



DE LA SALLE
COLLEGE

2023 FINANCE PACK

LEARN **LIVE** LEAD

Dear Parents/Guardians/Carers,

Welcome to the De La Salle community. I have no doubt that you and your son will find the experience at the College a positive one.

An important part of the enrolment process is to ensure that we have everything set up in our system well before students begin the 2023 school year. This includes completing the appropriate forms to enable the establishment of payment arrangements in accordance with the College's Fee Policy.

Included in this pack are the following:

- College Fee Policy
- Fee Payment Option Form
- Credit Card Debit Request
- Direct Debit Request
- Direct Debit Service Agreement

Parents/guardians/carers are strongly encouraged to read through the College Fee Policy as it provides important information about setting of fees, discounts, financial assistance and the legal responsibility of parents/guardians/carers to pay fees.

Parents/guardians/carers are asked to:

1. Complete the fee payment option form and choose option 1 (full payment of tuition fees up front) **or** option 2 (payment of tuition fees in 10 equal monthly instalments net of any discounts). You must also nominate the person/s paying the fees. Both parents are jointly and severally liable for the payment of their son's fees.
2. Complete either a credit card debit request form or a direct debit request form, whichever is your preferred method of payment. Where more than one parent/guardian/carer are paying the fees, a form must be completed by both.
3. Return the forms to familyaccounts@delasalle.vic.edu.au.

If at any point your circumstances change prior to or post enrolment start date, you are asked to contact the College as it is important that our information is up to date all times. It is incumbent upon parents/guardians/carers to provide such information.

I thank you for your attention to this matter and look forward to working with you over the ensuing years.

Yours sincerely



Joe Gehrig
Business Manager



De La Salle College Fee Policy



De La Salle College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

De La Salle College is committed to providing a quality education for young men in the Catholic tradition. The College has a reliance on parent(s) and guardian(s) to fulfil their financial obligations to enable the College to provide high quality teaching and learning experiences.

De La Salle College's key core values of faith, learning, leadership and service underpin the principles of this policy.

The aim of this policy is to provide guidelines to ensure the setting and collection of fees are equitable and transparent with the expectation that the financial viability of the College is sustainable.

The College seeks a positive and co-operative relationship with parent(s)/guardian(s) and by accepting an offer of a place at the College, the parent(s)/guardian(s) are consciously making a commitment to honour their annual financial obligations to the College.

The College has a responsibility to ensure that all parent(s)/guardian(s) share equitably the education costs of the students at the College.

Where the parent(s)/guardian(s) experience financial hardship, the College will consider alternative payment options to assist families to meet their financial obligations. Agreed commitments must be in place before any reduction will be approved and processed.

Guidelines

This document is published as a general reference guide for the De La Salle College parent(s) and guardian(s) of current students as well as parent(s) and guardian(s) who are considering enrolling their son(s) at the College.

The approved terms and conditions stated in this policy are applicable from the beginning of the 2023 school year for all current enrolments and any future enrolments in any year level.

How much will I pay?

Each year the College is mindful of the impact on families when Annual Tuition Fee increases occur. The College also acknowledges that the uncertainty in funding arrangements to Catholic schools, both at the State and Federal government levels, may place additional pressure on the annual College budget.

The College budget looks to provide the best possible resources for student learning and the fees set will continue to cover all compulsory camps, excursions, classroom materials and participation in the College including the College's Notebook program.

Annual Tuition Fees

The following fees and charges have been approved for 2023. These fees are to remain fixed throughout the year unless significant and unforeseen circumstances arise.

Year Level	Tuition
Primary	\$ 9,800
Year 7	\$13,145
Year 8	\$13,145
Year 9	\$13,145
Year 10	\$13,145
Year 11	\$13,145
Year 12	\$13,245

The College will issue Statements for the Annual Tuition Fees to families at the end of January prior to commencement of the new school year.

What do my Annual Tuition Fees include?

