

Payment Plans are offered to college families that are either in financial hardship or finding it difficult to keep abreast with College Student Resource Scheme and the Student Laptop Program payments. Payment plans are only offered for the College Student Resource Scheme and the Student Laptop Program. We do not offer payment plans for extra curricula activities as they are not classed as a financial priority or a mandatory requirement, although highly encouraged by the staff of the College. The College offers three (3) types of Payment Plan options.

Option 1:

A plan is drafted with the parent to discuss amount owing, timeline of payments and affordable regular payment amounts that will suitably cover the fee of either the Student Resource Scheme and/or Student Laptop Program. This is documented on the College Finance Payment Plan which requires the parent/s, Business Services Manager and Principal signatures for the agreement to take place.

This information is then directed to the College Finance Department for application and monitoring. Payments can be arranged by parents setting up an internet scheduled direct debit through their financial institution; credit card payment (taken either over the phone, over the counter or by using the BPoint facility) or cash/EFTPOS payment during finance window opening hours (Wednesday & Friday 8am – 10.30am)

As to avoid any awkward conversations, it is a requirement of the parent/s to notify any changes of their financial status that could affect the payment plan, as otherwise the agreement will continue on as the status quo, with any missed payments addressed directly with the parent/s for explanation.

Option 2:**Centrepay**

Centrepay is a free direct bill paying service available to customers who receive an Australian Government Department of Human Services Centrelink payment, family assistance payment or Parental Leave Pay.

The college is able to supply the paperwork required by the Department of Human Services and it's delivery to the department OR the parent/s is able to apply online to register direct bill payments by using the following link

humanservices.gov.au/submitdocumentsonline.

Using this service is only available for the payment of the College's Student Resource Scheme and/or the Student Laptop Program. These payments are offered by the Department of Human Services on a lump sum or fortnightly plan in conjunction with the scheduled government payment calendar. Parent/s are able to opt out of this service, suspend this service or change the deduction amount, however communication of any changes by the parent must be notified to the college finance department immediately to adjust the payment changes on the students file.

Option 3:

Available only for the Student Resource Scheme and /or the Student Laptop Program - Credit Card deductions are administered only once per term. A direct debit request service agreement (DDR) is required to be completed and returned to the College's finance department for processing.