



St Patrick's Catholic School

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PAYMENT ARRANGEMENTS FORM – 2017

(To be completed and returned to the school office by Friday 2nd December)

SECTION 1 – CHILDREN AT ST. PATRICK'S CATHOLIC SCHOOL	
Name of each child	Class
_____	_____
_____	_____
_____	_____
_____	_____

SECTION 2 – PAYMENT ARRANGEMENTS		
<p>Most parents/guardians jointly pay fees. However, where parents/guardians manage their finances separately from each other they may wish to split payment of fees between them by completing the second column. These arrangements can only be made where both parents/guardians agree. Each parent/guardian must sign this form confirming their agreement to these arrangements (each can sign a separate copy if convenient).</p>		
	Parent / Guardian 1 (or joint payers)	Parent / Guardian 2 (only if not jointly paying)
Name	_____	_____
Percentage of fees	_____ % or <input type="checkbox"/> Jointly responsible	_____ % or <input type="checkbox"/> Jointly responsible
Payment frequency	<input type="checkbox"/> Annually [†] (3% discount if paid by 17 th March 2017) <input type="checkbox"/> Monthly* (over 10 months)	<input type="checkbox"/> Annually [†] (2% discount if paid by 17 th March 2017) <input type="checkbox"/> Monthly* (over 10 months)
Payment method	<input type="checkbox"/> Monthly direct debit (contact office for Direct Debit Form) <input type="checkbox"/> Monthly credit/debit card (complete Section 3) <input type="checkbox"/> Centrepay (contact school office to advise)	<input type="checkbox"/> Monthly direct debit (contact office for Direct Debit Form) <input type="checkbox"/> Monthly credit/debit card (complete Section 3) <input type="checkbox"/> Centrepay (contact school office to advise)
Signature	_____ Date: _____	_____ Date: _____

Please note:

- These payment arrangements are administrative only and do not affect your ultimate joint and several legal liability 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.

[†] Annual payments received by the school before 17th March 2017 attract a 3% discount on tuition fees (but not the capital levy or tuition levies).

* Monthly payments are to be made in 10 equal instalments due:

- on the 27th of each month February to November; and
- a final payment settling the account in full before the end of the school year.

SECTION 3 – CREDIT/DEBIT CARD DETAILS

Complete this section where monthly credit/debit card has been chosen as a payment method.

Payments will be processed on the 27th of each month from February to 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.

Parent / Guardian 1

Cardholder name	_____	Amount	\$ _____
Card number	_____	Expiry date	_____ / _____
Signature	_____		

Parent / Guardian 2

Cardholder name	_____	Amount	\$ _____
Card number	_____	Expiry date	_____ / _____
Signature	_____		

SECTION 4 – FAMILY DISCOUNT DETAILS

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. The discount rate is:

3 children in Catholic Schools	10% discount on tuition fees for each child
4 children in Catholic Schools	20% discount on tuition fees for each child
5 or more children in Catholic Schools	30% discount on tuition fees for each child

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 School. Enrolment may be verified with the named school or college.

Sibling name	Grade	Catholic school/college
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 5 – FEE ASSISTANCE

Yes

Fee assistance may be available for families experiencing financial difficulty.

Would you like someone from the school to contact you regarding fee assistance?

No

- The school will assist families who are experiencing genuine financial difficulty. Assistance with payment may include one or more of the following: Alternate frequency of fee payments; deferred payment arrangements; reduction of fees; remission of fees. Families shall make application for assistance with payment of fees using the 'Application for Fee Assistance' form, which is available from the school office or via the school website. This application form is to be accompanied by supporting evidence of families' income and expenditure.
- Applications for assistance with the payment of fees are forwarded to the Principal, who may request an interview with applicants to negotiate an appropriate arrangement for either an alternative payment strategy or reduced or remitted fees.
- Parents will be informed in writing of the decision and/or approval of the application. The letter will provide for a return copy and is to be endorsed to indicate that the agreed arrangement will only become effective on the receipt by the school of the return copy of the letter, duly signed by the parents as agreeing to the arrangement.
- All arrangements for payment of fees are deemed to be confidential.

Office Use Only

Loaded by:	Authority Number:	Date:
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