School Fees 2017 Information Letter

Dear Parent/Carer

I write to advise you of our school fees and levy amounts for 2017. Fees and levies will have a 2.89% increase across all Tasmanian Catholic Schools next year. Please note these new amounts:

**Our school fees and levies for 2017**

Kindergarten – Grade 1 = $1460  
Grade 2 – Grade 6 = $1580

**Capital Levy**
The capital levy for 2017 will be $210 per family. This will be added to your fee invoice in February. This levy is forwarded to the Tasmanian Catholic Education Office to help fund building projects in our Catholic schools.

**Payment of Fees:**
For our school to operate effectively we need our school fees to be paid and it is important that they are paid on time. If school fees are not paid, then we are not able to provide the many services, programs and equipment that we are keen to have, in order to have a well-resourced school for your child.

**Statements:**
Statements will be sent home in the first week of each month. This will include all payments that have been received in that period. In 2017 we are moving towards having statements emailed to your nominated email address. Please see form attached.

**Direct Debit:**
All families at Sacred Heart are now expected to pay their school fees by direct debit from your nominated bank account or directly from Centrelink payments. These payments can be made weekly, fortnightly or monthly. Once you have authorized them, they happen automatically. Direct debit/Centrelink forms have been included with this letter.

*We would appreciate having your direct debit/Centrelink forms returned before the 5th December, 2016*

Please see the table below showing examples of what you would pay by regular instalments from January 2017 to December 2017 – including the Capital Levy. If you need assistance in calculating your instalments please do not hesitate to contact Fiona Donato our Finance Officer who will be very happy to help you out. Below figures based on one child.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Fees</th>
<th>Capital Levy</th>
<th>Weekly (52)</th>
<th>Fortnightly (26)</th>
<th>Monthly (12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinder</td>
<td>$1460</td>
<td>$210 per family</td>
<td>$33</td>
<td>$65</td>
<td>$140</td>
</tr>
<tr>
<td>Grade 2-6</td>
<td>$1580</td>
<td>$210 per family</td>
<td>$35</td>
<td>$69</td>
<td>$150</td>
</tr>
</tbody>
</table>

*** Please note the Grade 6 Melbourne Trip is NOT included in the levies. This will be invoiced out to families later in the year. ***
Discount for multiple children in Catholic Schools:
For those families that have 3 or more children in Catholic Schools there is a discount available on your fees:

- 3 children in Catholic schools: 10% discount
- 4 children in Catholic schools: 15% discount
- 5 children in Catholic schools: 20% discount

Discounts for early payment
If you wish to pay your invoice in full by the end of Term one (Thursday the 13th April) you will receive a 5% discount. The discount applies to school fees only not the capital levy or school levies.

Payment terms
Invoices will be issued to you early in the new school year. Full payment is due 30 days from the date of the invoice, UNLESS other arrangements are made using the attached payment arrangement form.

Please note that any payment arrangement entered into is purely administrative. Notwithstanding the amount invoiced, in the event of default on payment arrangements the total amount outstanding will become immediately due. The school reserves its right to take steps to recover payment in full.

Difficulty with payment of school fees:
If you are experiencing financial difficulty at any time, please do not hesitate to contact either Luch Brighella or Fiona Donato for assistance. All discussions of a financial nature will be treated in a confidential manner.

School Fee Relief:
Forms for requesting fee relief can be made available by contacting Fiona Donato our Finance Officer. Fee relief arrangements must be re-negotiated each year.

If you have any queries or concerns please do not hesitate to contact myself at school by phone or email on shg.principal@catholic.tas.edu.au

Luch Brighella
Principal
PAYMENT ARRANGEMENTS FORM
To be lodged at the school office by 5th December, 2016

SECTION 1 – FAMILY DETAILS
Name of each child at Sacred Heart Catholic School

<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/guardian 1</th>
<th>Parent/guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

By signing this document each parent/guardian confirms their agreement to the payment arrangements outlined below. Separate copies of the form can be signed by each parent/guardian if convenient.

Where parents/guardians manage their finances separately from each other they may wish to split payment of fees between them by completing both columns below. However, most parents/guardians jointly pay fees and should only complete the left column below.

SECTION 2 – PAYMENT ARRANGEMENTS

<table>
<thead>
<tr>
<th>Percentage of fees</th>
<th>Parent/guardian 1 or both if jointly paying</th>
<th>Parent/guardian 2 (only if not jointly paying)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% (only complete if not jointly paying)</td>
<td></td>
</tr>
<tr>
<td>Payment frequency</td>
<td>☐ Jointly responsible or %</td>
<td>☐ Jointly responsible or %</td>
</tr>
<tr>
<td></td>
<td>☐ Annually†</td>
<td>☐ Annually†</td>
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<tr>
<td></td>
<td>☐ At the start of each term</td>
<td>☐ At the start of each term</td>
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<tr>
<td></td>
<td>☐ Monthly*</td>
<td>☐ Monthly*</td>
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<tr>
<td></td>
<td>☐ Fortnightly</td>
<td>☐ Fortnightly</td>
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<tr>
<td></td>
<td>☐ Weekly</td>
<td>☐ Weekly</td>
</tr>
<tr>
<td>Payment method</td>
<td>☐ Direct debit (complete direct debit form)</td>
<td>☐ Direct debit (complete direct debit form)</td>
</tr>
<tr>
<td></td>
<td>☐ EFT/bank deposit (see details on invoice)</td>
<td>☐ EFT/bank deposit (see details on invoice)</td>
</tr>
<tr>
<td></td>
<td>☐ EFTPOS/cash/cheque (in person at school)</td>
<td>☐ EFTPOS/cash/cheque (in person at school)</td>
</tr>
<tr>
<td></td>
<td>☐ Centrepay (contact school office to arrange)</td>
<td>☐ Centrepay (contact school office to arrange)</td>
</tr>
</tbody>
</table>

