



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

REQUEST TO PAY BY INSTALMENT

Families may elect to pay school fees by instalment under the following conditions:

- The family must firstly complete a *Request to Pay School Fees by Instalment*.
- Families **only need to submit one request** as it can apply across all schools.
- **Families may have only one instalment frequency.** If the family has multiple accounts due to children at different schools, they may only elect one payment frequency eg fortnightly in both schools.
- There is no necessity to submit a new *Request to Pay School Fees by Instalment* each year as they continue from year to year.
- **The instalments must pay the school fee account in one school calendar year with an end date the first week in December.**
- On receipt of the *Request to Pay School Fees by Instalment*, an *Instalment Schedule* advising dates and amounts, will be generated by our accounting system and will be **available on your School Fee Statement each month.**
- If instalments are not paid as agreed and there is serious default, the school may withdraw the offer of payment by instalment at any time and all fees will be due and payable until such time as a further arrangement is agreed upon with the school.

NEW INSTALMENT REQUEST	<input type="checkbox"/>	AMENDMENT TO EXISTING	<input type="checkbox"/>	DATE	
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SCHOOL NAME					
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SCHOOL NAME					
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FAMILY NAME	(Surnames & First Names)				
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ACCOUNT NO	(Available from the Parent Portal or your School Fee Statement)				
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OLDEST CHILD IN THE FAMILY

NAME	(Surname & First Name)			YEAR	
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HOW YOU INTEND TO MEET YOUR COMMITMENT

FREQUENCY & METHOD OF PAYMENT

PAYMENT FREQUENCY (When your payment/payments will be made)				(PLEASE TICK APPLICABLE)	
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<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly		
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PAYMENT AMOUNT	I/We understand that an <i>Instalment Schedule</i> advising due dates and amount of instalments will be issued by email once this request has been received and instalments have been generated in the system.
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COMMENCEMENT DATE	Instalments generated on the annual billing of fees will have a commencement date of the due date on school fee statements. Requests for instalments received throughout the year will have a commencement date applied as soon as practical and determined by the system.
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PAYMENT METHOD (How your payment/payments will be made)	PLEASE NOTE: BPAY IS OUR PREFERRED METHOD OF PAYMENT
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<input type="checkbox"/> BPAY PAYMENT	Parent/Carers pay by internet banking using the Biller Code and Reference Number on school fee statements to send payments from their bank account.
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<input type="checkbox"/> COMPASS PORTAL	Parent/Carers pay by logging onto the Compass Parent Portal. The portal also provides details of accounts including fees charged, balances and payments.
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<input type="checkbox"/> SCHOOL OFFICE	Cash/Cheque and EFTPOS Facilities are available at school administration offices.
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<input type="checkbox"/> CENTREPAY	Parent/Carers provides a Centrepay Authority (available from the school) and Centrepay will make payments to their school fee account on their behalf from Centrelink benefits. NB: These forms must be lodged with the school and not directly with Centrepay.
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PAYMENT BY INSTALMENT CONDITIONS

- I/We understand and agree to the conditions listed above.
- I/We undertake to contact the school to make amendments should circumstances change that result in an amendment of this request.

**FAMILIES MAY EMAIL THIS FORM DIRECTLY TO: instalments@dow.catholic.edu.au
OR LODGE AT THEIR SCHOOL ADMINISTRATION OFFICE**

Parent/Carer(s) Name/s: _____ Signature/s: _____ / /