Melbourne Archdiocese Catholic Schools

St Francis CATHOLIC COLLEGE

School Fee Payment Agreement

Please print, complete and return to the College office

PARENT/CARER/GUARDIAN DETAILS

Full name: _____

Address: _____

Full name: _____

Address: _____

ST FRANCIS CATHOLIC COLLEGE STUDENT DETAILS

Name: _____ Yr level 20___: _____

Name: _____ Yr level 20___: _____

Name: _____ Yr level 20___: _____

Name: _____ Yr level 20___: _____

PAYMENT OPTIONS – PLEASE CHOOSE ONE

- ☐ **Option 1** 1 x Annual payment: 25 February 2027 (Discount of 2% if paid in full by 26 March 2027)
- ☐ **Option 2** 4 Quarterly payments: 19 February 2027, 19 May 2027, 19 August 2027 and 19 November 2027
- ☐ **Option 3** 10 Monthly payments: First payment 19 February 2027 and last payment 19 November 2027
- ☐ **Option 4** 20 Fortnightly payments (1): First payment 18 February 2027 and last payment 11 November 2027
- ☐ **Option 5** 20 Fortnightly payments (2): First payment 25 February 2027 and last payment 18 November 2027
- ☐ **Option 6** 40 Weekly payments: First payment 18 February 2027 and last payment 18 November 2027
- ☐ **Option 7** Other payment method ☐ Cash ☐ Eftpos ☐ Direct deposit
- ☐ **Option 8** Centrepay (please complete Centrepay form)

Direct deposit:
Name: Archdiocese of Melbourne Catholic Development Fund
BSB: 083 347
Account Number: 53 779 2351
Reference: Located on fee statement
Email remittance to receivables@sfcc.vic.edu.au

In providing St Francis Catholic College with the below credit card/bank account details:

I/we agree to St Francis Catholic College calculating the appropriate deduction determined by account balance and payment option chosen.

I/we accept that it is our responsibility to ensure there are sufficient funds in the nominated credit card or bank account to meet all payments on the due date.

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

I/we request that this agreement will remain in force until all outstanding fees have been settled.

Please complete credit card OR direct debit details on the next page:

I/We request and authorise St Francis Catholic College, User ID [381082], to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified. Please deduct money from my/our financial institution account: This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Signed: _____ Date: _____

PARENT/CARER/GUARDIAN DETAILS

Full name: _____

Address: _____

Full name: _____

Address: _____

ST FRANCIS CATHOLIC COLLEGE STUDENT DETAILS

Name: _____ Yr level 20___: _____

Name: _____ Yr level 20___: _____

Name: _____ Yr level 20___: _____

Name: _____ Yr level 20___: _____

CREDIT CARD PAYMENT AUTHORISATION

I hereby authorise St Francis Catholic College to debit my credit card as per the selected payment options above.

Name on Card: _____

Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry Date: _____ CCV: _____ Card Type: ☐ Mastercard ☐ Visa

Cardholder signature: _____ Date: _____

DIRECT DEBIT PAYMENT AUTHORISATION

I hereby authorise St Francis Catholic College to debit my/our bank account as per the selected payment options above.

Account Name: _____

BSB Number: ☐☐☐☐☐☐ Account Number: ☐☐☐☐☐☐☐☐☐

Account holders' signatures: _____ Date / / _____ Date / /

(To be signed by both parties for joint accounts. If signing for a company, sign and print full name and capacity for signing eg. Director.)

CENTREPAY

Please download and complete the Centrepay form and email it to receiveables@sfcc.vic.edu.au

CSEF (CAMPS, SPORTS & EXCURSION FUND) ELIGIBILITY

Do you receive a Centrelink benefit? ☐ Yes ☐ No If yes, payment type: _____

Do you have a Centrelink concession card? ☐ Yes ☐ No If yes, type: _____

Please download and complete the CSEF form. Attach a copy of your concession card (both sides) to this form.

Direct Debit Request (DDR) Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between **St Francis Catholic College, ABN 33 995 418 451**, (User ID 381082) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request and should be read in conjunction with your Direct Debit Request form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- 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.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least 14 days written notice to the address you have given us in the Direct Debit Request.
- 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 our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

Your rights

Changes to the arrangement

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least 14 days notice by

- phoning us on **(03) 8099 6000** during business hours;
- emailing us at **receivables@sfcc.vic.edu.au**
- writing to: **St Francis Catholic College, PO 530 Melton Vic 3337**; or
- arranging it through your own financial institution.

Enquiries

You may enquire about anything relating to your Direct Debit arrangement by phoning the College office during business hours on (03) 8099 6000, emailing receivables@sfcc.vic.edu.au or writing to **St Francis Catholic College, PO Box 530 Melton Vic 3337**.

Disputes

You should check your account statement to verify that the amounts debited from your account are correct.

If you believe that there has been an error in debiting your account, you should notify us directly on (03) 8099 6000 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.

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.

If we conclude, as a result of our investigations, that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- the account details you have provided to us are correct by checking them against a recent account statement; and
- there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request Service Agreement. If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and 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.