



1 Macedon Street, Sunbury 3429  
 Telephone: 97440044  
 Email: SchoolFees@scr.vic.edu.au

**Tuition Fees, Levies and Other Charges Payment Plan Form 2019**

> Please complete and return this form (by post attention to Finance Department, in person at the reception or by email at SchoolFees@scr.vic.edu.au) regarding payment of fees, levies and other charges as it replaces all previous arrangements. This payment plan form is valid for one year and forms signed in previous years will not be carried forward  
 > **If you do not submit this form, your payment arrangement will be full payment by 28/2/2019 of account balance in the 2019 College Fee Account using self-administered payment plan**

**Section A: Student and account holder information (Please confirm residential and email address)**

	Student(s) for whom you are responsible for tuition fees, levies and charges				
	College Fee A/C holder	Student 1	Student 2	Student 3	Student 4
Account Code in your College Fee A/C / Student ID					
Surname					
Given name					
Year Level (2019)					
Residential address			Email		

**Section B: Payment Frequency (Please tick 1 grey box ONLY and indicate amount if you choose self-determined amount)**

Frequency	No. of instalment	Start		Instalment amounts (1% surcharge applies to all payment by credit or debit card)		
		Year 2019 (Note 3) unless stated otherwise	End	WITHOUT 2020 re-enrolment fee (Note 1)	WITH 2020 re-enrolment fee (Note 2)	Self-determined amount, please indicate
Weekly (Fri)	50	11 Jan	20 Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly (Fri)	40	8 Feb	8 Nov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fortnightly (Fri)	25	11 Jan	13 Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fortnightly (Fri)	25	18 Jan	20 Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fortnightly (Fri)	20	8 Feb	1 Nov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fortnightly (Fri)	20	15 Feb	8 Nov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly (15th)	10	15 Feb	15 Nov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly (1st)	10	1 Mar	1 Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly (15th)	12	15 Jan	15 Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly (1st)	12	1 Feb	1 Jan 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly	4	15/2,19/4,19/7,11/10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual	1	All balance by 28 Feb 2019		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note 1:** The amount is calculated based on the balance as shown in your 2019 College Fee Account divided by the number of instalment selected  
**Note 2:** Same as Note 1 plus \$500 for each of your children in Y7 to Y11 in 2019 (for families with split payment arrangement, the amount is based on your payment arrangement)  
**Note 3:** If the date of direct debit falls on a non-business day for banks, the direct debit will be processed on the next bank business day

**Section C: Payment method and details (Please tick 1 grey box ONLY and provide details if you choose College-administered payment plan)**

Self-administered Payment Plan (e.g. internet banking, cash, cheque, bank cheque)  
 CBA / Salesian College Sunbury / BSB No. 063-003 / Account No. 00490555 / Please include payment reference "[Account Code] + [Account holder surname]" for internet banking payment & include payment slip from the bottom of the College Fee Account if payment is by post

College-administered Payment Plan with details indicated below (i.e. direct debit)

BSB No. <input type="text"/>	Bank A/C No. <input type="text"/>	OR	Visa / Master (please circle one) Card No, Expiry Date (MM/YY) <input type="text"/> / <input type="text"/>
Name on bank account / card <input type="text"/>	Bank A/C / card holder signature <input type="text"/>		<input type="text"/>

**Section D: Declaration (Please sign before the College can process your payment plan form)**

> I understand that the College may contact me to adjust the instalment amounts in respect of some charges that may only be billed to my fee account after the Annual Fee Account is issued (e.g. optional instrumental music for subsequent terms)  
 > By completing section C above for College-administered Payment Plan, the bank account / card holder hereby authorizes Salesian College Sunbury to direct debit the above-mentioned account for payment of school fees or until it is cancelled by me in email to SchoolFees@scr.vic.edu.au

School fee account holder name  Signature  Date