



INFORMATION SHEET

BANK ACCOUNT DIRECT DEBIT PAYMENT

Star of the Sea School offers a direct debit payment option to our families to give more flexibility with the payment of their School Fee Account. Our Bank Account Direct Debit Request forms have 'until further notice' in the end date field which allows parents to complete one form for the duration of their child's enrolment.

Star of the Sea School offers the following payment frequencies for Bank Account Direct Debit payments:

- Option 1: Weekly – total payment amount divided over 44 weekly instalments from February to November
- Option 2: Fortnightly – total payment amount divided over 22 fortnightly instalments from February to November
- Option 3: Monthly – total payment amount divided over 10 monthly instalments from February to November
- Option 4: Quarterly – total payment amount divided over 4 quarterly instalments from February to November

At the beginning of each school year, the School will email you to advise your new instalment amount for the coming year as well as your proposed commencement date and number of instalments. At this time, you will have the option to accept this arrangement, modify the proposed date, or choose to cancel the Direct Debit and adopt an alternate payment option for that year.

The completed DDR Form needs to be printed, signed, and returned to the school either in person or via email to pclvfinance@bne.catholic.edu.au . Please take the time to review the Direct Debit Service Agreement which can be found on page 2 of the Direct Debit Request form.

Families who choose to pay their fee account via our School's direct debit payment option are responsible to:

- Advise the school if your bank account details have changed
- Advise the school if you need to make any amendments to the existing Authority, and
- Ensure funds are available in the debiting bank account when payments are due to be processed.

If you have any queries regarding the new direct debit process, please call Megan Colter, Finance Secretary on 3286 2377 or email pclvfinance@bne.catholic.edu.au .