



# 2019 PAYMENT PLAN REQUEST

(Based on Fees Schedule approved by the College Board on 27 November 2018)

Direct Debit payment plans with fortnightly monthly or quarterly payments from Savings/Cheque or Credit Card accounts are available for Tuition, IT and Elective Subject Levies and Building Fund. Please read the following information carefully in conjunction with the 2019 Fees Schedule and College Fees & Enrolment Policies.

## Years 7 only

The \$1,000 Commitment Fee paid in 2018 will be the opening credit balance on your fees account in Term 1 of 2019. In an annual payment plan this credit is included in the plan which is then generated with 4, 10 or 20 equal payments.

## Excursions, Music Lessons and Co-Curricular Ensemble and Sport Activities.

These items are advised and notified by the relevant departments via Tours/Excursions on Parent Lounge and must be paid by the due date.

## Family Discounts

Family discounts are available for students attending concurrently. A 20% discount applies for a second child, 30% for a third child and a 100% discount applies for a fourth child. Discounts will be applied annually to the payment plans.

## Payment Plans 7 – 12 - Continuing Arrangements

- We offer new and continuing families an annual payment plan arrangement up until the completion of Year 12.
- Payment plan changes will be confirmed to you automatically each year prior to your nominated start date.
- Payments must commence in February and conclude in November of each year that your daughter is enrolled at the College.
- We recognize changes to subjects drawing elective levies may occur throughout the year and as such minor adjustments plus or minus to final payment/s will be made to reconcile the account to zero each year.
- Any significant additional charges will be notified to parents during the term statement and reconciliation processes. These amounts must be finalised within 7 days of the final payment date.
- Changes to fees will be notified in December each year for the following year on the Mt St Michael's website at <http://www.msm.qld.edu.au/enrol/fees/>

## Privacy, Consent and Signatures

The collection use and storage of personal information is in accordance with the Mt St Michael's Privacy Policy which may be obtained on request.

We agree that there has been consent between us, expressly or implied, to receive information electronically.

The DDR (Direct Debit Request) requires a signature which may be digital. Due to the wide range of systems and software in use however, we cannot guarantee this feature. If you cannot insert a digital signature, please print and sign. A scan copy of the DDR is acceptable.

For new and entering families a signature will be required. For continuing families, a current signature is already on file.

## Fortnightly Options

20 payments per year commencing prior to or on 15 February (please refer to 2019 date ready reckoner below)

Year	Item	Per Annum	Per Term	IT Levy	Fortnightly DD***
7	Tuition Fees	\$8,200.00	\$2,050.00	**	\$410.00
8 - 9	Tuition Fees	\$8,200.00	\$2,050.00	\$1,000.00	\$460.00
10 – 12	Tuition Fees	\$8,768.00	\$2,192.00	\$1,000.00	\$438.40
Per Family	Voluntary Building Fund	\$800.00	\$200.00		Add \$40.00

**\*\* In a payment plan arrangement, the commitment fee paid is offset against the IT Levy for Year 7 plans.**

**\*\*\* These Fortnightly DD figures are indicative only and do not include P&F levies, Year 7 Event/Resource Charges, Elective Subject Levies or the State Government Textbook allowance which will be included in all payment plans \*\*\***



## Monthly Options

10 payments per year commencing prior to or on 15 February (please refer to 2019 date ready reckoner below)

Year	Item	Per Annum	Per Term	IT Levy	Monthly DD***
7	Tuition Fees	\$8,200.00	\$2,050.00	**	\$820.00
8 – 9	Tuition Fees	\$8,200.00	\$2,050.00	\$1,000.00	\$920.00
11 – 12	Tuition Fees	\$8,768.00	\$2,192.00	\$1,000.00	\$876.80
Per Family	Voluntary Building Fund	\$800.00	\$200.00		Add \$80.00

**\*\* In a payment plan arrangement, the commitment fee paid offsets the IT Levy for the year**

**\*\*\* These Monthly DD figures are indicative only and do not include P&F levies, Year 7 Event/Resource Charges, Elective Subject Levies or the State Government Textbook allowance which will be included in all payment plans \*\*\***

## 2019 Date Ready Reckoner

These ready reckoners are designed to be simple and easy to read tables identifying the start and end dates for fortnightly and monthly payment plans. All recurring payment plans must be received at the College by 9<sup>th</sup> February 2019, commence in February and fit within the fortnightly or monthly intervals as listed within these tables. Quarterly is on the due date.

