



### FEE AGREEMENT APPLICATION 2021

School fees are due by Friday of Week 3 each term unless a fee agreement for payment by instalment is approved by the School. Use this form to set out your request for a fee agreement for 2021 fees.

Date: \_\_\_\_\_

Applicants name(s) \_\_\_\_\_

Phone contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name(s) and Class(es) of children at school: \_\_\_\_\_

- This application relates to:  an amount of \$ \_\_\_\_\_ currently outstanding.  
 remainder of this year's school fees of approx. \$ \_\_\_\_\_

I/we request that the school agrees to accept payment of fees by the payment schedule below:

Instalment amount			
Payment frequency	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly
How do you intend to pay?	<input type="checkbox"/> <b>Direct Debit – please complete DDR form overleaf</b>		
	<input type="checkbox"/> EFT	<input type="checkbox"/> Cheque	<input type="checkbox"/> School Office
Number of instalments			
Commencing on	/ /	Finishing on	/ /
Notes:			

I/we understand that this application must be authorised by the Business Manager and is binding when accepted by the school. In line with the School's Fee Retrieval policy, if weekly / fortnightly payments fall behind by two payments, or monthly payments fall behind by one payment, a late fee may be applied, and ultimately the enrolment may be cancelled and debt collectors engaged to recover outstanding amounts plus debt collection costs. Where bills are split between parents, acceptance of this agreement is subject to *both* parents keeping their payments up to date.

\_\_\_\_\_  
(to be signed by parent(s)/guardian(s)/person(s) responsible for fee payments)

\_\_\_\_\_  
**Authorised by the Business Manager**

\_\_\_\_\_  
**Date**

## Guide to Payment by Instalments

The table below is a guide to instalment amounts for 1-2 children at the school for 23 fortnightly payments. Monthly payments can be calculated by multiplying by 23/11.

An estimate for additional charges is included. The following will need to be added, if applicable:

- Play Group fees, which should be added at the rate of \$37 per fortnight.
- Outstanding amounts from previous invoices
- Conveyance Allowance, CSEF and Fee Assistance is not accounted for below – see the school office

As this guide is an approximation of actual charges, there may be an outstanding balance remaining at the end of the year. This may be paid separately or carried forward to the following year. Any credit amounts remaining at the end of the year may be carried over to the next year or refunded on request.

Payments commencing later than February will need to be recalculated to ensure payment is complete by the end of Term 4.

For assistance using the table, please see the school office.

**2021 School Fee Rates - Fortnightly Instalments for 1-2 children**  
*To calculate monthly payments, multiply by 23 then divide by 11*  
*Includes estimate for additional charges (camps, excursions, equipment, etc)*

FULL FEE						
		Second Child at school** (15% discount K-8)				
		One Child Only	Kinder 5 sessions	Kinder 6 sessions	Prep - Class 2	Class 3-8*
First Child at school	Kindergarten - 5 sessions	4	8			
	Kindergarten - 6 sessions	43	46	79		
	Prep - Class 2	282	285	318	521	
	Class 3-8*	370	374	407	610	685

\*For additional musical instrument, add \$45 per fortnight

\*\*For Play Group, add \$40 per fortnight

CONCESSION						
<i>Applies to eligible government concession card holders, conditions apply</i>						
		Second Child at school** (15% discount K-8)				
		One Child Only	Kinder 5 sessions	Kinder 6 sessions	Prep - Class 2	Class 3-8*
First Child at school	Kindergarten - 5 sessions	4	8			
	Kindergarten - 6 sessions	33	37	61		
	Prep - Class 2	216	219	244	399	
	Class 3-8*	284	288	312	468	526

\*For additional musical instrument, add \$45 per fortnight

\*\*For Play Group, add \$40 per fortnight



DIRECT DEBIT REQUEST

Ph: 03 5479 2000  
ABN/ACN: 69 739 042 634

NEW CUSTOMER FORM

YOUR DETAILS | Please complete this form using a BLACK PEN. \* Indicates a MANDATORY FIELD

Business:  ABN/ACN:

