

Payment Plans are offered to College families that are either in financial hardship or would like to set up a recurring deduction to keep abreast of College expenses. We do not offer payment plans for most 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 two types of Payment Plans.

BPOINT electronic Direct Debit Registration (eDDR) are offered for the College Student Resource Scheme, College Laptop Program, subjects and camps.

Centrepay Deductions are offered for the College Student Resource Scheme, College Laptop Program and BYOD program only (this does not cover the College laptop deposit).

1. BPOINT Electronic Direct Debit Registration

BPOINT eDDR is a payment plan solution that enables parents/carers to set up payment plans on invoices to pay them off through the school year.

A payment plan is completed by the parent for each child and for each invoice to be registered which requires the parent/carer and Business Services Manager signatures for the agreement to take place. All payment plans are valid for 12 months only from the date of the first deduction.

This information is then registered by the College finance office and a BPOINT eDDR link will be emailed to the parent/carer. The parent/carer opens the link and reviews all prepopulated information and registers their payment method (credit/debit card or bank account). A confirmation email will be received detailing all details and this must be actioned within 7 days to finalise and activate the agreement. You will receive an email 24 hours prior to deduction. To cancel the payment plan or notify of changes to bank or card details the parent must contact the finance office in writing and allow at least 72 hours for this to be processed.

If a scheduled eDDR transaction declines due to insufficient funds on the nominated card or bank account, it is the parent/carers responsibility to make a manual payment of that instalment. As to avoid any awkward conversations, it is a requirement of the parent/carer 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/carer for explanation or referral to a debt recovery agency.

2. Centrepay Deductions

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 register this on your behalf with the department OR the parent/carer is able to apply online to register direct bill payments by using the following link www.humanservices.gov.au/submitdocumentsonline.

Using this service is only available for the payment of the College's Student Resource Scheme and/or the College Laptop Program (except the College Laptop deposit which is not covered by Centrepay). 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/carers 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.

Failure to make recurring payments may result in exclusion from the Student Resource Scheme, College Laptop Program and extracurricular activities and result in debt recovery action at the parent's expense.

College payment plan is aligned with the Education Department's "Financial Management Practice Manual" & the Financial Accountability Act 2009