

Payment Plan Agreement Form

PLEASE READ CAREFULLY – This payment plan must be negotiated with Business Manager or nominated Administration Officer. A payment plan must be in place and up to date for 1 (one) clear term prior to being considered eligible.

1. This form is to be completed by person applying for PAYMENT PLAN.
2. Payment Plans will only be accepted for Student Resource Scheme (SRS) and Curriculum related fees. Any application received for non-curriculum fees will be declined.
3. This application applies to the academic year for which it is lodged only
 - a. A plan is only valid if you are making regular payments, as per your agreement
 - b. it is your responsibility to contact the BM or Accounts if you are unable to make payments to alter your application
 - c. If payments are continually missed and no contact has been made to the school your plan will be voided and students will be ineligible for non-curriculum activities (current year only) and you will be notified in writing.
4. This payment plan will only take affect once approved by the Business Manager.

Payment Options

The Payment Plan is to be made by BPoint. Please ensure when making payments that you use the CRN (*Customer reference number*) and Invoice Number (*Original Invoice number*) each time.

Financial Hardship

1. Parents/Carers participating in a payment plan experiencing financial hardship are encouraged to contact the Business Manager to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence. Any concessions to the participation fee will be at the discretion of the Principal.
2. Payment of the payment plan is to be made according to the payment arrangement option as indicated.
3. Non-payment of the scheduled payment plan by the designated payment amount/s will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue, 60 days overdue and 90 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
4. Subject to the above, the Principal may withdraw a student's participation in any scheme due to non-payment of a participation fees that a payment plan may cover. Where participation fees are overdue, the principal may exclude a student from an optional extracurricular school activity

Payment Plan Agreement

| | | |
|------------------------|-----------------|-----------|
| OFFICE USE ONLY | | |
| Approved | Not Approved | Date: / / |
| Copy sent to applicant | Initials: _____ | Date: / / |

Section A

| | | | |
|----------------------------------|------------------------------|------------------------------------|---------------------------|
| PARENT / GUARDIAN SURNAME | | PARENT/ GUARDIAN GIVEN NAME | |
| | | | |
| ADDRESS | | CONTACT PHONE NO | |
| | | | |
| STUDENT/S SURNAME: | STUDENT/S GIVEN NAME: | YEAR | AMOUNT OUTSTANDING |
| | | | |
| | | | |
| | | | |

Section B

| | |
|--|--|
| NOMINATED PAYMENT FREQUENCY (Please tick) | |
| Weekly, over ____ wks | Fortnightly, over ____ fnts |
| Monthly, over ____ mths | |
| PAYMENT PLAN (Please tick) | |
| School Fees (\$1738.80) | School Camp (Price determined at time of camp) |
| Other: _____ | |
| METHOD OF PAYMENT | |
| BPoint | |
| TOTAL TO BE PAID: | \$ |
| INSTALLMENT AMOUNT PER PAYMENT: | \$ |
| DATE OF FIRST PAYMENT: | |

PLEASE NOTE:

- All payment plans are automatically approved.
- All payment plans are to be finalised by the end of September. If additional time is required, please advise the finance department at Capricornia School of Distance Education.
- Once your plan is in place, an invoice will still be generated; however, you can make regular payments using the BPOINT link located at the bottom left-hand side of the invoice. Simply follow the payment schedule you outlined on your Payment Plan Form
- Please note: the due date shown on the invoice is system-generated and can be disregarded if you are following an approved plan.
- By signing this agreement, I confirm that I have read and understood the terms & conditions noted on page 1.

Parents Signature: _____ Date: / /

Principal/Business Manager Approval: _____ Date: / /