The Annual Tuition Fee charged per student includes the costs associated with the College notebook program, software licences required and compulsory camps and retreats.

Please note that additional extra-curricular items such as voluntary elective trips/immersions or the Private Music Program are not included. Consequently, these events and programs are separate to Annual Tuition Fees and any costs associated with these events and programs will be charged to the parent(s)/guardians(s) separately should your son(s) participate.

To participate in any of the additional events or programs, the family College Fee account must be up to date at the date of application.

Family Capital Levy

A Capital Levy of \$500 per annum will be added to the family fee account at the beginning of each year when tuition fees are issued.

This compulsory levy is to cover ongoing facilities development and associated building programs, as well as general maintenance and site costs across our three campuses.

Other Charges

VET/VCAL/VCE Vocational Major (VCE VM) Charges

VET/VCAL/VCE VM students

The College prides itself on offering differing pathways for all students. This includes providing potential enrolment into VET subjects and/or a VCAL/VCE Vocational Major program for students not wishing to undertake the standard VCE options.

The VET/VCAL/VCE VM options are offered on the understanding that the Annual Tuition Fees charged are payable in full each year.

It is noted if undertaking any VET/VCAL/VCE VM program the student's hours of attendance at the College each week will vary depending on the course/s the student is enrolled in.

VET course fees are dependent on the option/s undertaken by the student. For the courses offered by the College, fees of up to \$3,000 are covered. For any fee in excess of \$3,000 the difference is payable by the family.

It should be noted that should a student withdraw from his VET course post the February cut-off date (i.e. Census) the full cost of the course will be passed onto the parent. TAFE/RTO's do not provide a credit for any withdrawal post the February cut-off date. It is not appropriate that the College bear this cost when the withdrawal was the choice of the student.

The College will issue a Tax Invoice/s when additional fees are payable, and the account/s will be due and payable by the family within 14 days.

The VCAL/VCE VM program offered by the College is by application with Parent Acknowledgment/Permission sign off required before the student's registration is finalised.

The VCAL/VCE VM program offers two forms of on-site learning:

- SWL (School Workplace Learning)– The Annual Tuition Fee will be charged as per the Schedule of Fees. The College will pay the VET course fee on behalf of the student up to a maximum of \$3000. Should the course fee exceed \$3,000, this difference will be invoiced to the family
- SBAT (School Based Apprenticeships and Traineeships) – VET course fee paid by the employer – the Annual Tuition Fees charged are based on the SBAT agreement signed by the parents, employer and the College.

The College's Vocational Learning Coordinator will oversee the student's SWL/SBAT program as well as the student's participation in the balance of the Year 12 studies associated with the VCAL/VCE VM program. For the student to be successful in the VCAL/VCE VM program, he must attend all College timetabled classes throughout the year.

SBAT students will receive a reduction on tuition fees based on the number of days that they are absent from school each week (up to a maximum of two days). An administration and resource charge will apply in such cases.

In Year 11, VCE VM students will be provided with appropriate uniform items. Parents may be required to pay for additional materials used or extra training outside of the scope of their VET course.

Private Music Program

Private music lessons are available as an option to students and as such attract an additional fee. Payment of the semester fee is required on registration for a student to participate. Please refer to the College website for details regarding private music options.

Payment by instalments for the Private Music Program is not available. Payment must be via the credit card nominated on the registration form. Fee payments are scheduled per semester only.

For participation in the Private Music Program to be approved:

- payment of the Annual Tuition Fee account must be on an approved College payment plan as per the College Fee Policy;
- the Family Annual Tuition Fee account must be up to date.

The College reserves the right to withdraw any student from the Private Music program if there are any outstanding fees owed to the College.

Charges for New Students

Application Fee

A payment of \$65 (incl GST) is payable when submitting the standard Application for Enrolment form. This fee must be paid for an application to be processed. Please note that an application for enrolment does not constitute an offer of a place. This fee is non-transferable and non-refundable.