Please note that these payment arrangements are administrative only and do not affect your ultimate joint and several legal liability for the entire amount of the fees.

In the event of default on payment arrangements, the total amount outstanding will become immediately due and the school reserves its right to take steps to recover it in full.

† Annual payments received by the school before 13th April, 2017 attract a 5% discount on tuition fees (but not the capital levy or tuition levies). Annual payments cannot be made by direct debit or Centrepay.

* Monthly payments are to be made in 10 instalments due:
  - at the end of each month March to November; and
  - by the end of Term 4, a final payment settling the account in full.
SECTION 3 - FAMILY DISCOUNT DETAILS

A family discount can be claimed by families with multiple children at Tasmanian Catholic schools or colleges, in accordance with the Tasmanian Catholic Education Commission School Fees Assistance Policy.

☐ We wish to claim the family discount (only available where this form is lodged on time)

If claiming the family discount please provide details of siblings at Tasmanian Catholic schools or colleges other than [school name]. Enrolment may be verified with the named school or college.

<table>
<thead>
<tr>
<th>Sibling name</th>
<th>Grade</th>
<th>Catholic school/college</th>
</tr>
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<tbody>
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SECTION 4 - CHILD CARE BENEFITS

The school is registered with the Family Assistance Office as a Registered Care Provider. Families may be eligible to receive child care benefits for school fees and levies relating to kindergarten students who are four years old until they turn five years old. No other children are eligible.

Do you intend to claim child care benefits?  ☐ No  ☐ Yes, for this child: __________________________

SECTION 5 - FEE ASSISTANCE

Fee assistance may be available for families experiencing financial difficulty. Would you like someone from the school to contact you regarding fee assistance?  ☐ No  ☐ Yes
Direct Debit Request Form

Contact: ☎ 6208 6260  📞 6208 6280  📧 cdf@aohtas.org.au

Request and Authority to Debit

Surname or Company name

Given names or ACN/ABN

I request and authorise the Catholic Development Fund (User ID 083040) to arrange for funds to be debited from your account at the financial institution as prescribed below through the Bulk Electronic Clearing System (BECBS). This authorisation is to remain in force in accordance with the terms described in the Service Agreement (and any further instructions provided by you).

Financial institution which account is held

Financial Institution

Address

Postcode

Account to be Debited

Account Name

BSB

Account Number

Optional

I/We request that you debit my/our account in accordance with our Agreement

New Application

or Alteration

OR

I/We request that you debit my/our account in accordance with our Agreement and subject to one or more of the following conditions:

1. Maximum amount to be debited

2. First payment date

3. Final payment date

4. Frequency of debit

Credit CDF Account

Reference Code

Authorisation by Signatories of Account to be Debited

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the Catholic Development Fund as set out in this Request and in your Direct Debit Request Service Agreement.

Signature

Name

Date

Signature

Name

Date

Office Use Only

Received by:

Date:

Authority Number:
Definitions
Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between you and us.

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by you to us is due.

Debit payment means a particular transaction where a debit is made.

Direct debit request means the Direct Debit Request between us and you.

Us or we mean the Catholic Development Fund (CDF) you have authorised by signing a direct debit request.

You means the customer who signed the direct debit request.

Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

Debating Your Account
- By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account.
- You should refer to the direct debit request and this agreement for the terms of the arrangement between you and us.
- We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the preceding business day.

Changes By Us
We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

Changes By You
If you wish to stop, defer or cancel a debit payment, you must notify the organization that established this Agreement (e.g. School) in writing at least 14 (8) days before the next debit day.

Your Obligations
- It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- If there are insufficient clear funds in your account to meet a debit payment:
  a) You may be charged a fee and/or interest by your financial institution
  b) You may also incur fees or charges imposed or incurred by us, and
  c) You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment. You should check your account statement to verify that the amounts debited from your account are correct.

Dispute
- If you believe that there has been an error in debiting your account, you should notify us directly on (03) 6208 6260 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to your financial institution that will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

Accounts
- You should check:
  a) With your financial institution whether direct debiting is available from my/our account as direct debiting is not available on all accounts offered by financial institutions.
  b) Your account details which you have provided to us are correct by checking them against a recent account statement.
  c) With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

Confidentiality
- We will keep any Information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you:
  a) To the extent specifically required by law; or
  b) For the purposes of this agreement (including disclosing information in connection with any query or claim).
Centrepay is 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.

