



ASPIRE - LEARN - ACHIEVE

Payment Plan Participation Agreement

Finance Department: Ph 40408110 accounts@bentleyparkcollege.eq.edu.au

Student Name:		Family Account ID:	
Year Level:		Date:	
Address:			

Bentley Park College school fees may include the Student Resource Scheme (SRS) and Subject Fees (Secondary only).

I/we agree to pay Bentley Park College school fees as detailed below:

Current SRS Fees	\$
Current Subject Fees	\$
Previous year/s outstanding SRS Fees	\$
Previous years/s outstanding Subject Fees	\$
Initial deposit payment made	\$
	\$
	\$
Total Payable	\$

*By signing this agreement, I confirm that I have read and understood the terms and conditions as indicated in this document.

Resources will be issued once a signed **Student Resource Scheme Participation Agreement Form & Payment Plan Application** have been returned to the College and the initial deposit of \$50 per nominated student has been made.

Parent/Carer's name: _____
(Please print clearly)

Parent/Carer's signature: _____ (Date) _____

Payment Plan Participation Agreement

- This Payment Plan Participation Agreement is designed to provide parents/carers with an easy hassle-free way to pay Student Resource Scheme (SRS) fees and specific Subject Fees.
- All Payment Plans are required to be finalised by the **End of Term 2** each year, unless negotiated otherwise
- Payment Plans can only be entered into to cover the following education expenses:
 - ◆ Student Resource Scheme (SRS)
 - ◆ Subject Fees

➤ The following education expense cannot be covered by a payment plan:-

Camps/excursions: must be paid in full prior to activity

- Payment of an initial acceptance fee of \$50 per nominated student will activate your Payment Plan
- For payments made by BPay, the payment reference **must** be used. This is indicated on the bottom of your debtor statement. The acknowledgement from the financial institution of the successful transfer of funds should be printed and retained as a record of payment. A school receipt will be issued **on request**. For payments by cash, cheque or credit/debit card, a receipt will be issued. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.
- Payment by periodic payment via Centrelink is also available. To make these arrangements please complete a Centrepay deduction form (Centrelink). These are available from the College Administration Office. Parents/carers **must** complete these Centrelink forms and the College will upload them online to the Centrelink on your behalf.

Parent/Carer Experiencing Financial Difficulties

1. If a parent/carer participating in a payment plan experiences financial hardship they are encouraged to contact the Business Manager Finance to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence.
2. The onus is on the parent/carer to provide evidence of being affected, which may include a current Health Care Card or other evidence of financial hardship. Any concessions to the participation fee will be at the discretion of the Principal.
3. Payment of the payment plan is to be made according to the payment arrangement option as indicated.
4. Non-payment of the scheduled payment plan by the designated payment amount/s will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
5. Subject to 4. above, the College Principal may withdraw a student's participation in any scheme due to non-payment of a participation fees that a payment plan may cover. Where participation fees are overdue, the College Principal may exclude a student from an optional extra-curricular school activity.
6. No resources are issued to students until the signed **Student Resource Scheme Participation Agreement Form** has been returned to the College, and the initial payment of \$50 per nominated student has been made.
7. This agreement must be maintained for your child to retain access to resources.

Payment Options

Payment will be made (please tick one)

Weekly

Fortnightly

Monthly

One-off payment

3 Instalments

First payment due week ending	Number of payments	Amount of each payment	Last payment due week ending
		\$	

Payment Methods

- **Cash/Eftpos:** payments at the admin office
- **Centrelink Deduction:** A Centrelink Deduction Form will be forwarded or can be collected from the office upon request.
- **Bpay/Bpoint:** Refer to your school fees statement for your 'Biller Code' and 'Reference Number'.
- **Direct Credit to Bentley Park College** - Please ensure you use your '**FAMILY ID**' as the reference on your transfer.
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Banking Details	Commonwealth Bank BSB: 064 830 Account Number: 100 380 52 Account Name: Bentley Park College
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