Enrolment Fee / Acceptance of Offer Payment

When an offer of a place at De La Salle College is accepted a payment of \$300 (incl GST) is required. This payment reserves the student's place and confirms the enrolment at the College. This fee is non-transferable and non-refundable.

Should a family withdraw their child from the enrolment process prior to the child commencing their education at the College please recognise **the payment made to the College is not refundable** under any circumstances.

Student Enrolments During the School Year – Tuition Fees and Family Capital Levy

Families who enrol a student during the school year will be charged Annual Tuition Fees on a pro-rata basis.

A family Capital Levy of \$500 will also be added to the family fee account.

It should be noted that in such cases the Application Fee and the Enrolment Fee/Acceptance of Offer payment will still need to be paid prior to the student commencing studies at De La Salle College.

Discounts

Early Payment Discount

A discount of 3.5% per student will be granted when the full amount of the Annual Tuition Fee is paid to the Finance Office by close of business on the 28th of February each year. Payment can be made via electronic transfer directly into the College bank account or by credit card over the telephone. It is advised that parents contact the College office on 9508 2103 to discuss the discounts that will be applied for each individual case.

Please note late payments will not be entitled to the discount.

Sibling Discounts

Families with more than one student enrolled at De La Salle College may receive a discount for the second child and any subsequent children at the College.

	01.01.2023
Second child	15%
Third child	20%
Subsequent child/ren	40%

Old Collegians Rebate

The College recognises the importance of our Alumni and as such wishes to acknowledge and enhance this relationship by supporting Old Collegians who elect to send their son(s) to De La Salle.

A rebate will apply on entry to families of Old Collegians (grandfather/father/brother/uncle) as a one off \$500 rebate per child applied on entry for the first year only. A credit will be applied against the tuition fee of the individual student in the first year's fee statement.

To qualify for the Old Collegian's rebate the grandfather/father/brother/uncle must have been a student at De La Salle College for a minimum of four years.

This discount will be rescinded in the case where a student leaves prior to the completion of his fourth year at the College.

The Old Collegians rebate came into effect for students beginning at the College from 2021 onwards and is not retrospective.

CSEF Discounts

Families who hold a current Centrelink pension or Health Care Card and qualify for the Camps, Sports and Excursions Fund (CSEF) will receive an allowance from the State Government. To apply for CSEF funding, complete the form available on the following website: <https://www.vic.gov.au/camps-sports-and-excursions-fund>.

Completed form to be sent to familyaccounts@delasalle.vic.edu.au

How do we pay our Annual Tuition Fees?

Families are asked to nominate their method of payment via the College Fee Payment Option form. The preferred method of payment for Annual Tuition Fees is by College scheduled payment plans using your Credit Card or by Direct Debit. The College asks that cash payments for Annual Tuition Fees are not sent to the College for security and administrative reasons.

The annual statement of account will be issued in January each year identifying the total Annual Tuition Fee payable. The monthly instalment amount required over the February to November period will be 1/10th of this total.

Please note the payment plan choice nominated will be ongoing until the youngest student in the family leaves the College or if you notify the College of an alteration to your payment plan. Your selected payment plan does not need to be renewed annually.

Scheduled Payment Plan Options Currently Offered

- **Credit Card - Regular monthly payments**
February to November - 10 instalments: 15th of the month (or nearest bank trading day)
- **Direct Debit - Regular monthly payments**
February to November - 10 instalments: either the 14th or the 28th of the month (or nearest bank trading day)

Non-scheduled Payment Plan Options currently offered

- **Payment in Full - Single payment on/before the close of business on 28 February each year**
Please refer to the College Fee Schedule on the College website for confirmed dates.
A discount of 3.5% per student is applied.
Please note: late payments will not receive the discount.

Finalising Annual Tuition Fee Accounts by the End of the School Year

The College expects that all family accounts are paid in full by 30 November to ensure that the College is able to meet its financial obligations to both staff and external suppliers. The College is unable to extend credit terms to families.

