School Fees for 2016 will be issued at the beginning of each Term and will be emailed to all families unless otherwise instructed. Please ensure your email details are current.

All fees are due each term and the expectation is that they will be paid in full each term.

**Payment Options for 2016 Fees**

**QUARTERLY INSTALMENTS ARE THE SCHOOL’S PREFERRED OPTION/FREQUENCY OF PAYMENT**

1. **BPAY (Preferred Option)**

   BPAY is preferred as fees are not always exactly the same each term. Whilst you can schedule a regular payment you can also make extra payments to cover those extra fees eg: Camps, some levies etc. Payments can be made on any date & frequency. The Biller Code and your customer reference number appears at the top right of your quarterly fee statement.

2. **Credit Card Authority**

   (Forms available from the school office)

   Quarterly (preferred) or Monthly payments that are deducted on the 20th of each month for 10 Months. **Start in February**, last payment November. Monthly fees are yearly fees divided by 10. Please consult with office staff if a different date is required.

3. **Debit Card Authority**

   (Forms available from the school office)

   Quarterly (preferred) or Monthly payments are deducted on the 20th of each month for 10 months - **Start in February**, last payment November. Monthly fees are yearly fees divided by 10. Please consult with office staff if a different date is required.

**FOR OPTIONS 2 OR 3 – FORMS FOR THESE OPTIONS ARE AVAILABLE FROM THE OFFICE.**

- Please either phone or email pfefinance@bne.catholic.edu.au outlining what fees you would like covered in your automatic payment so that we can complete the payment details before sending home.
- Families previously paying by Direct Debit or Credit Card in 2016 will need to fill out a NEW authority for 2016.
- Ensure clear funds are available on due dates.
- Direct Debit or Credit Card authorisation forms need to be COMPLETED AND RETURNED to the office ASAP.
- These forms need to be received more than 5 days before the first payment is due.

4. **Eftpos**

   Credit Card – In person at the school office or by completing tear off at end of statement.
   Debit Card – In Person at the school office.

5. **Cheque**

   Cheque payments may be left in the office, along with tear off from end of statement or details of child’s name and class.

6. **Cash**

   Cash payments need to be enclosed in an envelope (marked School Fees with students name and class), **please enclose tear off from end of statement.**
   **Cash payments need to be handed directly to office staff by an adult.**
   A manual receipt will be issued at this time.
   **No responsibility will be taken for cash sent to school with a student.**

Receipts (manual) will only be issued for cash payments when handed to office staff. All payments will be recorded on quarterly statement.

**IT IS THE RESPONSIBILITY OF EACH PARENT TO CHECK ALL FEES AND LEVIES AND ENSURE ALL PAYMENTS ARE MADE BY THE DUE DATE EACH TERM. PLEASE READ NOTES THAT APPEAR ON YOUR FEE STATEMENT EACH TERM**

Please notify the office if you don’t receive your fee statement at the beginning of each Term. Please contact the school office if you require any assistance or have any other queries.

John Leyden  
(Principal)  
Helen Vanderham  
(Financial Secretary)