

Tuition Fees & Levies Payment Authority Form

(Please return to the Finance Department)

All Fees must be paid in full by October 27th each year

This payment authority form is to be completed in full to secure your child's enrolment.

Your payments will be calculated based on the instalment arrangement below. A letter will be sent to families in the 4th week of January each year to advise the instalment amount to be deducted from your nominated account, until the last child exits the College.

I/we will pay the prescribed fees and levies as set out by the Marymede Catholic College Board by way of **(please tick one box to indicate your choice of payment):**

- One Instalment** by the due date in February each year for which a discount of 5% (Tuition Fee only) will apply; or
- Two Instalments** (50% each) by the due dates, February and June each year for which a total discount of 2.5% (Tuition Fee only) will apply on payment of the second instalment by the due date; or
- Four Instalments** (25% each) by the due dates, at the beginning of each Term; or
- Regular instalments** of sufficient value to ensure that all fees are paid by end of October each school year:
 - Weekly
 - Fortnightly
 - Monthly

Please Indicate Payment Start Date: _____

No Other Payment Option except for Direct Debit, Credit Card or BPay.

I/We are severally / jointly responsible for College fees, levies and charges of the student (s) listed below.

I/We have read the Direct Debit Service Agreement (DDSA) outlining the payment of College fees by Direct Debit.

I/We understand the conditions and responsibilities as set out in the DDSA.

I/We severally / jointly hereby authorise Marymede Catholic College to continue debiting my/our bank account/credit card on an ongoing basis for the express purpose of payment of College fees and levies, until the last student in the family exits the College and there is no outstanding balance on the account or a new Direct Debit authority is supplied.

Student(s) Name: _____

Parent(s)/Guardian Name: _____ / _____

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____

OFFICE USE ONLY:	Debtor Name:	Debtor ID:
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DIRECT DEBIT AUTHORITY

Direct Debit from Bank Account:

Account Name:				
BSB:	____ / ____	Account Number:	_____	
Signature:			Date:	

OR

Debit from Credit Card (MasterCard or Visa only):

Card Number:	_____	CCV:	
Expiry Date:	__ / __	Cardholder Name: (Please Print)	
Signature:			

OR

Bpay:

Bpay option is available and the details appear on statements issued to families. Bpay payments are to be consistent with instalments selected.

**** Should my/our account be in arrears or payments fail to be made, then I/We authorise the College to debit my/our account until all monies due to Marymede Catholic College have been paid.***

DIRECT DEBIT SERVICE AGREEMENT

Debiting your nominated account:

- By signing a Direct Debit Request, you have authorised Marymede Catholic College to arrange for funds to be debited from your nominated account.
- Marymede Catholic College will only arrange for funds to be debited from your account as authorised in the Direct Debit request.
- You must advise us immediately of any changes to your bank account from where the funds are being debited. New bank account details must be provided in writing.
- It is your responsibility to ensure that there are sufficient funds to meet your payment commitment. If there are insufficient funds you may be charged a fee and/or interest.
- You must arrange for the dishonoured payment to be paid to the College by another payment method or arrange for sufficient funds to be available to in your nominated account by an agreed time so that the payment can be processed.
- You must check your statement to verify that the amounts debited from the account are correct.
- Marymede Catholic College will confirm in writing stating the calculated amount to be deducted as per your nominated agreement to complete by the nominated date.

Changes to Agreement:

- Marymede Catholic College may vary this agreement or a Direct Debit request at any time by giving you at least 7 days written notice.
- If you wish to stop or defer a debit payment you must advise Marymede Catholic College in writing 7 days before the next debit day.
- Cancellation of Direct Debit authority must be in writing at least 14 days before the next debit date.

Dispute:

- Any queries you may have about an error in debiting your account should be directed to Marymede Catholic College at the first instance, so that we can attempt to resolve the matter at the earliest opportunity.

Marymede Catholic College will keep any information on your Direct Debit confidential. Reasonable effort will be made to keep information secure. Marymede Catholic College will only disclose information to the extent of the law or for the purpose of this agreement.