What notice is required if my son is leaving the College at the end of the year?

If a decision is made that your son will not be returning to the College in the subsequent year, a letter/email addressed to the Deputy Principal - Students must be provided advising of the student's intention to withdraw. This notice must be provided no later than the end of Term 3 in the current year. Where insufficient notice is provided a late notice fee up to the equivalent of one term's tuition will be payable. Individual cases may be considered by the Business Manager.

What notice is required if my son is leaving the College during the year?

Should you withdraw your son's enrolment at the College during the year a letter/email addressed to the Deputy Principal - Students must be provided advising of the intention to withdraw. In all circumstances a term's notice must be provided. Where insufficient notice is provided a late notice fee up to the equivalent of one term's tuition will be payable.

If families have made the decision to withdraw their son(s) as a result of financial hardship it is important that they contact the Business Manager to discuss all options available to enable the student(s) to continue their education at De La Salle College. Consistency of education for our students is important to us.

College Notebook Program

The College operates a whole school notebook program where students are issued a College owned notebook. If a student exits, the College allocated notebook must be returned to the College by the student no later than his last day of attendance. Notebooks that are returned damaged or without the accessories will incur a charge on the final account issued by the College.

Should a notebook not be returned, the College reserves the right to:

- engage the College Debt Collector to recover the device;
- report the notebook as stolen to the Police.

New laptops are issued to students in Year 7 and again in Year 10 for use over the next 3 years.

At the end of Year 9 parents will be offered the opportunity to purchase their son's computer.

In Year 12, an amount representing the final financing payment will be charged to each Y12 student's family account to allow each student to own their individual computer at year end. If this amount remains unpaid in November, then the student will be required to return his laptop to the college prior to the end of the school year.

What assistance is available?

Where families are experiencing financial hardship, the College will consider a fee reduction or may accept an alternate payment plan. These must be discussed with the College's Business Manager. This consideration is only applicable for the year in which it is applied for.

Consideration for fee reduction is made based on the Financial Assistance Application form being completed by families. This form can be requested by telephoning 9508 2103 or emailing familyaccounts@delasalle.vic.edu.au. Submissions should be emailed to the Finance Manager at financemgr@delasalle.vic.edu.au.

Consideration for fee reductions may be available in circumstances that include:

- Absence of a student due to extended illness – longer than a term;
- Withdrawal of a student during the year;
- Variations to fulltime enrolment (less than 75% of a typical student program) – excluding VET/VCAL/VCE VM
- Approved long-term absence.

It is a condition of financial assistance, if approved, that the family enters a confidential payment arrangement.

Approval does not automatically apply every year to the family account. If approval for financial assistance is given, thereafter a new application must be submitted on request each year as a financial status update is required for any extension to be considered.

As part of such an agreement, recipients must be on a College scheduled payment plan allowing the College to administer a direct debit to a bank account or a credit card deduction for the payment of the remaining fees.

In the interests of equity for full fee-paying families, recipients of any fee assistance are ineligible to participate in extra-curricular activities such as but not limited to voluntary elective overseas/ interstate camps and/or trips and the Private Music Program.

The procedures to be followed by parent(s)/guardian(s) who seek consideration for fee reductions due to special circumstances are outlined in the Appendix 1 to this policy.

Obligation to Pay Fees

At the time of acceptance of enrolment, a student's parent(s)/guardian(s) sign the Acceptance of Offer Agreement that incorporates their obligations to pay all Annual Tuition Fees in full and any other fees incurred throughout the year.

The payment of fees is binding upon each signatory to the Acceptance of Offer Agreement. Each signatory to the enrolment of the student, and/or any subsequent re-enrolment form, will be solely or jointly and severally responsible for the timely payment of fees.

The College reserves the right to take legal action to recover outstanding debts inclusive of debt recovery charges from the student's parent(s)/guardian(s). This action may occur whilst the student is still attending the College where there is non-payment of fees. Consistent disregard of reminder notices and contact attempts, failure to discuss the issue with the College, and/or default on alternative arrangements will result in this action being taken.

