

Our Lady Star of the Sea Primary School Fee Information

Please complete the following and return to the school office by Friday 7 December 2019.

Date:							
Name of Family:							
Name of Student/s:							
SCHOOL FEES							
School fees are billed to families in February each year. This incorporates the Family Fee and Capital Levy, invoiced per family and the Student Levy, invoiced per student and camp for students in Years 3-6. Due to different family situations, you may request us to split the school fees.							
School Fee statements are issued each term, by email.							
Do you require fees for your child/ren to be split? YES / NO							
If yes please indicate the percentage per parent e.g: 50% / 50%							
Parent/Guardian		entage Email A					
If a split fee arrangement is requested this information must be signed by BOTH parents and a Preferred Method of Payment agreement will be forwarded to each parent. PREFERRED METHOD OF PAYMENT							
Please indicate your pr		ment.					
 Pay in Full by Friday 27 March 2020. Please contact the school office to discuss an optional date. Direct Debit - school managed. Direct Debit form attached. Internet Transfer - self managed. (account details are included on the School Fee Information letter attached as well as the Term Fee Statement) Cash (change is not carried on the premises) Cheque Centrepay - managed by Department of Human Services: for more information go to https://www.humanservices.gov.au/individuals/services/centrelink/centrepay EFTPOS and credit card is not available. This payment table includes the Family Fee 2020 - \$2240; Student Levy 2020 - \$295 per student and Capital Levy - \$180 per family. Years 3-6 camp is not included. 							
Payment frequency	One student family	Two student famil	,	Four + student family			
Annual	\$2715	\$3010	\$3305	\$3600			
Term Monthly x 8	\$678.75 \$340.00	\$752.50 \$376.25	\$826.25 \$413.12	\$900 \$450			
Fortnightly x 19	\$142.90	\$158.40	\$173.95	\$189.50			
If you have outstanding arrears please include these in the payment schedule. Unless you specify otherwise your repayments will be calculated as a monthly amount, including arrears owing. Direct Debit payments will commence on Wednesday 19 February. The last payment for 2020 will be Wednesday 14 October 2020.							
Parent/Guardian Name:							
Signed Date							
Parent/Guardian Name:							
Signed		Date .					

This form is only to be used if you choose the school managed Direct Debit option.

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.

I/We request and authorise Our Lady Star of the Sea Primary School User ID **382598** 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.

	nt Holder Name(s) or Company Name and ABN/ARBN:
	ss:
	Postcode:
Teleph	none: Facsimile:
Email:	
Name	of Bank Account:
Name	and Branch of Financial Institution where account is held:
BSB N	umber: _ - Account Number: _ _ _
	Debit \$ each month with the balance debited on 14 October 2020.
	Debit \$ each term, 14 February, 4 May, 17 July, with the balance debited on 14 October 2020.
Name:	
Signed	Date
Name:	
Signed	Date
(To be	signed by both parties for joint accounts. If signing for a Company, sign and print full name and capacity for signing eg.

Our commitment to you

Director.)

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Our Lady Star of the Sea Primary School ABN 28767665328 (User ID382598) 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 next 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 5255 4308 during business hours;
- writing to: Our Lady Star of the Sea, PO Box 800, Ocean Grove 3226; or
- emailing secretary@staroceangrove.catholic.edu.au
- arranging it through your own financial institution.

Enquiries

You may enquire about your Direct Debit arrangement by contacting the school office on 52554308.

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 035255 4308 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 payment.	ıy nt