



Friday 6th December 2019

Dear Parents,

Re: 2020 School Fees and Student Fees

Please find below the fee schedule for 2020 as ratified by the School Board at their November meeting. Also below is an extract from the St. Francis Xavier Primary School, School Fee Collection Process, as ratified by the School Board and the Finance Sub-Committee.

"It is the expectation of the school that, at a minimum, a payment equal to the amount of one term's school fees, is paid by the end of each school term."

I would like to remind all families that both State and Commonwealth Governments require us to collect fees in order to meet the shortfall in funding from these government bodies.

Overall, a small increase has been approved to ensure we can continue to meet the costs of running our school and resourcing it adequately.

Capital Fee:

\$170.00 per family.

Building Fund

\$360.00 per family

Tuition Fees 2020

1 child family	\$1,260.00p.a.
2+ children family	\$2,080.00p.a. (Family Fee, with two or more children)

Student Fees 2020

\$420.00 per child Foundation to Year 6

Information and Technology Levy 2020

\$70.00 per child Foundation to Year 6

Swimming Fee: Fees for the 2019 Years 1, 3 and 5 Swimming Program will be \$90.00.

School Camps. .

Foundation	\$ 45.00
Year One	\$ 50.00
Year Two	\$ 120.00
Year Three	\$ 170.00
Year Four	\$ 245.00
Year Five	\$ 270.00
Year Six	\$ 415.00

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Ballarat East
3350

PO Box 2027
Ballarat Mail Centre
3354

Phone:
(03) 53316311

Facsimile:
(03) 53318337

STUDENT FEES 2020

The following is a breakdown of the areas the Annual Student Fee will be utilised in 2020.

Student Fee Expenditure Foundation – 6

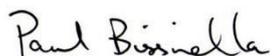
- Student Requisites/Stationery & Materials
- Religious Education Resources
- Numeracy
- Literacy
- Numeracy Resources
- LOTE
- Intervention Programs
- Integrated Curriculum
- Environmental Education/Kitchen Garden
- Student Wellbeing
- Library/Resource Centre Resources
- Art/Craft
- Music
- Physical Education

Please note that the cost of the Camps and Swimming Programs are passed on to parents directly i.e. there are no additional charges for the programs other than the transport and program costs themselves.

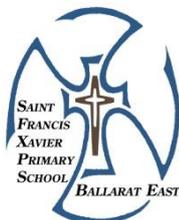
The Capital Fee and Building Fee assists in meeting loan repayments and for capital purchases.

We have attached a Fee Payment Agreement for 2020 for you to nominate your method of payment for 2020. Fee Payment Agreements are to be completed by every family and returned to the school office by Friday 13th December, 2019. Please note, all Direct Debit arrangements need to be renewed on an annual basis.

Yours sincerely,



Paul Bissinella
Principal



ACN 618 753 521

2020 SCHOOL FEE PAYMENT AGREEMENT (Please return this form to the school office by Friday 13th December, 2019)

Family Name:

Address: Post Code

Students at St Francis Xavier School

Student Name	Year

If paying **fortnightly** divide the total by 20 (every 2nd Thursday beginning 20th February, 2020).

If paying **four weekly** divide the total by 10 (every 4 weeks beginning 20th February, 2020).

PAYMENT TYPE	PAYMENT FREQUENCY (Circle Payment Frequency)	AMOUNT
DIRECT DEBIT	<p align="center">FORTNIGHTLY FOUR WEEKLY</p> <p align="center">Please complete the Direct Debit section on the back of this form</p>	\$
INTERNET BANKING	<p align="center">FORTNIGHTLY MONTHLY TERMLY ANNUALLY</p> <ul style="list-style-type: none"> • All annual payments to be made by February 29th, 2020 <p align="center">St Francis Xavier School, BSB 083-532 A/c No 129506010</p> <p align="center">Please use your name and/or account number as the reference</p>	\$
CASH / CHEQUE / EFTPOS	<p align="center">FORTNIGHTLY MONTHLY TERMLY ANNUALLY</p> <ul style="list-style-type: none"> • All annual payments to be made by February 29th, 2020 	\$

I understand the 2020 School Fee structure and agree to fulfill by commitment to the payment of these fees as selected above. I will contact the school office if my details or circumstances change.

I undertake to indemnify the School for any costs associated in the recovery of unpaid fees. In signing this agreement, I take responsibility for the payment of school fees charged by the School. I agree to be held liable for any such fees incurred.

Name: Signature: Date:.....

DIRECT DEBIT – BANK ACCOUNT DIRECT DEBIT DETAILS

Name/s on Bank Account:

I request and authorise St Francis Xavier Primary School Ballarat East Ltd (*Direct User Id 143897*) to arrange, through its own financial institution, to debit my account with the amount listed in the schedule below through the Bulk Electronic Clearing System from the bank account identified below until the end of the school year or other written agreement.

I understand and acknowledge that: I / We may, by prior arrangement and advice, vary the amount or frequency of future debit.

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and *St Francis Xavier Primary School* as set out in this Request and in your Direct Debit Request Service Agreement.

Signature of Account Holder: **Date:**

<p>2020 Direct Debit Bank Account Details</p> <p>Bank BSB Number: _____ - _____</p> <p>Account No: _____</p> <p>Name of Bank:</p> <p>Amount to be Debited: \$.....</p> <p>Debit Frequency: fortnightly/four weekly (please circle)</p>	<p>Current Bank Account Details on File</p> <p>Please use existing Bank Account Details previously provided to the school. (tick box for YES)</p> <p align="center"><input type="checkbox"/></p>
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Privacy Act: I acknowledge that St Francis Xavier Primary School Ballarat East Ltd, agrees to keep all my details private and confidential.

Signed (Parent)

Date:

My email address for fee statements is

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Direct Debit Request – Service Agreement

The following is your Direct Debit Service Agreement with St Francis Xavier Primary School. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

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 that 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** means St Francis Xavier Primary School *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, *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*

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*.

2. 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.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen (14) days' notification by writing to: St Francis Xavier Primary School or by telephoning *us* on (03) 5331 6311 during business hours **or** arranging it through your own financial institution.

4. Your obligations

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*:

- (a) *you* may be charged a fee and/or interest by *your financial institution*;

- (b) *you* may also incur fees or charges imposed or incurred by *us*; and

- (c) *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

5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (03) 5331 6311 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 with your financial institution direct.

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.

6. Accounts

You should check:

- (a) 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.
- (b) *your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. 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*:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

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

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.

Direct Debit Schedule of dates for 2020

	Fortnightly	Four Weekly
1 st Instalment	20th February	20th February
2 rd “	5 th March	19th March
3 rd “	19th March	16 th April
4 th “	2nd April	14 th May
5 th “	16 th April	11 th June
6 th “	30 th April	9 th July
7 th “	14 th May	6 th August
8 th “	28th May	3rd September
9 th “	11 th June	1st October
10 th “	25 th June	29th October
11 th “	9 th July	26 th November (if needed)
12 th “	23rd July	24 th December (if needed)
13 th “	6 th August	21st January (if needed)
14 th “	20th August	
15 th “	3rd September	
16 th “	17th September	
17 th “	1st October	
18 th “	15 th October	
19 th “	29 th October	
20 th “	12 th November	
21 st “	26 th November (if needed)	
22 nd “	10 th December (if needed)	
23 rd “	24 th December (if needed)	
24 th “	7 th January (if needed)	
25 th “	21st January (if needed)	
26 th “	4 th February (if needed)	