If there are any outstanding Annual Tuition Fees for any student at any time throughout the year, the College reserves the right to withdraw the student from extra-curricular activities i.e. voluntary elective overseas study programs, interstate immersion programs, college activities, student conferences and private music tuition until the Annual Tuition Fee account is brought up to date.

Please note that once a student has exited the College, all family accounts not paid by the due date will be immediately forwarded to the College Debt Collector. A final notice will be sent by the College and no further correspondence will be entered into by the College if payment is not made by the due date.

Please refer to Appendix 2 for the College Fee Collection Guidelines.

What if our family situation changes?

If family and parental/guardianship arrangements alter, and the liability for the payment of fees changes from one party to another, either during the student's enrolment or after the student has left the College, each party is expected to notify the College so that a new arrangement for fee payments can be made. A Change of Status form will be required to be completed.

A Change of Status form is available from the Finance Officer (Family Accounts) on request. This form is provided to simplify the collection/payment process for all parties; it does not replace the original enrolment agreement in place.

This form must clearly indicate the change in status for the payment of fees and the commencement date of this change. The account will be split as nominated as per the balance at that date once the form is received by the College.

Where any default occurs in the change of status payment arrangement set up or if the College does not receive a mutually accepted agreement from the parties involved to simplify the collection of fees, **the original signatories to the enrolment will remain jointly and severally liable for all fees.**

General Enquiries

For any general enquiries regarding Annual Tuition Fees and or any other charges please contact the Finance Officer (Family Accounts) on 9508 2103 or email familyaccounts@delasalle.vic.edu.au.

Related Policies and Documents

Melbourne Archdiocese of Catholic Schools Policy 2.4, Enrolment for Schools in the Archdiocese of Melbourne
Melbourne Archdiocese of Catholic Schools Policy 2.27, Annual Tuition Fees

Appendices

Appendix 1 – Consideration for Fee Reduction

Appendix 2 – Fee Collection Guidelines

Approval

Responsible officer:	Business Manager
Approval body:	Principal
Approval date:	14 November 2022
Next scheduled review:	November 2023

Consideration for Fee Reduction

Special Circumstances and Application Procedures

In certain circumstances families may apply for a pro-rata reduction in fees. In such circumstances, the reductions that may apply, and the procedures to be followed are outlined below.

Absence of a Student Due to Extended Illness

Where a student is absent from the College for a term or more due to prolonged illness or injury, some form of fee remission may apply.

The level of remission will be determined by several factors including the length of absence, the nature and level of ongoing support provided by De La Salle College for the student's ongoing learning and wellbeing. All requests for fee reduction due to such circumstances must be made in writing to the Business Manager. Cases will be considered on an individual basis.

Withdrawal of a Student During the Year

Consideration of any refund for Annual Tuition Fees will be based upon the student's reason for departure and the date of their exit considering the notice period given by the family.

It is an expectation that parents will give the equivalent of one term's notice, in writing, to the Deputy Principal Students for any student's withdrawal throughout the year. The equivalent of one term's fees may be charged in lieu of notice.

If pastoral reasons underpin the withdrawal of a student from the College, additional pro-rata fee reductions may be considered. For all other reasons (e.g. family relocation) refunds for partial terms are not provided for.

Variations to Full Time Enrolment

For a student whose learning program is less than 75% of a typical student program within the College excluding VET/VCAL programs, they may be considered to be a part time student and as such may be entitled to some remission of Annual Tuition Fees i.e. long term illness where VCE studies are undertaken over two-three years.

The level of remission is determined on an individual basis and takes account of the level of the student's part-time status, the number of days attended, and the level of support required. Requests for fee reductions in such circumstances must be made in writing to the Business Manager.

