



ST JOSEPHS PRIMARY SCHOOL BENALLA

Fee Payment Form 2017

ALL FAMILIES MUST COMPLETE THIS FORM ANNUALLY

Fee Payments are compulsory at St Josephs. All fee accounts must be paid on a regular basis with the total amount being paid in full by 30th November 2017. If you are unable to make regular payments and/or pay the account please contact the Principal Mr Steve Hicks, to discuss alternative payment arrangements.

SECTION A – PAYMENT ELECTION

ACCOUNT NAME	
PAYMENT FREQUENCY (please tick one)	<ul style="list-style-type: none"><input type="radio"/> 44 Weekly payments commencing Friday 3rd February 2017<input type="radio"/> 22 Fortnightly payments commencing Friday 3rd February 2017<input type="radio"/> 11 Monthly payments on the 15th of the month or the next available working day.<input type="radio"/> 4 quarterly payments due on the last Friday (working day) of the month in March, May, August & November 2017.<input type="radio"/> One payment<input type="radio"/> Other – to be discussed with the Principal, please include details on lines provided.
PAYMENT METHOD (please tick one)	<ul style="list-style-type: none"><input type="radio"/> Direct Debit from your nominated cheque or savings account (Complete Section B on next page)<input type="radio"/> Cash/Cheque<input type="radio"/> Direct Credit – please use the following details: BSB: 083-543 ACC: 457709079 (Family name must be included in reference)<input type="radio"/> Centrepay – regular deductions from Centrelink payments forwarded directly to St Josephs, forms available from the School office.

Signed:

Please Print Name:

Date:

/ /

****Please return Fee payment form to St Josephs before February 3rd 2017****

If you have any queries please contact

Dianne Muller: dmuller@sjbenalla.catholic.edu.au or 03 5762 1347

Julie Sheehan: jsheehan@sjbenalla.catholic.edu.au

SECTION B – DIRECT DEBIT PAYMENT AUTHORITY

REQUEST TO DIRECT DEBIT	I (full name) _____ Authorise St Joseph's Benalla to debit my/our account being for the payment of school fees.		
BANK NAME	Financial institution name: _____		
BANK ACCOUNT DETAILS	Name of account: _____ BSB number: __ __ __ - __ __ __ Account number: __ __ __ __ __ __ __ __ __ __ __		
ACKNOWLEDGEMENT	By signing this Direct Debit request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and St Joseph's Benalla as set out in this request and in your Direct Debit Service Agreement.		
Frequency of payments:			
<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly <input type="radio"/> Term payments due on the last Friday of the month (working day) in March, May, August & November 2017			
Amount to be debited per payment:	\$	Date of 1 st payment:	/ /
Signed: <i>Please Print Surname:</i>		Date:	

NOTE: A minimum of 7 working days notification must be given for any changes to direct debits, including approaching school holidays.

DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. DEBITING YOUR ACCOUNT

- 1.1** By signing a direct debit request you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.
- 1.2** We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3** If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure which day your account has or will be debited you should ask your financial institution.

2. CHANGES BY US

- 2.1** 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.

3. CHANGES BY YOU

- 3.1** Subject to 3.2 and 3.3, you may change the arrangement under a direct debit request by contacting the school on 57621347.
- 3.2** If you wish to stop or defer a debit payment you must notify us in writing at least 7 days before the next debit day. This notice should be given to us in the first instance.
- 3.3** You may also cancel your authority for us to debit your account at any time by giving us 7 working day's notice in writing before the next debit day, including approaching school holidays. This notice should be given to us in the first instance.

4. YOUR OBLIGATIONS

- 4.1** It is your responsibility to ensure 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.
- 4.2** If there are insufficient clear funds in your account to meet a debit payment:
- a)** you may be charged a fee and/or interest by your financial institution
 - b)** you may also incur fees or charges imposed or incurred by us
- 4.3** You should check your account statement to verify that the amounts debited from your account are correct.

5. CONFIDENTIALITY

- 5.1** 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 your employees who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

6. NOTICE

- 6.1** If you wish to notify us in writing about anything relating to this agreement, you should write to: St Joseph's Primary School, 17 Wedge Street, Benalla, Vic, 3672.
- 6.2** We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 6.3** Any notice will be deemed to have been received two business days after it is posted.