

FEE PAYMENT OPTIONS 2024

Family Name _____

Student/s Name _____ Year Level in 2024 _____

Email address for Account _____

Contact Name _____ Contact Number _____

Please **TICK (✓)** one payment frequency **AND** one payment method

Payment Frequency	ANNUALLY		HALF YEARLY		MONTHLY		FORTNIGHTLY	
Payment Method	BPAY or CHQ		BPAY or CHQ		BPAY or CHQ		BPAY or CHQ	
	Direct Debit		Direct Debit		Direct Debit		Direct Debit	

Amount (including Building Levy) _____

Payment Conditions

- All outstanding accounts are due to be finalised by 25 October 2024.
- VET and MUSIC fees are NOT included in the periodic direct debit deduction, and are due when billed**

Payment Dates

- Full fees paid by 23 February, 2024 with \$250 discount for the family. This discount will only be applied if the payment is received by the due date and all fees are paid in full
- Full fees paid in two instalments on 22 March, 2024 and 30 August, 2024 with \$50.00 discount per instalment. This discount will only be applied if both instalment dates are met and all fees are paid in full
- Full fees paid monthly in 8 equal instalments from 1 March, 2024 until 1 October, 2024
- Full Fees paid fortnightly in 18 equal instalments from 26 February, 2024 until 21 October, 2024

I/We _____ authorise Our Lady of the Sacred Heart College to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit my/our account by any other means.

Bank Account: Account Name: _____

BSB No.	Account No.
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

OR

Credit Card: Please circle MasterCard Visa

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Name of Cardholder: _____ Card Expiry Date: _____ CCV: _____

Acknowledgement

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Our Lady of the Sacred Heart College as set out in this Request and in your DDRSA.

Signature: _____

Date: _____

This Payment Form must be returned to the College Finance Office at finance@olsh.vic.edu.au

DIRECT DEBIT REQUEST SERVICE AGREEMENT 2024 (DDRSA)
(Please retain this page for your records)

Please ensure that you have read the following before returning the Fee Payment Options Form.

- We may vary this agreement at any time by giving you at least 7 days' notice.
- By signing a direct debit request you authorise us to arrange for funds to be debited from your bank account or credit card as provided in this DDRSA.
- We will arrange for funds to be debited from your account or credit card:
 - a) according to any notice sent to you specifying the amount payable and the date the payment is due; or
 - b) in accordance with this DDRSA
- The payment will be deducted from your nominated account on the payment due date as requested. If the due date for payment falls on a non-working day or a national public holiday, the payment will be processed on the next working day.
- It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be debited. If you do not have sufficient funds, then:
 - a) the payment will be regarded as not having been made;
 - b) an administration fee may be charged to your account.
- Account details should be checked against a recent account statement from your financial institution. If you are in any doubt, you should check with your Bank or Financial Institution before completing the Direct Debit Request; and
- It is your responsibility to advise us if your nominated account is altered, transferred or closed.
- 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.
- If you believe that there has been an error in debiting your account you should contact us on 8520 9200 as soon as possible so that we can resolve the issue promptly.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.
- If you wish to notify us in writing about anything relating to this agreement, you should write to:

The Business Manager
Our Lady of the Sacred Heart College
111 Jasper Rd
BENTLEIGH VIC 3204