FEE PAYMENT INFORMATION – DUE DATES AND INSTALMENT OPTIONS

2014 fees will be billed in December 2013. All fee accounts are due and payable by 28th March 2014. A 6.5% discount off the tuition fees will apply to all accounts paid in full by 28th February 2014. A 5% discount off tuition fees will apply for accounts paid in full by 28th March 2014. If the account cannot be settled in full by February, then fee payers are required to sign up to a Fee Payment Plan. A range of payment options is available to those who require more time to pay. All accounts must be cleared by 30th January 2015.

Please find enclosed four forms (note: copies also available on the website) as follows:

1. Credit Application Form Clauses – Consumer Credit – all fee payers are required to complete and return this form to the Business Office by 17th January 2014. Without the return of this form, you will be required to pay the fee account in full by 28th March - that is, no credit will be extended to your account, so no option to pay the fees in instalments will be granted. Whilst we appreciate that some families always meet their fee obligations in a timely manner, the offer of paying fees off over 12 months is a form of credit for which the College does not charge interest to its families. This places a large burden on the College to maintain sufficient liquidity to meet its financial obligations such as salaries, suppliers and loan liabilities. The administration cost of providing the various payment plan options, as well as the cost of debt recovery where families do not meet their commitments, creates an additional impost on the College and subsequently on those who do pay. Therefore, if you wish the College to continue to be able to provide credit in the form of fee payment over 12 months, you are asked to co-operate by completing and returning the attached Credit Application Form. Please note, the information contained within the form will be kept under strict confidentiality and security and will only be used in cases where families continue to disregard their financial obligations.

2. Fee Payment Plan Consent Form – all fee payers are required to complete and return this signed form to the Business Office by 17th January 2014.

This will advise the Business Manager which payment frequency option and payment method (cash, cheque, BPay, EFTPOS, or Direct Debit) you are committing to repay your fee account for the duration of your child/ren’s enrolment at the College. Therefore, at any time after submitting this Fee Payment Plan Consent Form in 2014, you will only need to lodge a new form when you wish to change the Payment Plan Method you have previously nominated.

Fee payers who indicate on the Payment Plan Consent Form that they elect the payment method as “Direct Debit” will also need to complete and return one of these forms, by 17th January 2014:

3. Direct Debit Request Form - if you choose to pay the weekly, fortnightly or monthly direct debit from a Bank Account; or

4. Credit Card Payment Authorisation Form - if you choose to pay the monthly direct debit from a Credit Card Account.

Note: There is no interest or processing fees charged for any Direct Debit plans. However, it is the fee payer’s responsibility to contact the Business Office 24 hours’ notice before a scheduled payment date to notify of changed bank account details or to stop a payment being processed. If the payment is voided by the bank, the College has the right to pass on any resulting bank charges to the fee payer.

We offer payment plans with instalments calculated over 12 months. All repayments will be made on Thursdays and will continue during the December and January months, including the Christmas holidays. However, if 2014 will be the fee payer’s last year, then the instalments will be calculated over 10 months so the account will be cleared by end of November 2014.

There will be no need to submit a new Direct Debit or Credit Card Authority each year, unless your bank account details change. We will continue debiting your nominated bank accounts for the duration of your child/ren’s enrolment at the College until the account is finalised in full. We believe these arrangements will
eliminate any confusion regarding individual payment plans as well as reduce the administrative time in processing large quantities of forms each year.

We have also enclosed a *Fee Repayment Calculation Schedule* – this form is included only to provide some general information about the 2014 fee amounts, sibling discounts and other fee information, as well as give an indication of the instalment amount that can be expected depending on the frequency of repayment elected (weekly, fortnightly or monthly).

All optional activities must be paid for in advance; this includes bus passes, private music tuition, VET/VCAL and elective subjects (e.g. Yr 9 Outdoor Ed, Duke of Ed). They will not be included in the fee repayment plans, unless specific arrangement is made with the Business Manager.

If fee payers experience any difficulty in meeting their payment plans, they must contact the Debt Officer, Sonia Grahek, to discuss suitable alternative arrangements. Fee accounts may be sent to an external Debt Collection Agency if a fee payer continues to disregard their financial obligation to the College. If fee payers’ situations change during the year, it is imperative that the College is advised in writing using the “Change in Contact Details” or “Change of Family Status” form, available on the website.

All fee enquiries can be made on 8734 2453 or by email at fees@thomascarr.vic.edu.au
The Business Office is opened Monday to Friday 8.30 am to 4.30pm during school terms. These office hours vary during term holidays or when there is a whole Staff Professional Learning Day or staff meeting – these changes will be advised in The Beacon or on the website, whenever possible.

Your co-operation and assistance in completing and lodging all forms by the due dates will be appreciated, as it greatly assists the office staff to get all forms efficiently and effectively processed onto the administration software system so as to be able to meet scheduled lodgement or payment dates, and to ensure you do not miss out on receiving important correspondence, including fee accounts and statements.

Yours sincerely,

Sharon O’Neill
Business Manager