



FEE AGREEMENT APPLICATION 2022

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 2022 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"/> Direct Debit – please complete DDR form overleaf		
	<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:

- 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 or for more than two children at the school, please see the school office.

2022 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 3	Kinder 4	Prep - Class 2	Class 3-8
First Child at school	Kindergarten - 3yo	83	153			
	Kindergarten - 4yo	260	330	481		
	Prep - Class 2	290	360	511	536	
	Class 3-8*	381	451	602	627	705

CONCESSION						
<i>Applies to eligible government concession card holders, conditions apply</i>						
			Second Child at school (15% discount K-8)			
		One Child Only	Kinder 3	Kinder 4	Prep - Class 2	Class 3-8
First Child at school	Kindergarten - 3yo	63	117			
	Kindergarten - 4yo	196	250	363		
	Prep - Class 2	222	275	388	410	
	Class 3-8*	292	346	459	480	541