



ST VIRGIL'S COLLEGE

A Catholic boys school in the Edmund Rice

**ST VIRGIL'S COLLEGE
FEE PAYMENT ARRANGEMENT**

Address:

195 Main Road, Austins Ferry 7011 (Senior School)
102 Patrick Street, Nth Hobart 7000 (Junior School)

Email Address: accounts@stvirgils.tas.edu.au

School Fee Contact Number: (03) 6249 6555

Family Name

Student Name/s

Debtor ID

A key area in which you can support the College in providing the best possible outcome for your son's education is with your commitment to paying fees in accordance with our payment terms. The prompt payment of fees enables the smooth operation and forward planning of our curriculum, special programmes and facilities maintenance.

All families wanting to set up a payment plan are required to return this form by email, mail or in person to reception. A subsequent Fee Payment Arrangement Form will only need to be completed if you wish to alter your existing fee payment arrangement.

Please tick the box indicating your payment and return to the College

- Automatic **Monthly** instalments on the 15th of each Month
- Automatic **Fortnightly** instalments on a Friday
- Automatic **Weekly** instalments on a Friday
- On-going payments (frequency ticked above) throughout your son(s) enrolment
- Payment in full on March 30 2018 \$100 **discount** to be deducted from annual fee

Amount to be debited: _____

First Payment Date: _____

Final Payment Date: _____

(Final date only required if you do not wish payments to be on-going throughout your son(s) enrolment)

**We will debit your account for the full amount on the due date unless specified.*

**By signing this form you agree to the Terms and Conditions (see overleaf)*

CREDIT CARD DETAILS

Card No: - - -

Expiry Date _____ / _____ CCV _____ VISA / MASTERCARD

Name of Cardholder _____ Cardholder Signature _____

DIRECT DEBIT DETAILS

Please complete the attached Catholic Development Fund Direct Debit request

By signing this form the named debtor authorises **St Virgil's College** to arrange for funds to be debited from their nominated account.

This authorisation is to remain in force in accordance with the terms described in the Service Agreement as follows:

1. The Parent will be advised 14 days in advance of any changes to the Fee Payment arrangements.
2. For all matters relating to the Fee Payment arrangements, the Parent will need to call our Officer on 6249 6555, and allow two (2) weeks for the amendments to take effect.
3. It is your responsibility to ensure sufficient funds are available in the nominated account when payments are to be drawn.
4. If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the previous working day. If the Parent is in any doubt, please contact the Officer on 6249 6555.
5. For returned unpaid transactions, the Fees Officer will contact you to arrange for a replacement payment. The College reserves the right to charge your college fee account for any charges incurred for non-payment of the scheduled amount.
6. These payment arrangements are administrative only and do not affect your ultimate joint and several legal liability for the entire amount of the fees.
7. In the event of default on payment arrangements, the total amount outstanding will become immediately due and the college reserves its right to take steps to recover it in full.

All family records and account details will be managed in accordance with the College's Privacy Policy which is available on the College Website.

SIGNATURE/s _____

Date _____