



## PAYMENT ARRANGEMENTS FORM

### SECTION 1 – FAMILY DETAILS

Name of each child at St Patrick's College		Grade
Parent/Guardian 1		Parent/Guardian 2
<b>Name</b>		
<b>Signature</b>		
<b>Date</b>		

By signing this document each parent/guardian confirms their agreement to the payment arrangements outlined below. Separate copies of the form can be signed by each parent/guardian if convenient.

Where parents/guardians manage their finances separately from each other they may wish to split payment of fees between them by completing both columns below. However, most parents/guardians jointly pay fees and should only complete the left column below.

### SECTION 2 – PAYMENTS ARRANGEMENTS

*(This selection should be made via the online payment portal where possible)*

	Parent/Guardian 1 or both if jointly paying	Parent/Guardian 2 (only if not jointly paying)
<b>Percentage of fees</b>	<input type="checkbox"/> Jointly responsible or _____ %	_____ % (Complete only if not jointly paying)
<b>Payment frequency</b>	<input type="checkbox"/> Annually <sup>†</sup> <input type="checkbox"/> Monthly* <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly	<input type="checkbox"/> Annually <sup>†</sup> <input type="checkbox"/> Monthly* <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly
<b>Payment method</b>	<b>Administered by the College:</b> <input type="checkbox"/> Direct debit ( <i>via online payment portal</i> ) <input type="checkbox"/> Scheduled credit/debit card ( <i>via online payment portal</i> )  <b>Administered by You:</b> <input type="checkbox"/> BPAY/BPoint ( <i>see details on invoice</i> ) <input type="checkbox"/> EFT/bank deposit ( <i>via online payment portal or through your bank</i> ) <input type="checkbox"/> EFTPOS/cash/cheque ( <i>in person at school</i> ) <input type="checkbox"/> Centrepay ( <i>contact Centrelink to arrange</i> )	<b>Administered by the College:</b> <input type="checkbox"/> Direct debit ( <i>via online payment portal</i> ) <input type="checkbox"/> Scheduled credit/debit card ( <i>via online payment portal</i> )  <b>Administered by You:</b> <input type="checkbox"/> BPAY/BPoint ( <i>see details on invoice</i> ) <input type="checkbox"/> EFT/bank deposit ( <i>via online payment portal or through your bank</i> ) <input type="checkbox"/> EFTPOS/cash/cheque ( <i>in person at school</i> ) <input type="checkbox"/> Centrepay ( <i>contact Centrelink to arrange</i> )

<sup>†</sup> Annual payments received by the school before 31 March attract a 5% discount on tuition fees. Annual payments cannot be made through Centrepay.

\* Monthly payments are to be made in 10 instalments due on the 28<sup>th</sup> of each month, February to November

Please note that these payment arrangements are administrative only and do not affect your ultimate joint and several legal liabilities for the entire amount of the fees.

In the event of default on payment arrangements, the total amount outstanding will become immediately due and the school reserves its right to take steps to recover it in full.

### **SECTION 3 – FAMILY DISCOUNT ARRANGEMENTS**

A family discount can be claimed by families with multiple children at Tasmanian Catholic schools or Colleges, in accordance with the Tasmanian Catholic Education Commission School Fees Assistance Policy.

We wish to claim the family discount

*If claiming the family discount please provide details of siblings at Tasmanian Catholic schools or colleges **other than** St Patrick's College. Enrolment may be verified with the named school or college.*

Sibling name	Grade	Catholic school/College

### **SECTION 4 – CREDIT/DEBIT CARD or BANK DETAILS**

The College will no longer ask you to provide us with written notification of your bank account or credit/debit card details. For security purposes you should log in to the Online Payment Portal (via Schoolbox) and enter and/or update your banking details. Payment Plans can only be selected at the start of each year (any subsequent changes to payment plans need to be administered on your behalf by the Accounts Office), however banking details can be updated by you at any time.

If you have elected for monthly payments to be administered by the College, they will be processed on the 28th of each month from February to November. For fortnightly or weekly payments, the first payment will be processed on 28<sup>th</sup> February and will continue until the end of November. On occasions where a scheduled payment falls due on a weekend, public holiday or during a school holiday break, the payment will be processed on the following business day or as soon as possible thereafter. It is your responsibility to ensure that funds are available when the payment is deducted.

If you cannot access the Online Payment Portal to enter your banking details, please contact the Accounts Office for assistance.

### **SECTION 5 – FEE ASSISTANCE**

Fee assistance may be available for families experiencing financial difficulty. Would you like someone from the school to contact you regarding fee assistance?

No

Yes