



St Edward's Primary School

104 Chatswood Road, Daisy Hill Qld 4127

P 07 3208 0922 Email: pdaisyhill@bne.catholic.edu.au

Website: www.stedwards.qld.edu.au

Book Levy 2020

- **Prep** Stationery Levy and Uniform Shop items will be billed in the February Term 1 2020 School Fee Statement
- **Year 1** stationery Levy will be billed in February Term 1 2020 School Fee Statement

Enrolment Fee

A fee of \$150 per child is payable to the School upon confirmation of Enrolment.

It is important to note that the enrolment confirmation fee will be forfeited if the student's enrolment is cancelled before commencement at the school.

General Information

- School Fees are issued at the beginning of each Term and are **payable by the due date listed on the fee statement which is 4 weeks after issue**
- **Concession Application:** Concession applications are accepted at the commencement of the year or when hardship occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of each new school year. Application forms had been obtained from the Financial Secretary, also appointments can be made with the Principal to discuss this matter.

Payment Options – School Fees

Payment of fees can be made the following methods:

- Cash
- Cheque
- BPay
- EFTPOS
- Internet Banking
- Direct Debit
- Credit Card Authority – Mastercard/Visa

The option for a recurrent payment by Direct Debit or Credit Card is the School preferred method of Payment. Forms need to be completed and returned to the School by the end of the school year 2019 or early 2020. Direct Debit and Credit Card deduction forms are available on the School Portal and Parents can auto fill the forms electronically

Benefits of Paying directly

- Transmission occurs automatically
- Transmission is secure – no cash changes hands
- This is a free service
- The ADF guarantees complete confidentiality on behalf of St Edward's Primary School.

PAYMENT DIFFICULTIES

If you are experiencing difficulties in paying your account, please contact the Principal or Financial Secretary as soon as possible. All requests are treated with complete confidentiality by all parties, any assistance such as extending the time to pay or offering a payment instalment is an option.



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NEW 2020 Direct Debit Arrangements

St Edwards Primary School offers a direct debit payment plan arrangement to our families to give more flexibility with their payments. Recent changes have been introduced to make the Direct Debit process even more streamlined for our parents.

Our Direct Debit Request forms now have 'until further notice' in the end date field which allows parents to complete one form for the duration of their students enrolment, instead of a new form each year as was previously required.

St Edwards Primary School offers the following payment frequencies for DD payment plans:

- Option 1:** Weekly – total payment amount divided over 40 weekly instalments from February to November
- Option 2:** Fortnightly – total payment amount divided over 20 fortnightly instalments from February to November
- Option 3:** Monthly – total payment amount divided over 10 monthly instalments from February to November
- Option 4:** Quarterly – total payment amount divided over 4 quarterly instalments from February to November
- Option 5:** Annually – total payment amount paid as a lump sum on date within the February to November period specified by the Account Holder

Under the new Direct Debit Service Agreement, each year St Edwards Primary School will advise parents/caregivers in writing of their new instalment amount for the coming year ie families who are on a current direct debit plan with 'no end date' will be contacted by email from PDAIFinance@bne.catholic.edu.au advising what the new year's instalment amount would be. Please reply to this email to confirm or alter details.

For new families, Direct Debit forms are available on the Parent Portal. These completed form needs to be printed, signed then returned to the school either in person or via email PDAIFinance@bne.catholic.edu.au Please take the time to review the updated Direct Debit Service Agreement which can be found on page 2 of the Direct Debit Request form.

If you have any queries regarding the new direct debit process, please call Kerry Campbell on 3208 0922 or email PDAIFinance@bne.catholic.edu.au

A Ready Reckoner online calculator will be available on the Parent Portal for new families from 1 January 2020 to help calculate 2020 school fees.