Long-term Leave of Absence

For a student who will be absent for two terms or more, a place can be held provided a return date is known and the parent(s)/guardian(s) give a minimum of one term's notice in writing to the Deputy Principal - Students.

The Annual Tuition Fee account must be paid in full before De La Salle College can agree to reserve the student's place. Any fee rebate will be limited to a maximum of 50% of the Annual Tuition Fee, and a holding deposit of \$1,500 will be requested from the family. The deposit will be non-refundable and non-transferable but will be credited towards any future fees once the student returns to the College.

De La Salle College will not offer any fee remission to families in the case of extended overseas family travel except where a student is on a College approved student exchange program that extends over a semester in any given year.

Please note the Principal is the arbitrator of the boundaries under which the above circumstances are applied.

Fee Collection Guidelines

As the College is not fully funded by the Commonwealth and State Governments, the College is dependent on family fees to be paid. Parent(s)/Guardian(s) acknowledge their obligation to honour their payment of all fees and levies that are applicable when they sign the Acceptance of Offer Agreement.

As per the College Fee Policy, finance packs with the ratified payment plan options are sent to all families with the expectation they will sign up to a payment plan to avoid the issue of chasing outstanding fees.

The Finance Officer (Family Accounts), in an endeavour to be consistent with the College Fee Policy, will pursue initially from the family the College Fee Payment Option Form to identify how the College Fees are to be paid for each student (who is or has been) enrolled at the College.

Should an account be in arrears, the College Finance Officer (Family Accounts) will contact the fee payer by email and/or telephone to remind the family of their obligation to pay the College Fees in full by the end of each year.

After three reminders and no responses from the family, a letter requesting a meeting with the family and the Business Manager will be organised.

At all times, it is a College expectation that:

- Both the College staff following up outstanding fees and the parents who have outstanding fees treat each other with respect and work in partnership to align all College fee payments to the College Fee Policy;
- That parents will respond promptly and favourably to any requests for fees to be brought up-to-date and that they will ensure they have committed to a ratified payment option plan that aligns to the College Fee Policy;
- Parents/Guardians will respond promptly and favourably in regard to any requests to meet with the Business Manager and/or the Principal to further discuss any financial issues that they may be facing.

Records of all contacts with families will be kept by the College for future reference and will be taken into account should an application for fee consideration be received.

Should a family account be in arrears when future enrolment Acceptance of Offer Agreements are being sent to families, the College reserves the right to review a further sibling enrolment prior to any offer being sent. The Business Manager will bring to the attention of the Principal and the College Finance Committee any family accounts where there has been no satisfactory response to:

- Reminders or contacts requesting payments to be made;
- Meeting requests to discuss payment arrangements.

Where any account remains in arrears and all avenues to have the family recognise and action their fee responsibilities have been exhausted, the next step would be to seek approval to prompt legal action. The College Finance Committee will be kept informed at each stage.

The Principal will be authorised to obtain judgement if absolutely no resolution has been obtained once all avenues to recover outstanding fees are exhausted.

The College approves that parents will be liable for any cost incurred by the College in relation to the recovery of arrears.



FEE PAYMENT OPTION FORM

Please complete and email the forms to familyaccounts@delasalle.vic.edu.au by Friday 9th December 2022.

Fee Payer Name/s

--

Fee Payer Contact Phone Number/s

--

Student Name/s

--

Please nominate your method of payment from Option 1, or 2 by ticking the appropriate boxes

Option 1: Lump Sum Payment

A Discount per student is offered for this option if the Annual Tuition Fees are paid in full by the due date. Please refer to the current Schedule of Fees.

- Credit Card - will be debited from your Credit Card with the appropriate discount processed
- Direct Debit - will be debited from your account with the appropriate discount processed

Option 2: Payment in 10 instalments

- Credit Card (College Scheduled Payment Plan): 10 x equal monthly instalments will be debited from your Credit Card on the 15th of each month (or nearest bank trading day) from February to November – Please complete the Credit Card Debit Request Form.
- Direct Debit (College Scheduled Payment Plan): 10 x equal monthly instalments will be debited from your account on the 14th or 28th of each month (or nearest bank trading day) from February to November – Please complete the Direct Debit Request Form.

