



## Saint Mary's Catholic College SOUTH BURNETT

### Direct Debit Arrangements

Saint Mary's Catholic College offers a direct debit payment plan arrangement to our families to give more flexibility with their payments. Our Direct Debit Request forms have 'Until Further Notice' in the end date field which allows parents to complete one form for the duration of their student's enrolment, instead of a new form each year.

The following payment frequencies for Direct Debit payment plans are available:

- Option 1: **Weekly** – total charges divided over 46 weekly instalments through the school year
- Option 2: **Fortnightly** – total charges divided over 23 weekly instalments through the school year
- Option 3: **Monthly** – total charges over 10 monthly instalments through the school year
- Option 4: **Annually** – total charges paid as a lump sum on a date specified by the Account Holder
- Option 5: **Continuing instalments** throughout the Calendar year, including the Christmas holiday period, divided into regular 52 weekly, 26 fortnightly or 12 monthly instalments.

Under the Direct Debit Service Agreement, each year Saint Mary's Catholic College will advise account holders in writing of their new instalment amount for the coming year.

The Direct Debit Request Form is available from the [College Website](#) under School Fees and the Parent Portal. The completed form needs to be printed, completed, signed and returned to the school either in person or via email [skinfinance@bne.catholic.edu.au](mailto:skinfinance@bne.catholic.edu.au). Please take the time to review the Direct Debit Service Agreement which can be found on page 2 of the Direct Debit Request Form.

If you have any queries regarding the direct debit process, please call the College Finance Secretary on 07 4160 0900 or email [skinfinance@bne.catholic.edu.au](mailto:skinfinance@bne.catholic.edu.au)

*realise your dignity*