

PAYMENT ARRANGEMENTS FORM

SECTION 1 – FAMILY DETAILS

Name of each child at Mount Carmel College	Class

Parent/Guardian 1		Parent/Guardian 2	
Name		Name	
Signature		Signature	
Date		Date	

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.

This arrangement will remain in place indefinitely, unless or until a new payment arrangement is entered into. If your payment preferences or details change, you are responsible for updating this information. Please request a new payment arrangement form.

SECTION 2 – PAYMENT ARRANGEMENTS

	Parent/Guardian 1 or both if jointly paying	Parent/Guardian 2 (only if not jointly paying)
Percentage of fees	☐ Jointly Responsible or _____ %	_____ % (only complete if not jointly paying)
Payment Frequency	☐ Annually* ☐ At the start of each term ☐ Monthly^ ☐ Fortnightly ☐ Weekly	☐ Annually* ☐ At the start of each term ☐ Monthly^ ☐ Fortnightly ☐ Weekly
Payment Method	☐ Direct Debit ☐ Scheduled Credit/Debit Card ☐ Bpay/Bpoint (see details on invoice) ☐ EFT/Bank Deposit (See details on invoice) ☐ EFTPOS/cash/cheque (in person at school) ☐ Centrepay (contact school office to arrange)	☐ Direct Debit ☐ Scheduled Credit/Debit Card ☐ Bpay/Bpoint (see details on invoice) ☐ EFT/Bank Deposit (See details on invoice) ☐ EFTPOS/cash/cheque (in person at school) ☐ Centrepay (contact College Office to arrange)

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.

Please notify the College Office of any changes to Credit Card or Direct Debit details as soon as possible.

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.

*Annual payments received by the school before 31 March attract a \$100.00 discount on fees (but not the capital levy or levies). Annual payments cannot be made by direct debit or Centrepay.

^Monthly payments are to be made in 10 instalments due:

- At the end of each month February to November; and
- By the end of Term 4, a final payment settling the account in full

SECTION 3 – CREDIT/DEBIT CARD DETAILS

Complete this section where schedule credit/debit card has been chosen as a payment method. Payments will be processed on 14th or 28th of each month from February to November. On occasions where a schedule 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.

Parent/Guardian 1			
Cardholder name		Amount	\$
Card Number	____ - ____ - ____ - ____	Expiry Date	__ / __
Signature		CCV	
Date to be taken out (please circle)	14 th of each month	28 th of each month	

Parent/Guardian 2			
Cardholder name		Amount	\$
Card Number	____ - ____ - ____ - ____	Expiry Date	__ / __
Signature		CCV	
Date to be taken out (please circle)	14 th of each month	28 th of each month	

SECTION 4 – DIRECT DEBIT DETAILS

Complete this section where direct debit has been chosen as a payment method. Payments will be processed on 14th of each month OR the Thursday of each week, depending on the frequency of direct debit.

Parent/Guardian 1			
Name of Financial Institution			
BSB Number			
Account Number			
Maximum Amount to be debited	\$		
Frequency of Direct Debit (please circle)	Weekly	Fortnightly	Monthly (14 th of each month)
First Payment Date (please nominate a Thursday)			

Parent/Guardian 2			
Name of Financial Institution			
BSB Number			
Account Number			
Maximum Amount to be debited	\$		
Frequency of Direct Debit (please circle)	Weekly	Fortnightly	Monthly (14 th of each month)
First Payment Date (please nominate a Thursday)			

SECTION 5 – FEE ASSISTANCE

Fee assistance may be available for families experiencing financial difficulty. Please contact the College Finance Department to discuss alternative arrangements on (03) 6216 7900 or via email: accounts@mountcarmel.tas.edu.au