

## Set & Forget Instalment Agreement

Parent Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Statements are mailed out to families mid Term 1. If you are unable to pay your account in full by the end of Term 1 then a payment arrangement must be formalised by completing Section 1 & Section 2 and returning the paperwork to our Administration Office by the end Term 1.

SECTION 1: Payment options (please refer to your 2023 Charges & Contributions Statement for amounts due) Please circle your preferred option.			
OPTION A	FORTNIGHTLY	EQUAL PAYMENTS	\$35.00

SECTION 2: Our preferred method of receiving payments for an Instalment agreement is by submitting your Credit/Debit card details to us and we manage the payments for you through our BPOINT system. If this method of managing your Agreement does not suit your circumstances then please do not hesitate to contact the school on 6241 5457 to discuss alternative methods.
Credit/Debit Card Details
Name of Cardholder: _____ Mastercard / Visa (please circle)
Card Number: / / / / - / / / / - / / / / - / / / / /
CCV: _____ Expiry Date: _____
Date of Debits to be made on: _____
(Please inform the Finance team if your Credit/Debit Card details change)

### DECLARATION:

I/We hereby acknowledge that the school Charges & Contributions for my child will be paid in full by the end of the School Year based on the above payment schedule. I/We will contact the school in writing should I/We be unable to commit to this agreed arrangement.

(In the event of failure to meet this agreement your details may be forwarded to an outside collection agency.)

PARENT/GUARDIAN SIGNATURES

DATE

\_\_\_\_\_

\_\_\_\_\_