay via telephone 07-3865 0417 or email fees@nudgee.qld.edu.au or call into our office Mon-Fri 8am-4pm.

Calculation Worksheet

The calculation worksheet is a tool readily available on the Nudgee College Parent page at www.nudgee.com and we urge parents to use to help calculate periodic direct debit payments.

However, this is a guide only and will give you an indication of what your payment will be depending on the cycle you choose.

Additional Charges

In 2020 additional charges will be payable via the Parent Lounge at the beginning of each term if your son participates in:

- Private Tuition
- Private Music Tuition
- Pharmacy Accounts

Fees Contact List

- Jeff O'Sullivan (Finance Credit Manager): jo'sullivan@nudgee.qld.edu.au
- Michele Ford (Finance and Fees Officer): mford@nudgee.qld.edu.au

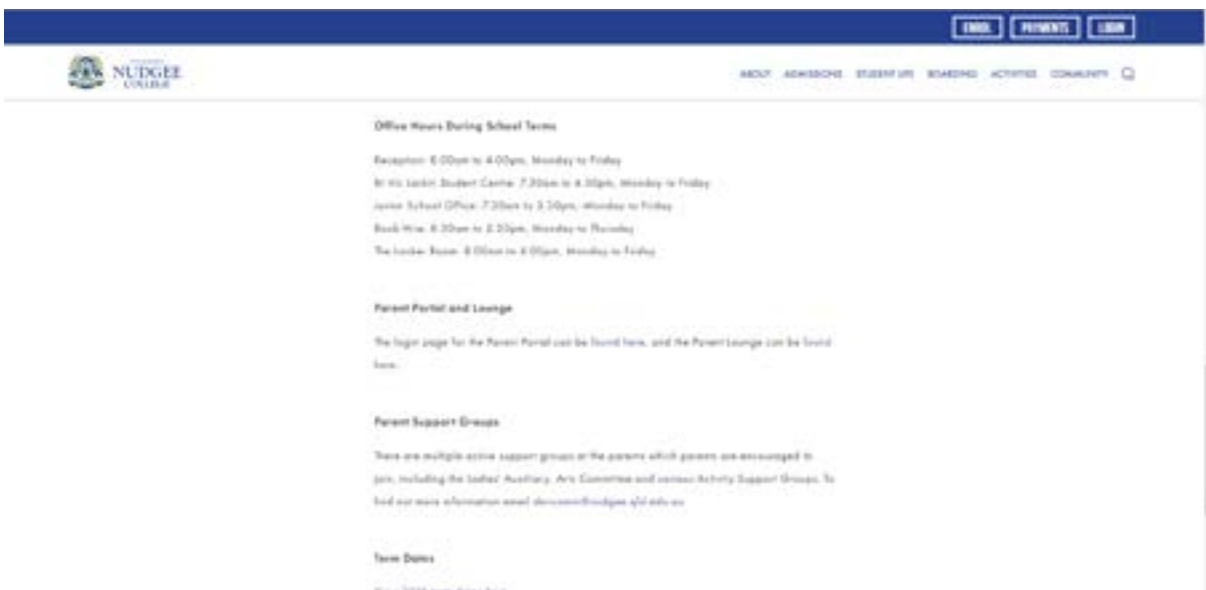


View your Parent Statement and Make a Payment

1. GO TO NUDGEES COLLEGE HOME PAGE AT WWW.NUDGEES.COM
2. SELECT THE 'PARENTS' PAGE UNDER THE 'COMMUNITY' TAB



3. SCROLL DOWN PAGE TO 'PARENT PORTAL AND LOUNGE' AND CLICK ON RELEVANT LINK



8

4. ENTER YOUR USERNAME AND PASSWORD, THEN SELECT "LOGIN"

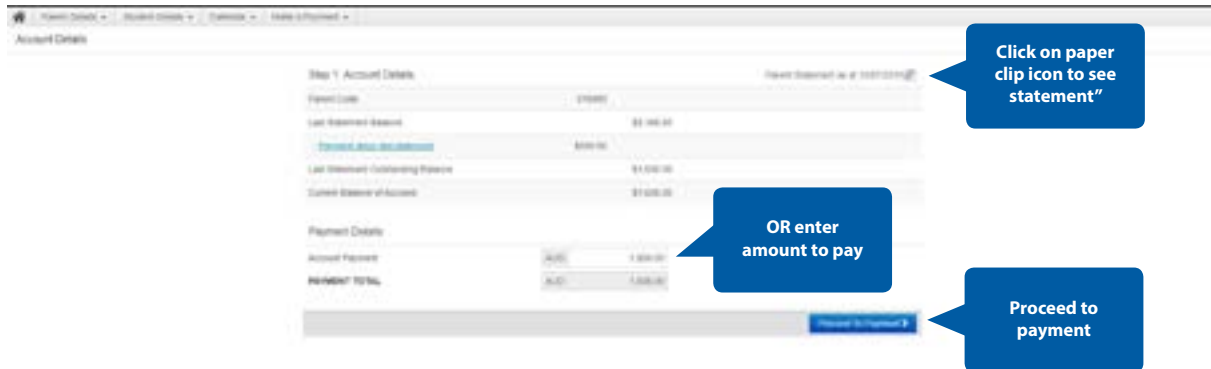


5. FROM THE MAIN MENU IN PARENT LOUNGE, SELECT 'MAKE A PAYMENT'

This option allows you to view your current school fee balance, your latest statement and also make a payment on your school fees account.