2019	January Start	Finish Date FN	Finish Date MTH	February Start	Finish Date FN	Finish Date MTH
<b>Monday</b>	07/01/2019	30/09/2019	07/10/2019	04/02/2019	28/10/2019	04/11/2019
<b>Tuesday</b>	08/01/2019	01/10/2019	08/10/2019	05/02/2019	29/10/2019	05/11/2019
<b>Wednesday</b>	09/01/2019	02/10/2019	09/10/2019	06/02/2019	30/10/2019	06/11/2019
<b>Thursday</b>	10/01/2019	03/10/2019	10/10/2019	07/02/2019	31/10/2019	07/11/2019
<b>Friday</b>	11/01/2019	04/10/2019	11/10/2019	08/02/2019	01/11/2019	08/11/2019
<b>Monday</b>	14/01/2018	07/10/2019	14/10/2019	11/02/2019	04/11/2019	11/11/2019
<b>Tuesday</b>	15/01/2018	08/10/2019	15/10/2019	12/02/2019	05/11/2019	12/11/2019
<b>Wednesday</b>	16/01/2018	09/10/2019	16/10/2019	13/02/2019	06/11/2019	13/11/2019
<b>Thursday</b>	17/01/2018	10/10/2019	17/10/2019	14/02/2019	07/11/2019	14/11/2019
<b>Friday</b>	18/01/2018	11/10/2019	18/10/2019	15/02/2019	08/11/2019	15/11/2019
<b>Monday</b>	21/01/2019	14/10/2019	21/10/2019	18/02/2019	11/11/2019	18/11/2019
<b>Tuesday</b>	22/01/2019	15/10/2019	22/10/2019	19/02/2019	12/11/2019	19/11/2019
<b>Wednesday</b>	23/01/2019	16/10/2019	23/10/2019	20/02/2019	13/11/2019	20/11/2019
<b>Thursday</b>	24/01/2019	17/10/2019	24/10/2019	21/02/2019	14/11/2019	21/11/2019
<b>Friday</b>	25/01/2019	18/10/2019	25/10/2019	22/02/2019	15/11/2019	22/11/2019
<b>Monday</b>	28/01/2018	21/10/2019	28/10/2019	25/02/2019	18/11/2019	25/11/2019
<b>Tuesday</b>	29/01/2018	22/10/2019	29/10/2019	26/02/2019	19/11/2019	26/11/2019
<b>Wednesday</b>	30/01/2018	23/10/2019	30/10/2019	27/02/2019	20/11/2019	27/11/2019
<b>Thursday</b>	31/01/2018	24/10/2019	31/10/2019	28/02/2019	21/11/2019	28/11/2019
<b>Friday</b>	01/02/2019	25/10/2019	01/11/2019			
Public Holiday						



## 2019 PAYMENT PLAN REQUEST FORM

<input type="checkbox"/>	NEW REQUEST	<input type="checkbox"/>	ALTERATION	<input type="checkbox"/>	CANCELLATION	Date (dd/mm/yy)	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	19
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### YOUR DETAILS

Parent Code: (Office use only)	Family Name:
Address:	
Phone (best daytime contact number):	Contact For this arrangement:

### PAYMENT PLAN INCLUSIONS

(Please list students from oldest to youngest)

Name of Student 1		Year Level 2019	
Name of Student 2		Year Level 2019	
Name of Student 3		Year Level 2019	
Name of Student 4		Year Level 2019	

### INCLUDE BUILDING FUND

Contributions to the Building Fund assist in funding the capital projects of the College and are currently 100% tax deductible

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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### PAYMENT SCHEDULE

(Please tick your preference)

Quarterly (4 Payments on due date)	<input type="checkbox"/>	Fortnightly (20 Payments)	<input type="checkbox"/>	Monthly (10 Payments)	<input type="checkbox"/>
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Payment Plan Start Date from 2019 date ready reckoner	Date (dd/mm/yy)	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	19
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Payment Plan Finish Date from 2019 date ready reckoner	Date (dd/mm/yy)	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	19
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### CONTINUOUS ARRANGEMENT YEARS 7 - 12

I wish to continue with payment plans up until the completion of Year 12

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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By completing this form and signing the direct debit arrangement I agree that continuous payment plans will run February – November each year through to Year 12 and that additional charges will be finalised within 7 days of the final payment date in November each year.

Name:

Signature:

Annual fee schedules for the following year will be available in in December each year on the Mt St Michael's website. Complete and return this form to [mmcdougall@msm.qld.edu.au](mailto:mmcdougall@msm.qld.edu.au) or PO Box 208, 67 Elimatta Drive, Ashgrove Q 4060

### PAYMENT PLANS – HELPFUL TIPS

- Mt St Michaels uses Westpac Banking Corporation as our banking partner.
- Contact the Finance Manager, Maryann McDougall on 38584206 or email [mmcdougall@msm.qld.edu.au](mailto:mmcdougall@msm.qld.edu.au) to:
  - Alter the amount or defer any arrangements;
  - Stop any debit item or Cancel this Direct Debit Request; or Query or dispute any Debit item.
- **Payments are debited between midnight and 5am** on the scheduled date so **funds must be available the day prior** to the due date in the schedule to avoid declined payments. Accounts nominated for payment plans must allow for direct debit and have a suitable daily limit to allow for the regular payment amount.
- On receipt of this information your payment plan will be prepared and sent to you for review and confirmation.
- Payment plan requests are processed in start date order.



