



*Lighting the Way through Faith and Learning*

**REQUEST TO PAY SCHOOL FEES BY INSTALMENT**

(PLEASE TICK APPLICABLE)

Families may elect to pay school fees by instalment under the following conditions:

- The family must complete a **Request to Pay School Fees by Instalment** and present a separate request to each school in which their child/children are enrolled.
- **Families may have only one instalment frequency.** If the family has multiple accounts due to children at different schools, they may only elect one payment frequency eg fortnightly in both schools.
- **The instalments must pay the school fee account in one school calendar year with an end date the first week in December.**
- On receipt of the **Request to Pay School Fees by Instalment**, an **Instalment Schedule** advising dates and amounts, will be generated by our accounting system and forwarded to the family by email so that payments can commence.
- The **Request to Pay School Fees by Instalment** will continue year to year until a further notice is received from the family.
- If instalments are not paid as agreed and there is serious default, the school may withdraw the offer of payment by instalment at any time and all fees will be due and payable until such time as a further arrangement is agreed upon with the school. Please note, families will be informed of the withdrawal of instalments in writing by email.

<b>NEW INSTALMENT REQUEST</b>		<b>AMENDMENT TO EXISTING</b>		<b>DATE</b>	
<b>SCHOOL NAME</b>					
<b>SCHOOL NAME</b>					
<b>FAMILY NAME</b>	(Surnames & First Names)				
<b>ACCOUNT NO</b>	(Available from the Parent Portal or your School Fee Statement)				

**OLDEST CHILD IN THIS SCHOOL**

<b>NAME</b>	(Surname & First Name)	<b>YEAR</b>	
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**HOW YOU INTEND TO MEET YOUR COMMITMENT**

**FREQUENCY & METHOD OF PAYMENT**

<b>PAYMENT FREQUENCY</b> (When your payment/payments will be made)	(PLEASE TICK APPLICABLE)
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Weekly	Fortnightly	Monthly	Quarterly
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<b>PAYMENT AMOUNT</b>	I/We understand that an <b>Instalment Schedule</b> advising due dates and amount of instalments will be issued by email once this request has been received and instalments have been generated in the system.
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<b>COMMENCEMENT DATE</b>	Instalments generated on the annual billing of fees will have a commencement date, 30 days after billing, instalment request received throughout the year will have a commencement date applied as soon as practical.
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<b>PAYMENT METHOD</b> (How your payment/payments will be made)	<b>PLEASE NOTE: BPAY IS OUR PREFERRED METHOD OF PAYMENT</b>
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<b>BPAY PAYMENT</b>	Parent/Carers pay by internet banking using the Biller Code and Reference Number on school fee statements to send payments from their bank account to the school's bank account.
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<b>COMPASS PORTAL</b>	Parent/Carers pay by logging onto the Compass Parent Portal. The portal also provides details of accounts including fees charged, balances and payments.
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<b>SCHOOL OFFICE</b>	Cash/Cheque and EFTPOS Facilities are available at most schools.
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<b>CENTREPAY</b>	Parent/Carers provides a Centrepay Authority (available from the school) and Centrepay will make payments to their school fee account on their behalf from Centrelink benefits. <b>NB: These forms must be lodged with the school and not directly with Centrepay.</b>
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<b>DIRECT DEBIT</b>	Parent/Carers provides a Direct Debit Authority (available from the school) and the school will deduct payments from their Bank Account.
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**PAYMENT BY INSTALMENT CONDITIONS**

- I/We understand and agree to the conditions listed above.
- I/We undertake to contact the school to make amendments should circumstances change that result in differences to this request including but not limited to sibling enrolment, change of bank accounts, change of payment method, etc.

**PLEASE EMAIL THIS FORM TO: [instalments@dow.catholic.edu.au](mailto:instalments@dow.catholic.edu.au)**

Parent/Carer(s) Name/s: \_\_\_\_\_ Signature/s: \_\_\_\_\_ / /