



St Patrick's Parish School

Fee Payment Method

Cash or cheque

This can be made at the office or send in cash or cheque with the Remittance Advice on your fee statement

EFTPOS

In person at the office

Credit Card

Payments can be made in person, over the phone, fax, email or by using the Remittance Slip on your fee statement

BPoint

This facility allows you to have regular payments taken automatically from your Mastercard, Visa or Bankcard. Please contact the Finance Officer to arrange this payment

BPay

A lump sum payment can be made using the BPay facility. The BPay Biller Code and Reference number can be found on the bottom left hand side of your fee statement. You can also use BPay to pay your fees in instalments. Calculations of instalments can be made by the Finance Officer

Direct Debit

Forms are available from the School Office. It is the responsibility of families with Direct Debit arrangements to ensure their payments cover their obligations for school fees prior to the end of the school year. Direct debits can be made weekly, fortnightly or monthly as directed

Centrepay

For families in receipt of a Centrelink payment, fees can be deducted directly from this benefit. Please contact the Finance Officer for more information

PAYMENT OF FEES

Fee statements are forwarded within the first two weeks of each term. Fees are due 30 days after the date of issue. The school relies on prompt payment of fees to meet financial commitments.

Please contact the Finance Officer at the school for any fee queries or if you anticipate a delay in meeting your fee obligations within the required period. This will avoid follow up action being taken.

If you are currently experiencing financial difficulties, please make contact with the Principal. Remember, if we don't know your circumstances, we aren't in a position to provide assistance. Applications for fee concessions commence in Term 2 and carry through until Term 1 of the following year. These concessions are managed confidentially and sensitively.

Where there is a failure to communicate with the Finance Officer or Principal over a difficulty to meet your commitment to pay, the matter will be forwarded to an outside collection agency for follow up.

STUDENTS LEAVING THE SCHOOL

A family is entitled to a refund of prepaid fees if they withdraw a child in the first half of a term and have given at least two weeks' written notice.