



## Payment Plan Agreement

- This Payment Plan Participation Agreement is designed to provide parents / carers with an easy, trouble free way to pay Student Resource Scheme fees, Levies, and other fees such as excursions, camp, swimming etc.
- All Payment Plans are required to be finalised by 21 September 2018 (unless otherwise negotiated).
- Camp fees are to be paid in full before the departure date of camp. No exceptions.
- Payment of an initial deposit of \$10.00 per nominated student on the Payment Plan.
- No resources are issued to students until the signed Student Resource Scheme Participation Agreement Form has been returned to the Business Manager along with the initial payment of \$10.00 per nominated student has been made.
- Payment Plans can only be entered into to cover the fees as listed on this Agreement. Expenses for any other excursions/activities are not covered in this payment plan. A new payment plan must be negotiated with the Business Manager and approved at the Principal's discretion.
- If making an internet payment, the correct payment description must be used. A school receipt will be issued. All receipts and documentation should be retained by the parent / carer for future reference and possible taxation purposes.
- If a parent / carer participating in a Payment Plan experiences financial hardship you are encouraged to contact the Business Manager to discuss how your financial obligations can be met throughout the school year or to negotiate alternative arrangements that may be available. All discussions will be held in the strictest confidence.
- The onus is on the parent / carer to provide evidence of being so affected, which may include a current health care card or other evidence of financial hardship.
- Payment of the payment plan is to be made according to the payment arrangement option as indicated.
- Non-payment of the scheduled payment plan may generate a reminder notice to the parent / carer at intervals of 14 days overdue and thereafter. The Principal may thereafter undertake debt recovery action for the overdue fees including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent / carer.
- The Principal may withdraw a student's participation in the Student Resource Scheme and excursions/activities due to non-payment of the payment plan. Where Student Resource Scheme fees are overdue, the Principal may exclude a student from an optional extra curricula school activity.