Customer Reference:

\* Surname:  \* Given Name:

\* Mobile #:   I authorise Ezidebit to remind me of upcoming debits via SMS

\* Email:

\* Address:

\* Suburb:  \* State:  \* Postcode:

DEBIT ARRANGEMENT | Including payment details and associated fees/charges detailed below and/or the total amount billed for the specified period for this and any other subsequent agreements or amendments between me/us and the Business and/or Ezidebit

Once Only Debit On Date:  /  /  Debit this amount: \$

D D M M Y Y

Regular Debits Starting on Date:  /  /  Debit this amount: \$

D D M M Y Y

Frequency:  Weekly  Fortnightly  Monthly  4 Weekly

Duration:  Until I have paid  regular debits

Until I have paid \$  in regular debits

CHOOSE YOUR PAYMENT METHOD

Debit from Credit Card

VISA\*  MasterCard\* \* a 2.27% (Min \$0.88) credit card transaction fee applies

Card Number:  Expiry Date:  /

M M Y Y

Name of Cardholder:

By signing this form, I/we authorise Ezidebit, acting on behalf of the Business, to debit payments from my specified Credit Card above, and I/we acknowledge that Ezidebit will appear as the merchant on my credit card statement. Furthermore, I/we agree to reimburse and indemnify Ezidebit for any successful claims made by the Card Holder through their financial institution against Ezidebit.

Debit from Bank, Building Society or Credit Union Account

Financial Institution:  Branch:

BSB Number:  -  Account Number:

Account Holder Name:

I/We authorise Ezidebit Pty Ltd ACN 096 902 813 (User ID No 165969, 303909, 301203, 234040, 234072, 428198) to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with the Debit Arrangement stated above and this Direct Debit Request and as per the Ezidebit DDR Service Agreement (Ver 1.8) provided.

This Authorisation is to remain in force in accordance with the terms and conditions on this Direct Debit Request, the provided Ezidebit DDR Service Agreement (Ver 1.8) and I/we have read and understand same. I/We acknowledge that our personal information will be collected, used, held and disclosed in accordance with the Ezidebit Privacy Policy found at <http://www.ezidebit.com/au/privacy-policy/>

Signature(s) of Nominated Account:  Date:  /  /

D D M M Y Y



ACN 096 902 813 | AFSL 315388

## DDR SERVICE AGREEMENT (Ver 1.8)

### DDR Service Agreement (Ver 1.8)

I/We hereby authorise Ezidebit Pty Ltd ACN 096 902 813 (**Direct Debit User ID number 165969, 303909, 301203, 234040, 234072, 428198**) (herein referred to as "Ezidebit") to make periodic debits on behalf of the "Business" as indicated on the attached Direct Debit Request (herein referred to as "the Business").

I/We acknowledge that Ezidebit is acting as a Direct Debit Agent for the Business and that Ezidebit does not provide any goods or services (other than the direct debit collection services to me/us for the Business pursuant to the Direct Debit Request and this DDR Service Agreement) and has no express or implied liability in regards to the goods and services provided by the Business or the terms and conditions of any agreement that I/we have with the Business.

I/We acknowledge that the debit amount will be debited from my/our account according to the terms and conditions of my/our agreement with the Business and the terms and conditions of the Direct Debit Request (and specifically the Debit Arrangement and the Fees/Charges detailed in the Direct Debit Request) and this DDR Service Agreement.

I/We acknowledge that bank account and/or credit card details have been verified against a recent bank statement to ensure accuracy of the details provided and I/we will contact my/our financial institution if I/we are uncertain of the accuracy of these details.

I/We acknowledge that it is my/our responsibility to ensure that there are sufficient cleared funds in the nominated account by the due date to enable the direct debit to be honoured on the debit date. Direct debits normally occur overnight, however transactions can take up to three (3) business days depending on the financial institution. Accordingly, I/we acknowledge and agree that sufficient funds will remain in the nominated account until the direct debit amount has been debited from the account and that if there are insufficient funds available, I/we agree that Ezidebit will not be held responsible for any fees and charges that may be charged by either my/our or its financial institution.

