



## Payment Plan Participation Form

***PLEASE READ CAREFULLY – This payment plan must be negotiated with Business Manager or nominated Administration Officer. A payment plan must be in place and up to date for 1 (one) clear term prior to being considered eligible.***

1. This form is to be completed by person applying for PAYMENT PLAN.
2. Payment Plans will only be accepted for Student Resource Scheme (SRS) and Curriculum related fees.
3. This application applies to the academic year for which it is lodged only
  - a. A plan is only valid if you are making regular payments, as per your agreement
  - b. it is your responsibility to contact the BM or delegate if you are unable to make payments to alter your application
  - c. If payments are continually missed and no contact has been made to the school your plan will be voided.
4. This payment plan will only take effect once approved by the Business Manager.

### Payment Options

The Payment Plan may be made by CentrePay, BPoint, QParents or by direct deposit to the school's bank account.

- For payments made by direct deposit to the designated bank account, the payment reference must be recorded as the **student's surname, first initial or name, SRS** (for example: Smith, Jessica SRS). The acknowledgement from the financial institution of the successful transfer of funds should be printed and retained as a record of payment. A school receipt will be issued on request. For payments by credit/debit card, a receipt will be issued. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.

### Financial Hardship

1. Parents/Carers participating in a payment plan whom experience financial hardship are encouraged to contact the Business Manager to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence. Any concessions to the participation fee will be at the discretion of the Principal.
2. Payment of the payment plan is to be made according to the payment arrangement option as indicated.
3. Non-payment of the scheduled payment plan by the designated payment amount/s will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue, 60 days overdue and 90 days overdue.

# PAYMENT PLAN AGREEMENT

**OFFICE USE ONLY**

Approved       Not Approved      Date:    /    /  
 Copy sent to applicant      Initials: \_\_\_\_\_ Date:    /    /

**Section A**

PARENT / GUARDIAN SURNAME		PARENT/ GUARDIAN GIVEN NAME	
ADDRESS		CONTACT PHONE NO	
STUDENT/S SURNAME:	STUDENT/S GIVEN NAME:	YEAR	AMOUNT OUTSTANDING

**Section B**

NOMINATED PAYMENT FREQUENCY <small>(Please tick)</small>	
<input type="checkbox"/> Weekly, over ____ wks <input type="checkbox"/> Fortnightly, over ____ fnts <input type="checkbox"/> Monthly, over ____ mths	
METHOD OF PAYMENT <small>(Please tick)</small>	
<input type="checkbox"/> Centrelink (CentrePay) Deduction <small>(preferred)</small> <input type="checkbox"/> BPoint Direct Debit <small>(preferred)</small> <input type="checkbox"/> Direct Deposit to Bank Account	
If CentrePay is selected, please provide the following:	
Parent CRN: _____	Parent DOB:    /    /
Date of first deduction    /    /	Amount per fortnight to be deducted: \$ _____
Benefit Name (eg. NewStart, FTB): _____	
<b>TOTAL TO BE PAID:</b>	<b>\$</b>
<b>INSTALLMENT AMOUNT PER PAYMENT:</b>	<b>\$</b>
<b>NUMBER OF INSTALLMENTS:</b>	
<b>DATE OF FIRST PAYMENT:</b>	

**PLEASE NOTE:**

- No resources are issued to students until the signed **Student Resource Scheme Participation Agreement Form is returned to the school.**
- This agreement must be maintained for your child to retain access to resources
- If you have selected Centrelink Deductions you will be sent the details required via email upon returning the form. We require your CRN and DOB. Alternatively, you can note these details on the bottom on the form.
- **All payment plans are to be finalised by the end of June.**
- If Direct Debit has been selected please ensure to set up the direct debit via your online banking to Victoria Park State School School Bank Account: **Commonwealth Bank BSB 064-707 Account Number 470700090730**
- By signing this agreement, I confirm that I have read and understood the terms & conditions noted on page 1.

Parents Signature: \_\_\_\_\_ Date:    /    /

Principal/Business Manager Approval: \_\_\_\_\_ Date:    /    /