



PAYMENT PLAN REQUEST

Sale College makes every effort to keep the cost and number of items that need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents. The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. As such Sale College can offer families the choice of a payment plan.

The following payment plan options are available to parents.

1. **BPAY**

Parents can set up a BPay payment through their banking provider. BPay detail can be found on the family statements.

2. **Cash Payments**

Cash payments will be accepted at either Campus office

3. **Centre Pay.**

Parents with a current health care card are able to have Centre Pay set up. This is a payment that is directly paid to the school from their fortnightly Centrelink payment.

4. **Credit Card**

A credit card payment can be set up either via Compass or via either Campus office. The following applies to credit card payments

- The parent / guardian **MUST HAVE** a valid credit card that can be debited.
- Card details should be correct so please check card number including expiry date **(remember to update expiry date when new cards are issued)**
- **It is your responsibility to ensure sufficient funds are available for debiting your account when payments are due to be processed.**
- If the payment falls on a non-working day or public holiday, the payment will be processed on the next working day.
- For returned unpaid transactions, the following procedures will apply:
Bank charges will be added to the Family Statement
The instalment plus the bank charges must be paid before the next deduction is due.

PAYMENT PLAN INFORMATION

Sale College require families entering into a payment plan to sign the **Family Payment Plan Request form.**

This form states the following:

The fees to be paid via the Payment Plan

Amount to be paid via the Payment Plan

Frequency of the payments

An undertaking from the parent that they entering to a payment plan with Sale College

Sale College is to be given 14 days' notice, in advance of any changes to the Payment Plan arrangements. Please allow 5 days for the alterations to take effect.

If payments are not made on the agreed date Sale College will contact the family to discuss.

Sale College will assess the circumstances and determine whether the payment plan is still valid.

Any information about your financial circumstances, payment arrangements or account details will be kept strictly confidential and will only be disclosed at the request of the parent or financial institution in connection with a claim made to an alleged incorrect or wrongful debit.



Family Name: _____

Phone No: _____

Email Address: _____

Name of Student /s: _____ Home Group: _____

_____ Home Group: _____

_____ Home Group: _____

Payment Plan Method: BPay Cash Centre Pay Credit Card

Fees on Plan:

Student	Fee	Amount
Total Amount Owing for all students		

Payment Frequency	Amount per payment
Ongoing	
Fortnightly (15 payments)	
Monthly (9 payments)	
Quarterly (4 payments)	
Comments – special instructions.	

I agree to the above payment plan.

Name:

Signature:

Date:



Direct Debit Request Agreement

I / We _____ (Please Print)

authorise SALE COLLEGE to debit my /our credit card in accordance with the Direct Debit Agreement taking into account the frequency of my / our debit and allowing for any amount that is in arrears or other terms as agreed to in writing.

CREDIT CARD AUTHORISATION Visa - Mastercard -

I hereby authorise Sale College to debit my account for the **amount** above.

Card Number:

3 digit Verification Number _____ (CCV)

Expiry Date: /

Name on Card: _____ (Please Print)

Signature: _____