I/We acknowledge that there may be a delay in processing the debit if:-

1. there is a public or bank holiday on the day of the debit, or any day after the debit date;
2. a payment request is received by Ezidebit on a day that is not a banking business day in Queensland;
3. a payment request is received after normal Ezidebit cut off times, being 3:00pm Queensland time, Monday to Friday.

Any payments that fall due on any of the above will be processed on the next business day.

I/We authorise Ezidebit to vary the amount of the payments from time to time as may be agreed by me/us and the Business as provided for within my/our agreement with the Business. I/We authorise Ezidebit to vary the amount of the payments upon receiving instructions from the Business of the agreed variations. I/We do not require Ezidebit to notify me/us of such variations to the debit amount.

I/We acknowledge that Ezidebit is to provide at least 14 days' notice if it proposes to vary any of the terms and conditions of the Direct Debit Request or this DDR Service Agreement including varying any of the terms of the debit arrangements between us.

I/We acknowledge that I/we will contact the Business if I/we wish to alter or defer any of the debit arrangements.

I/We acknowledge that any request by me/us to stop or cancel the debit arrangements will be directed to the Business.

I/We acknowledge that any disputed debit payments will be directed to the Business and/or Ezidebit. If no resolution is forthcoming, I/we agree to contact my/our financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, a failed payment fee of up to \$11.90 is payable by me/us to Ezidebit. I/We will also be responsible for any fees and charges applied by my/our financial institution for each unsuccessful debit attempt together with any collection fees, including but not limited to any solicitor fees and/or collection agent fee as may be incurred by Ezidebit.

I/We authorise Ezidebit to attempt to re-process any unsuccessful payments as advised by the Business.

I/We acknowledge that certain fees and charges (including setup, variation, SMS or processing fees) may apply to the Direct Debit Request and may be payable to Ezidebit and subject to my/our agreement with the Business agree to pay those fees and charges to Ezidebit.

#### Credit Card Payments

I/We acknowledge that "Ezidebit" will appear as the merchant for all payments from my/our credit card. I/We acknowledge and agree that Ezidebit will not be held liable for any disputed transactions resulting in the non supply of goods and/or services and that all disputes will be directed to the Business as Ezidebit is acting only as a Direct Debit Agent for the Business. I/We acknowledge and agree that in the event that a claim is made, Ezidebit will not be liable for the refund of any funds and agree to reimburse Ezidebit for any successful claims made by the Card Holder through their financial institution against Ezidebit.

I/We acknowledge that Credit Card Fees are a minimum of the Transaction Fee or the Credit Card Fee, whichever is greater as detailed on the Direct Debit Request.

I/We appoint Ezidebit as my/our exclusive agent with regard to the control, management and protection of my/our personal information (relating to the Business and contained in this DDR Service Agreement). I/We irrevocably authorise Ezidebit to take all necessary action (which Ezidebit deems necessary) to protect and/or correct, if required, my/our personal information, including (but not limited to) correcting account numbers and providing such information to relevant third parties and otherwise disclosing or allowing access to my/our personal information to third parties in accordance with the Ezidebit Privacy Policy.

Other than as provided in this Agreement or the Ezidebit Privacy Policy, Ezidebit will keep your information about your nominated account at the financial institution private and confidential unless this information is required to investigate a claim made relating to an alleged incorrect or wrongful debit, to be referred to a debt collection agency for the purposes of debt collection, or as otherwise required or permitted by law. Further information relating to Ezidebit's Privacy Policy can be found at <http://www.ezidebit.com/au/privacy-policy/>.

I/We hereby irrevocably authorise, direct and instruct any third party who holds/stores my/our personal information (relating to the Business and contained in this DDR Service Agreement) to release and provide such information to Ezidebit on my/our written request.

I/We authorise:

- a. Ezidebit to verify and/or correct, if necessary, details of my/our account with my/our financial institution; and
- b. my/our financial institution to release information allowing Ezidebit to verify my/our account details.