If you would like to put in place a split payment plan between Parents/Guardians, please contact the family accounts officer by phone 9508 2103 or email familyaccounts@delasalle.vic.edu.au

DECLARATION - to be signed by the parents/guardians as nominated on the student's initial enrolment form as the fee payer

I/ We accept that the College requires us to nominate a scheduled payment plan and it is our responsibility to ensure there are sufficient funds in our nominated bank account to meet these payments when they fall due.

I/ We understand that if there are not sufficient funds to meet the scheduled payment and bank fees are incurred as a result, I/ we shall be responsible for payment of these charges.

I/ We understand that the signed authority will remain in force until all outstanding fees have been settled and any changes to my payment plan need to be submitted in writing.

I/ We acknowledge and understand that I/ we are jointly and severally responsible for the payment of annual tuition fees in accordance with the College fee Policy.

I/ We confirm that I/ we have read the College Fee Policy and accept these terms and conditions.

	Parent/Guardian 1		Parent/Guardian 2
Signed		Signed	
Name		Name	

Please complete and email the forms to familyaccounts@delasalle.vic.edu.au by Friday 9th December 2022.

Credit Card Debit Request

	Family Name:																				
Request and Authority to debit the account named below to pay De La Salle College																					
Request and Authority to debit	Student/s Surname _____ (If different to Family Surname) Surname _____ Given names _____ ("you") Request and authorise De La Salle College, (DE User ID 322140) to arrange for any amount that De La Salle College may debit or charge you, to be debited through the Bulk Electronic Clearing System, from an account held at the financial institution identified below, subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].																				
Insert the name of financial institution (Bank, Credit Union or other) at which account is held	Financial institution name _____																				
Insert details of account to be debited Visa or Master Card only (non-corporate)	Credit/Debit Card Account Name _____ Card No <table style="display: inline-table; border: 1px solid black; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table> Expiry date ____ / ____ (Month/Year) Signature _____ (Account to be debited must match the Signature) Date / /																				
Payment Details	Debited for nominated intervals from <u>February – November</u> . The amount to be debited will be advised once Annual Tuition Fees are billed each year. This is an ongoing agreement until the last student in the family exits the College and the account is paid in full. Payments will be debited from your Credit Card on the 15th of each month (or nearest bank trading day).																				
Acknowledge	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the De La Salle College as set out in this Request and in your Direct Debit Request Service Agreement. Existing Direct Debit arrangements will remain in place unless otherwise advised.																				
Insert your address and contact details	Address _____ State _____ Postcode _____ Mobile No _____ Email _____																				
<ul style="list-style-type: none"> Return this form together with the Fee Payment Option form. The College activates the debits on the 15th day of each month or the <u>nearest Bank trading day from February to November</u> each year or until the fee debt has been paid in full. Please contact the College on 9508 2103 if you have any queries on the operation of the Direct Debit process used by the College.																					

Please complete and email the forms to familyaccounts@delasalle.vic.edu.au by Friday 9th December 2022.

