Annual fees will be billed in January each year. All fee accounts are due and payable by 31st of March in the current year. A 6.5% discount off tuition fees will apply to all accounts paid in full by the due date (31st March).

If the account cannot be settled in full by the due date, 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 in full by 31st January in the following year.

1. **Fee Payment Plan Consent Form – FORM F.**
   All fee payers are required to complete and return this signed form to the Business Office by the due date. 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.
   We will continue debiting your nominated bank accounts each year 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.

   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 the due date:

2. **Direct Debit Request Form – FORM D.**
   If you choose to pay weekly, fortnightly or monthly direct debit from a Bank Account; or

3. **Credit Card Payment Authorisation Form – FORM C.**
   If you choose to pay the monthly 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.

Fee payers will also be requested to complete a “Credit application form”. This form is currently being reviewed and will be made available to all new families in due course.

We offer payment plans with instalments calculated over 12 months. All repayments will be processed on Thursdays and will continue during the December and January months, including the Christmas holidays. However, if the current year 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 in the final year.

We have also enclosed a Fee Repayment Calculation Schedule. This form is included only to provide some general information about the 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 private music tuition, VET/VCAL and elective subjects (e.g. Duke of Ed). They will not be included in the fee repayment plans, unless specific arrangement is made with the Debt Management Officer or Business Manager.
If fee payers experience any difficulty in meeting their payment plans, they must contact the Debt Officer, Sonia Grahek on 8734 2427, to discuss suitable alternative arrangements. The College is always willing to assist families in time of need therefore it is imperative that we are kept informed if financial circumstances change.

It is also the fee payer responsibility to ensure that the College is advised in writing of a change in personal circumstances using the “Change in Contact Details” or “Change of Family Status” form, available on the website.

Debtors who continually default on payment and fail to respond to communication from the College may have their account forwarded onto an external Debt Collection agency. The College reserves the right to pass on any fees and charges incurred in the collection process.

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 8.30am 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