# MT ST MICHAEL'S COLLEGE LIMITED (314011)

## Direct Debit Request (DDR)

You may contact us as follows: -

Phone: 0738584206  
Email: mmcdougall@msm.qld.edu.au  
Mail: PO Box 208  
ASHGROVE, QLD, Australia 4060

All communication addressed to us should include your Customer Number (Parent Code) if known.

### PART A - Your Details

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Customer Number:	<input type="text"/>		
Customer Name:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
State:	<input type="text" value="Qld"/>	Postcode:	<input type="text"/>

### PART B - Schedule

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Date of First Payment:	<input type="text" value="15/02/2019"/>		
Frequency:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Quarterly	
	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Annually	
	<input type="checkbox"/> Monthly		
	<input checked="" type="checkbox"/> Stop after	<input type="text"/>	Payments

### PART C - Payment Amounts

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First Amount:	<input type="text"/>
Regular Amount:	<input type="text"/>
Final Amount:	<input type="text"/>



## PART D - Cheque/Savings Account or Credit Card Authorisation

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I/We request and authorise MT ST MICHAEL'S COLLEGE LIMITED (314011) to arrange, through its own financial institution, a debit to your nominated account any amount MT ST MICHAEL'S COLLEGE LIMITED (314011), has deemed payable by you. This debit or charge 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.

Financial Institution:

Branch:

Account Name:

BSB No.

Account Number:

I/We request and authorise Acknowledgement. By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and MT ST MICHAELS COLLEGE LIMITED as set out in this Request and in your Direct Debit Request Service Agreement.

Signature:

Date:

Signature:

Date:

If debiting from a joint bank account, both signatures are required.

OR

I request you MT ST MICHAELS COLLEGE LIMITED to arrange for funds to be debited from my nominated credit card according to the schedule specified above and attached Direct Debit Service Agreement. **NB: Only MasterCard or Visa cards accepted.**

Credit Card Number:

Expiry Date:

Cardholder Name:

Signature:

Date:

### Completed Application

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Return your completed application to: -

Email to: mmcdougall@msm.qld.edu.au

Post to: PO Box 208, ASHGROVE, QLD, 4060



## Customer Direct Debit Request (DDR) Service Agreement

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This is your Direct Debit Service Agreement with MT ST MICHAELS COLLEGE LIMITED (314011) 90 058 186 520. It explains 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.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

### How to Contact Us

### Enquiries

You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled drawing date. You may contact us as follows: -

Phone:	0738584206
Email:	mmcdougall@msm.qld.edu.au
Mail:	PO BOX 208 ASHGROVE, QLD, Australia 4060

All communication addressed to us should include your Customer Number.

### Definitions

**account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited

**agreement** means this Direct Debit Request Service Agreement between *you* and *us*.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day the payment by *you* to *us* is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between *us* and *you*.

**us** or **we** mean MT ST MICHAELS COLLEGE LIMITED (314011) *you* have authorised by requesting a *Direct Debit Request*.

**you** means the customer who has signed or authorised by other means the *Direct Debit Request*.

**your financial institution** means the financial institution nominated by *you* on your DDR at which the *account* is maintained.



## Debiting your *account*

By signing a *Direct Debit Request* or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your *account*. You should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between us and you.

We will only arrange for funds to be debited from your *account* as authorised in the *Direct Debit Request*.

or

We will only arrange for funds to be debited from your *account* if we have sent to the address nominated by you in the *Direct Debit Request*, a billing advice which specifies the amount payable by you to us and when it is due.

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*. If you are unsure about which day your account has or will be debited, you should ask your *financial institution*.

## Amendments by us

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving you at least **fourteen (14) days** written notice.

## Amendments by you

You may change, stop or defer a *debit payment*, or terminate this agreement by providing us with at least 7 days notification by writing to:

PO Box 201  
ASHGROVE, QLD, 4060

or

by telephoning us on 0738584206 during business hours;

or

arranging it through your *financial institution*, which is required to act promptly on your instructions.

## Your obligations

It is your responsibility to ensure that there are sufficient clear funds available in your *account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

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*.

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



## Dispute

If *you* believe that there has been an error in debiting *your account*, you should notify *us* directly on 0738584206 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 directly with *your financial institution*.

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.

## Accounts

You should check:

- with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- *your account* details which *you* have provided to *us* are correct by checking them against a recent account statement; and
- with *your financial institution* *before completing the Direct Debit Request* if *you have any queries about how to complete the Direct Debit Request*.

## Confidentiality

*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).

## Notice

If you wish to notify us in writing about anything relating to this agreement, you should write to

MT ST MICHAELS COLLEGE LIMITED  
PO BOX 208  
ASHGROVE, QLD, 4060

*We* will notify *you* by sending a notice in the ordinary post to the address you have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking* day after posting.