Direct Debit Request

	Family Name:
Request and Authority to debit the account named below to pay De La Salle College	
Request and Authority to debit	Student/s Surname _____ (If different to Family Surname) Surname _____ Given names _____ ("you") Request and authorise De La Salle College, (DE User ID 322140) to arrange for any amount that De La Salle College may debit or charge you, to be debited through the Bulk Electronic Clearing System, from an account held at the financial institution identified below, subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].
Insert the name of financial institution (Bank, CreditUnion or other) at which account is held	Financial institution name _____
Insert details of account to be debited, sign and date	Name/s of account _____ BSB number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account number _____ Signature _Signature _____ Date _____ Date _____
Payment Details	Debited for nominated intervals from <u>February – November</u> . The amount to be debited will be advised once Annual Tuition Fees are billed each year. This is an ongoing agreement until the last student in the family exits the College and the account is paid in full. Please nominate below the timing of your monthly payment. <input type="checkbox"/> 14 th of the Month <input type="checkbox"/> 28 th of the Month
Acknowledge	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the De La Salle College as set out in this Request and in your Direct Debit Request Service Agreement. Existing Direct Debit arrangements will remain in place unless otherwise advised.
Insert your address and contact details	Address _____ State _____ Postcode _____ Mobile No _____ Email _____
<ul style="list-style-type: none"> Return this form together with the Fee Payment Option form. The College activates the debits on the 14th or 28th day of each month or the <u>nearest Bank trading day from February to November</u> each year or until the fee debt has been paid in full. Please contact the College on 9508 2103 if you have any queries on the operation of the Direct Debit process used by the College.	

Please complete and email the forms to familyaccounts@delasalle.vic.edu.au by Friday 9th December 2022.



DIRECT DEBIT SERVICE AGREEMENT (DDSA)

Appendix 3 – De La Salle Direct Debit Service Agreement

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

Definitions

Account	means the account held at your financial institution from which we are authorised to arrange funds to be debited
Agreement	means the Direct Debit Service Agreement (DDSA) between you and us Banking
day	means a day other than Saturday or a Sunday or a public holiday throughout Australia
Debit day	means the day that payment by you to us is due Debit
payment	means a particular transaction where a debit is made Direct
debit request	means the direct debit request between you and us
Us or we	means De La Salle College, (the Debit User) you have authorised by signing a DDSA
You	means the customer who signed the DDSA

Your financial Institution is the financial institution where you hold the account you have authorised us to arrange to debit.

1. Debiting your account

- 1.1. By signing a direct debit request, you have authorised us to arrange funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between you and us.
- 1.2. We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3. If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited, you should ask your financial institution.

2. Changes by us

- 2.1. We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days' written notice.

3. Changes by you

- 3.1. Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us at De La Salle College, telephone 9508 2103.

- 3.2. If you wish to stop or defer a debit payment you must notify us in writing at least fourteen (14) days before the next debit day. This notice should be given to us in the first instance.
- 3.3. You may also cancel your authority for us to debit your account at any time by giving us fourteen (14) days notice in writing before the next debit day. This notice should be given to us in the first instance.

4. Your obligations

- 4.1. It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- 4.2. If there are insufficient clear funds in your account to meet a debit payment:
 - a) You may be charged a fee and/or interest by your financial institution;
 - b) You may also incur fees or charges imposed or incurred by us; and
 - c) You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3. You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4. If De La Salle College is liable to pay goods and services tax (GST) on a supply made in connection with this agreement, then you agree to pay De La Salle College, on demand, an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

- 5.1. If you believe that there has been an error in debiting your account, you should notify us directly at De La Salle College, phone 9508 2103, and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2. If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3. If we conclude as a result of our investigations that your account should be debited, we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4. Any queries you may have about an error in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. Accounts

You should check:

- a) With your financial institution whether direct debit debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions;
- b) Your account details which you have provided to us are correct by checking them against a recent account statement; and
- c) With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

7. Confidentiality

- 7.1. We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of employees or agents who have access to information about you do not make any unauthorized use, modification, reproduction or disclosure of that information.
- 7.2. We will only disclose information that we have about you:
 - a) To the extent specifically required by law; or
 - b) For the purpose of this agreement (including disclosing information in connection with any query or claim).

8. Notice

- 8.1. If you wish to notify us in writing about anything relating to this agreement, you should email De La Salle College at familyaccounts@delasalle.vic.edu.au.
- 8.2. We will notify you by sending a notice via email to the address you have given using the direct debit request.
- 8.3. Any notice will be deemed to have been received on the third banking day after emailing.
- 8.4. Completed forms can be returned by email to familyaccounts@delasalle.vic.edu.au.