



## FEEPAYMENTOPTIONS

- Payment arrangements will carry-forward from the prior year unless this form is returned with your revised selection.
  - If you are new to the College the default arrangement will be selected unless you return this form and select from the alternative payment arrangements available. (The default arrangement is 3x equal instalments; Self-Managed)
- Please note, all information collected here is held in the strictest confidence.*

Please complete and return the form to the College by 15 January 2018

### ACCOUNT DETAILS

De La Salle Account Code (located top right on tax invoice/statement)

Parent/guardian name:

Student name(s):

\_\_\_\_\_

Email for statements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SCHOOL FEES ARE DUE AND PAYABLE AS FOLLOWS

Payments are due in three equal Instalments: *(Unless an option below is selected your Fees are due as follows)*

- Instalment 1 is due – 28 FEBRUARY 2018
- Instalment 2 is due – 31 MAY 2018
- Instalment 3 is due – 31 AUGUST 2018

OR YOU MAY ELECT TO PAY USING ONE OF THE BELOW PAYMENT OPTIONS:

- OPTION 1** Payment in Full (Annual Fees) – Discount applies if paid before specified dates below:
- \$350 discount per child if paid by 12 December 2017
  - \$250 discount per child if paid by 28 February 2018
- OPTION 2** Monthly Payments (x10) – February to November (15<sup>th</sup> of the month)
- OPTION 3** Fortnightly Payments (x20) – February to November (Friday 23<sup>rd</sup> Feb to Friday 16<sup>th</sup> Nov)
- OPTION 4** Weekly Payments (x40) – February to November (Friday 23<sup>rd</sup> Feb to Friday 23<sup>rd</sup> Nov)

Please note all payment options will be ongoing for future years, unless the College is advised of a change. The amount may vary to accommodate fee increases and/or additional charges. Please be advised a late fee of \$120 per student may be charged for overdue accounts.

### PAYMENT METHOD

- COLLEGE-ADMINISTERED:** Select this option if you would like the College to process your payments as they fall due.

Please ensure you complete and return the De La Salle College Direct Debit Service Agreement (DDSA) with either your bank account or credit card details. (If you are not paying in three equal Instalments, you must elect one of the above payment options)

- SELF-ADMINISTERED:** Select this option if you would like to be responsible for processing payments as they fall due.

Payments can be made by BPAY, Credit Card, Cash or Cheque and requires the parent/guardian to make the payments as they fall due. (If you are not paying in three equal Instalments, you must elect one of the above payment options)



DE LA SALLE  
COLLEGE

DIRECT DEBIT SERVICE AGREEMENT  
(DDSA)

Required for College-administered payments only

CUSTOMER'S AUTHORITY

I/We \_\_\_\_\_ Account code \_\_\_\_\_  
Name of customer/s giving the DDSA

Authorise and request: DE LA SALLE COLLEGE

to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit my/our account by any other means.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement.

CUSTOMER'S ADDRESS

Residential address: \_\_\_\_\_  
Postcode \_\_\_\_\_

DETAILS OF THE BANK ACCOUNT OR CREDIT CARD TO BE DEBITED

DIRECT DEBIT - BANK

Bank/Financial Institution: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

CREDIT CARD

Bank/Financial Institution: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Type:  Mastercard  Visa

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ CVV Number: \_\_\_\_\_

DECLARATION

I/We also authorise De La Salle College to debit funds from my/our account at the financial institution identified above and as prescribed in the Bulk Electronic Clearing System (BECS). I certify that I am an authorised signatory of the above account and the payment instructions are consistent with the account authority or signing instructions held by my financial institution for that account. I/We understand that I may change my banking details or cancel this agreement by emailing [accounts@delasalle.vic.edu.au](mailto:accounts@delasalle.vic.edu.au) and providing a minimum of 14 days in advance of next payment due.

Signature/s \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# DE LA SALLE COLLEGE DIRECT DEBIT SERVICE AGREEMENT (DDSA)

Please ensure that you have read the following before sending in the DDSA. Please retain this page for your records.

- We may vary this agreement at any time by giving you at least 14 days' notice.
- By signing a DDSA, you request and authorise us to arrange for funds to be debited from your account or to your credit card as provided in this Service Agreement. The amounts drawn will be in accordance with your statement or any greater amount which you, or either of you, instruct us to draw.

We will arrange for funds to be debited from your account or to your credit card:

- a) as requested and authorised in the DDSA; or
- b) according to any notice sent to you specifying the amount payable and the date the payment is due; or
- c) in accordance with this Service Agreement.

The payment will be deducted from your nominated account on the payment due date or monthly, as requested. If the due date for payment falls on a non-working day or a national public holiday, the payment will be processed on the next working day.

- It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, then:
  - a) the payment will be regarded as not having been made;
  - b) an administration fee may be charged to your account.
- You should be aware that:
  - a) Direct Debiting through Bulk Electronic Clearing System is not available on all accounts;
  - b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your ledger financial institution before completing the Direct Debit Request; and
  - c) It is your responsibility to advise us if your nominated account is altered, transferred or closed.
- If you believe there has been an error in debiting your account you should contact us on 9508 2112 as soon as possible so that we can resolve the issue promptly.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.
- For all matters relating to the DDSA arrangement on your account, including requests for deferment of debits, alteration of debit arrangements or stopping or cancelling your DDSA, please call us on 9508 2112.

## COMPLETED FORMS CAN BE RETURNED:

- By email to [accounts@delasalle.vic.edu.au](mailto:accounts@delasalle.vic.edu.au) (please do not email if you are including credit card details); or
- By dropping the form into Reception at the College; or By post addressed to  
Attention: Accounts Department  
De la Salle College, 1318 High Street, Malvern Vic 3144

Enquiries to: 9508 2100