

FAMILY FINANCE ARRANGEMENT FORM

Student Name:

Parent Obligations

As a condition of the enrolment of a child at Bunbury Catholic College, parents undertake to pay all Fees and Charges as outlined in the College Schedule of Fees and Charges. The enrolment application is a legally binding agreement which commits parents to the ongoing payment of fees due, in return for the provision of a place in the College. Where any unforeseen changes or other circumstances may affect the ability to comply with payment obligations, parents are asked to contact the College at the earliest opportunity to discuss new payment arrangements.

Unpaid Fees

While the College is supportive of families who find themselves in difficult circumstances, the College actively follows up on all overdue accounts. The College reserves the right to appoint a debt collection agency or to take legal action for the recovery of fees not paid. Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees, solicitor's costs and other out of pocket expenses shall be collected, in addition to the outstanding fees and/or charges. This will be done where reminder notices are persistently ignored or arrangements are not made with the College to pay overdue accounts. This is to ensure fairness to families who do pay fees in accordance with the College's fee policy.

Parents/ Guardians Undertaking

I/We undertake:

- To have read and support all College regulations and policies, as available on the [College website](#), subject to change at anytime.
- To be aware of the College's current Fees and Charges, and Direct Debit Request Service Agreement as available on the College website. Subject to change at anytime.
- To accept responsibility for the payment of fees as per this authorisation.
- To accept the Principal's ruling in relation to my son/daughter/wards breach of the Enrolment Agreement.
- To pay one term's fees in lieu of notice of withdrawal of a student.
- To pay the College fees within thirty days of issue of accounts, except where a special payment arrangement has been negotiated with the College. In the event of outstanding fees having to be collected, I understand that I would be liable for any legal costs and commissions incurred.
- I/We agree to notify the College of any changes to our family situation that may affect our ability to continue paying our College fees as agreed.
- I/we understand and agree that my/our obligation to pay all outstanding fees and charges is not varied despite any changes in the nature of my/our relationship, nor by any court order binding on me/us relating to fee payment, nor by rulings of the Child Support Agency.
- I/we understand and agree that my/our agreement to pay all outstanding fees and charges can only be varied in writing signed by all parties to this Agreement.
- I/we understand and agree to address and resolve any dispute between us about fee payments with each other and not involve the College.
- I/we understand and agree that any arrangement by the College to separately invoice me/us does not amount to a variation of the above.

Please sign by using/creating a digital signature, or by printing the form, signing and scanning.

If you have any questions relating to College fees, or you would like to alter your arrangements, please do not hesitate to contact our Finance Team on (08) 9721 0000 or by email: bcc.accounts@cewa.edu.au

Name:

Signature:

Account information:

Primary Billing Contact:

Email Address:

Phone Number:

BCC Customer Account Number*:

BCC Payment Reference*:

*displayed on fee statement

Change to existing arrangement

I wish to amend my current arrangement (refer New Payment Arrangement section below)

I wish to suspend my current payment plan from Date:

Recommencement date:

I wish to cancel my current payment arrangement effective:

New Payment Arrangement

Please tick preferred fee payment arrangement option below and complete relevant section:

Option 1: Direct Debit

Direct debits will be made from your bank account on the frequency selected below.

Amount in \$: _____ Frequency: Weekly Fortnightly Monthly 3 instalments

First Payment Date: ____ / ____ / ____ Final Payment Date: ____ / ____ / ____

Name Financial Institution: _____

Address Financial Institution: _____

Name of Account to be Debited: _____

BSB Number: _____ Account Number: _____

or Option 2: Credit Card

Direct debits will be made from your credit card on the frequency selected below.

Amount in \$: _____ Frequency: Weekly Fortnightly Monthly 3 instalments

First Payment Date: ____ / ____ / ____ Final Payment Date: ____ / ____ / ____

Card Number: _____ Expiry Date: ____ / ____ / ____ CVC: _____

Cardholder's Name: _____

Signature: _____ Date: ____ / ____ / ____