6. VIEW YOUR BALANCE AND STATEMENT OR TO MAKE A PAYMENT, ENTER AMOUNT YOU WISH TO PAY AND SELECT 'PROCEED TO PAYMENT'



7. ENTER EMAIL DETAILS OR USE DROP-DOWN MENU TO SELECT EMAIL ADDRESS, THEN SELECT 'PROCEED TO PAYMENT'



8. ENSURE DETAILS ARE CORRECT AND SELECT 'PAY NOW'

This action will take you to our secure payment site with Commonwealth Bank of Australia (BPOINT).



10 9. ENTER YOUR CREDIT / DEBIT CARD DETAILS AND FINALISE PAYMENT BY SELECTING 'NEXT'

The screenshot displays the SPPOINT payment interface. At the top center is the SPPOINT logo. The main content area is a white box with a grey border. It contains the following sections:

- You are paying:** NUDGEES COLLEGE
- Order Code:** 63752 - NUDGEES COLLEGE
- Reference 1:** 00000
- Amount:** AUD 1.00
- Choose a Payment Method:**
 - Cash
 - Other Payment Methods

Below the payment method selection, there are two columns of card logos: the left column shows Mastercard and VISA logos, and the right column shows Mastercard and American Express logos. Underneath these is a text input field for the 'Card number'. Below that is a ' expiry date' section with two input fields for 'Year' and 'MM', and a 'CVV' input field with a 'CVV' label. At the bottom of the form is a prominent orange button labeled 'NEXT >'. At the very bottom of the page, there is a small copyright notice: '© Copyright 2018 SPPOINT. All rights reserved. SPPOINT is a registered trademark of SPPOINT. All other trademarks are the property of their respective owners.'

SCHOOL FEE DIRECT DEBIT AUTHORITY FORM 2020

Parent Name/s:	Parent Code:
Student's Name/s:	

By signing this document, I/We authorise Archdiocesan Development Fund with Debit User Number 062782 (the Debit User), and on behalf of St Joseph's Nudgee College, to debit my/our account detailed below through the Bulk Electronic Clearing System (BECS). The College may, by prior arrangement and advice to me/us, vary the amount or frequency of future debit to my nominated bank account or credit card as follows:

<input type="checkbox"/> 48 weekly instalments (commencing Tuesday 14 January 2020)
<input type="checkbox"/> 24 fortnightly instalments (commencing Wednesday 15 January 2020)
<input type="checkbox"/> 12 monthly instalments (SELECT CYCLE: <input type="checkbox"/> 10th OR <input type="checkbox"/> 20th of month)
<input type="checkbox"/> 4 term instalments (30 Jan, 30 Apr, 30 July and 30 Oct 2020)

Please note that at the end of each term, your final payment will include all additional fees incurred and the remaining balance owing for the term, unless you have a payment agreement with the College.

BANK ACCOUNT OPTION (AUSTRALIAN ONLY)

Note: Direct debit is not available on the full range of accounts. If in doubt please refer to your Financial Institution.

- Please debit my/our nominated bank account with any charges/tuition/boarding fees as per my/our annual fee account, including any miscellaneous charges appearing during the year.
- I/We acknowledge this authority is to remain in place until cancelling in writing by me/us or the payment of all outstanding amounts with the College.

Financial Institution Name:	
Address:	
Account Name:	
BSB Number: <input type="text"/>	BSB Number: <input type="text"/>
Name/s:	
Signature(s):	Date:

(Signatures of all account holders are required for joint accounts)

CREDIT CARD OPTION

- Please debit my nominated credit card with any charges/tuition/boarding fees as per my fee account, including any miscellaneous charges appearing during the year.
- I acknowledge this authority is to remain in place until cancelling in writing by me or the payment of all outstanding amounts with the College.
- This authority shall stand, in respect of the below specified card and in respect of any card issued to me in renewal or replacement thereof, until I notify the merchant in writing of its cancellation.

Card Type: <input type="checkbox"/> Mastercard <input type="checkbox"/> VISA	Expiry Date: <input type="text"/>	CCV: <input type="text"/>
Credit Card Number: <input type="text"/>		
Name on Card:		
Signature:	Date:	



ST JOSEPH'S NUDGEE COLLEGE

2199 Sandgate Rd, Boondall, QLD 4034
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www.nudgee.com

A Catholic School in the Edmund Rice Tradition
ABN 96 372 268 340 CRICOS Provider No. 00572G Trustees of Edmund Rice Education Australia



EDMUND RICE EDUCATION
AUSTRALIA

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 14 days' notice, through the school if we change any of the terms of the Service Agreement.
- You should contact School Administration should you wish to;
 1. Alter the amount or defer any arrangements
 2. Stop any debit item or cancel this Direct Debit Request, or
 3. 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", the 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.
- 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 cleared funds available in the relevant account by the due date to permit the payment of Debit items in accordance with the Direct Debit Request.

PLEASE REFER TO
WWW.NUDGEE.COM
FOR FURTHER INFORMATION.



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