



**SCHOOL FEES AND PAYMENT PROCEDURES
EFFECTIVE FROM 1 JANUARY 2017**

1. BILLING PROCEDURES AND OPTIONS

(i) Billing

Term fees are billed approximately 2-3 weeks before the commencement of term. Statements are issued detailing all charges applicable for the term and any sundry items such as excursions that are additional to the normal fees and charges. You will receive your Term 1 2017 Statement early in January.

(ii) Payment Options

- The College accepts payment for accounts in **full (DUE BEFORE FIRST DAY OF TERM)** by:
 - (a) BPayment;
 - (b) Cash;
 - (c) Cheque made payable to **OXLEY COLLEGE LIMITED;**
 - (e) Visacard;
 - (f) Mastercard;

- Payment via **fortnightly** direct debit

The College will accept instalments over the year. All new applications should be made with the Business Manager at least two weeks prior to Term 1 by means of a direct debit application. Direct Debit Applications will be included with your Term 1 2017 Statement.

There is a \$50.00 charge per term for the use of the Direct Debit Facility.

If you have elected to pay using the **fortnightly direct debit** facility payments will be deducted on the following **THURSDAYS**:

February 2	April 13	June 22	August 31	November 9
February 16	April 27	July 6	September 14	November 23
March 2	May 11	July 20	September 28	December 7
March 16	May 25	August 3	October 12	
March 30	June 8	August 17	October 26	

2. CALCULATING YOUR INSTALMENTS

As a guide to calculate your instalment you need to add:

4x Tuition Fees per term per student

4x \$200 (Approx. sundries per term per student dependent on excursions, sport etc ,may be more)

\$200 Facility charge (\$50 per term per family)

Divide the Total by 23 to give the Instalment amount per fortnight.

We will calculate your direct debit amount based on this guide and use this as the drawing amount unless you advise us otherwise.

3. OVERDUE ACCOUNTS

A student's enrolment will be discontinued where fees remain unpaid after the first day of each term and a direct debit or instalment plan has not been arranged.

Two missed direct debits will also result in a student's enrolment being discontinued and full term fees will then be payable prior to the recommencement of enrolment.

It is therefore imperative that you contact the Business Manager before the due date if you require an extension to pay the terms fees.

4. FINANCIAL DIFFICULTY AND HARDSHIP

In exceptional circumstances the College may be able to offer short term assistance in the payment of fees. Please contact the Business Manager prior to the due date if you feel in need of this assistance.

5. REMOVAL OF STUDENTS

Parents are reminded that a full terms notice of withdrawal is required in writing to avoid a full term's fee penalty, and forfeiture of any Enrolment Deposit paid.

If you would like more information regarding the above please contact the Business Manager, Mrs Beverley Harris, or her assistant, Lorrae Mueller.



DIRECT DEBIT SERVICE AGREEMENT – TO BE RETAINED BY FAMILY

Debit User's name: Oxley College Limited ("we" or "us")
With ABN/ACN 80 002 341 791
Debit User's address: PO Box 552 Bowral 2576

User ID: 236534

You have entered or are about to enter into an arrangement under which you make payments to us. You want to make those payments by use of the Direct Debit System.

This agreement sets out the terms on which we accept and act under a Direct Debit Request ("your Direct Debit Request") you give us to debit amounts from your account under the Direct Debit System. It is additional to the arrangement under which you make payments to us.

Please ensure you keep a copy of this agreement as it sets out certain rights and obligations you have with us by giving us your Direct Debit Request.

When are we bound by this agreement -

1. We agree to be bound by this agreement when we receive your Direct Debit Request complete with the particulars we need to draw an amount under it.

What we agree and what we can do -

2. We only draw money out of your account in accordance with the terms of your Direct Debit Request
3. On giving you at least 14 days' notice we may:
 - Change our procedures in this arrangement
 - Change the terms of your Direct Debit request; or
 - Cancel your Direct Debit Request
4. You may ask us to:
 - Alter the terms of your Direct Debit Request
 - Defer payment to be made under your Direct Debit Request;
 - Stop a drawing under your Direct Debit Request; or
 - Cancel your Direct Debit Request by:

Informing us of the change you require and the reason for the change. Please contact us by letter. Our contact details are: Accounts, Oxley College PO Box 552 Bowral 2576. Stops and cancellations of your Direct Debit Requests can be directed to us or your own Financial Institution.

5. You may dispute any amount we draw under your Direct Debit Request by:

Notifying us of your dispute by letter and provide us details of the payment you are disputing and reasons for the dispute. We will endeavour to resolve any dispute within 14 days. Disputes may also be directed to your own Financial Institution.

6. We deal with any dispute under clause 6 of this agreement as follows:
We will investigate the dispute and if it is found that the amount has been debited in error we will refund you the disputed amount within 14 days. Where it is found that the disputed amount has been debited correctly and in accordance to the terms of the Direct Debit Agreement, we will notify you of that outcome in writing within 14 days.
7. If the day on which you must make any payment to us is not a business day, we draw on your account under your Direct Debit Request on;

The next business day.

8. If your financial institution rejects any of our attempts to draw an amount in accordance with your Direct Debit Request, we;

Will charge you for any fees incurred to us by our financial Institution as a result of the reject. We will contact you within the next business day to discuss a reattempt to draw the funds from your account in accordance with your Direct Debit Request, or to arrange alternative methods of payment.

9. We will not disclose to any person any information you give us on your Direct Debit Request, which is not generally available, unless:
 - You dispute any amount we draw under your Direct Debit Request, where we will be required to disclose your information to your Financial Institution in order to investigate the dispute;
 - You consent to that disclosure; or
 - We are required to disclose that information by law.

What you should consider –

10. Not all accounts held with a financial institution are available to draw on under the Direct Debit System.
11. Before you complete your Direct Debit Request, it is best to check account details against a recent statement from your financial institution to ensure the details on your Direct Debit Request are completed correctly.
12. Please enquire of your financial institution if you are uncertain when your financial institution processes an amount we draw under your Direct Debit Request.
13. It is your responsibility to ensure there are sufficient clear funds available in your account, by the due date to enable us to obtain payment in accordance with your Direct Debit Request.



THIS FORM MUST BE RETURNED TO THE COLLEGE OFFICE 2 DAYS BEFORE YOU NEED TO BEGIN DEDUCTION

DIRECT DEBIT REQUEST FORM

STUDENT'S NAME

FAMILY NAME

By signing this document, I/We authorise: **Oxley College Limited** with ABN **80 002 341 791** and with Debit User Number 236534, the Debit User, to debit my/our account, detailed in the Schedule below, through the Direct Debit System. I/we must pay you when due under the arrangement between us.

This authority is to remain in force until the Final Payment Date specified or further notice if no Final Payment Date is specified.

The Schedule

Account Title: _____

BSB Number: ____ _

Account Number: ____ _

Maximum Debit Amount: \$____,____ _ . ____ _

Only persons authorised to operate on the account must sign here:

Signed: _____ Date: _____

Signed: _____ Date: _____