



Holy Spirit School

Diocesan School Fee Payment Agreement

In accordance with the Diocesan School Fee Management Policy, Fee Payers are afforded flexibility in the way in which school fees may be paid. To facilitate this flexibility, families are required to complete a *School Fee Payment Agreement* to advise the school of their intended payment option for the 2020 school year. Please complete the form below and return to Holy Spirit School Reception or email to hs-info@ww.catholic.edu.au by the **28th February 2020**.

Available Payment Terms

Please tick a box below to indicate your preferred payment option for 2020.

- Paying the invoice in full within 30 days of invoice date
- Weekly repayments commencing week of the 6th March for 40 weeks, paid in full by the 4th December 2020
- Fortnightly repayments commencing week of the 13th March for 20 fortnights, paid in full by the 4th December 2020
- Monthly repayments commencing week of 4th March for 10 months, paid in full by the 4th December 2020
- Alternative arrangement
 - Request an appointment with the School Principal to discuss fees prior to the **24th February 2020**.
 - Request an appointment with the Diocesan School Fee Liaison Manager prior to the **24th February 2020**.

For assistance in calculating the amount per debit, refer to the School Fee Repayment Calculator: <https://ww.catholic.edu.au/school-fee-repayment-calculator/>

Available Payment Methods

Please tick a box below to indicate your preferred payment method and refer to the form in appendix A.

- Direct Deposit - See Appendix A for the School's bank account details
- CASH / EFTPOS - Can be paid at the School Office

School Name				
Account Number as Per School Fee Statement				
Student Name/s				
Address				
Parent/ Carer 1	Phone		Email	
Parent/ Carer 2	Phone		Email	

I / We agree to meet my / our commitment indicated on this Agreement. I / We undertake to contact the school to make amendments should circumstances change that may result in variances to this Agreement, including but not limited to, sibling enrolment, change of bank details, change of payment method, etc.

Parent / Carer 1 Name _____ Signature _____ Date ___ / ___ / ___

Parent / Carer 2 Name _____ Signature _____ Date ___ / ___ / ___

Direct Deposit Details

Standing Authority for payment of School Fees by Direct Deposit

Please deposit school fees into the following bank account number

Account Number	Holy Spirit School
BSB Number	066789
Account Number	100003620
Reference Details	Please use your School Fee Account Number and surname (ie: 1234Smith) as per School Fee Statement