Note: If you use this form for family assistance lump sum payments or Parental Leave Pay provided by us, you MUST lodge this form with your completed claim OR before your family assistance lump sum payment has been made.

To arrange your deduction, choose one of the following options:

- **go online humanservices.gov.au/centrepay to register and to find out more information.**
- **call us on your usual payment number:**
  - ABSTUDY: 1600 132 317
  - Disability and Carers: 132 717
  - Employment Services: 132 850
  - Families: 136 150
  - Seniors: 132 300
  - Youth and Students: 132 490

  **Note:** Call charges apply — calls from mobile phones may be charged at a higher rate.
  - To speak to us in languages other than English, call 131 202.
  - fax the completed form to 1300 766 412.
  - lodge your form online. To access online services or to find out how to register, go to humanservices.gov.au/submitdocumentsonline
  - complete this form and return it to us in the reply paid envelope provided or post to:
    - Department of Human Services
    - Centrepay Services
    - Reply Paid 7813
    - CANBERRA ACT 2610

This form cannot be used for:
- government housing authority deductions. Contact your local housing authority to start deductions,
- court fine deductions (except Tasmania). Contact the relevant Court Administration Office to start a new deduction, and
- employer provided Parental Leave Pay.

Please use black or blue pen.

**Note:** Do not attach any bills to this Centrepay form.

**PART A — Your details**

Family name

Given name(s)

Your date of birth  Phone number

Your Centrelink Reference Number

**PART B — Type of request**

(For more than one deduction a separate form needs to be completed)

If you want to:

1. **START** a new deduction
   - You must complete Parts C, D and G

2. **CHANGE** a current deduction
   - You must complete Parts C, E and G

3. **CANCEL** a current deduction
   - You must complete Parts C, F and G

**PART C — Service provider’s details**

(MUST be completed to start, change or cancel a deduction)

**Service provider’s name**

Sacred Heart Catholic School

**Service provider’s address**

4690 Huon Highway

Geeveston  Postcode 7116

**Service provider’s Centrepay Reference Number**

Note: You will need to get the Centrepay Reference Number from the service provider you are making payments to. This number always starts with 555.

5 5 5 - 0 8 3 - 0 0 5 - B

**Your account number with the service provider**

Reason for payment (e.g. gas, electricity, water, private rent)

**PART D — to START a new deduction**

From which payment do you want the deduction to be taken
(e.g. Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

**What amount do you want deducted?**

The minimum amount for most deductions is $10 per fortnight. You should check with your service provider to find out what amount you should be paying.

$  One off payment  Fortnightly

**Which payment date do you want the deductions to start from?**

Your next available payment date  OR  A future payment date

**Do you want to specify a target amount?**

Regular deductions will be made until the total (target) amount is reached or this deduction is cancelled.

No  Yes  Target amount

$  Go to PART G
PART E — to CHANGE your current deduction

CHANGE your current deduction permanently by providing a start payment date, the amount and the Centrelink payment type.

Start payment date

New deduction amount

Payment type

Change your current deduction temporarily by also providing an end payment date. Your deduction will revert back to your regular amount after the end payment date nominated has been reached.

Note: The temporary period you specify can only be for a maximum of 13 weeks.

End payment date

SUSPEND your current deduction temporarily

You have the option to suspend your regular deduction for a temporary period. Your deduction will restart after the end payment date nominated has been reached.

Note: The period you specify can only be for a maximum of 13 weeks.

Start payment date

End payment date

CHANGE your current TARGET AMOUNT for deductions

We will send you a letter to let you know your target amount has been reached or less than $2 remains and your deductions will stop.

New target amount

Do you want to change your deduction amount?

No ☐ Yes ☐ New deduction amount

$ 

Go to PART G.

PART F — to CANCEL your current deduction

Note: You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required. If you would like to start this deduction again in the future, a new Centrepay request will need to be submitted.

From which payment date do you want the cancellation to take effect?

Your next available payment date ☐ OR A future payment date

PART G — Authorisation — read, sign and date the statement (MUST be completed)

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).

I give permission for:

- the information I have provided on this form to be given by Human Services to the service provider (or their agent).
- the service provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

I understand that:

- if my deduction has a target amount and the final deduction is set to pay less than $2, my second last deduction will be increased by up to $2 to cover the final amount.
- if I have a current Centrepay deduction and I lodge a new claim, that the existing deduction(s) will not be carried over to the new payment.
- if I have a current Centrepay deduction and I transfer to another eligible Centrelink payment in the future that my deductions will continue.
- it is my choice to have this amount deducted from my Centrelink payments, and I can change my Centrepay deduction at any time.
- if I stop using the service provider but do not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.
- if I change service providers, I may also need to advise Human Services to stop my previous deduction.
- when a payment has been made to a service provider after my deduction authority has been cancelled or suspended, Human Services may be able to assist me to recover the Centrepay deduction.
- if my deduction is for rent, any updates I make to my Centrepay deduction for rent will not automatically update my rent assistance. I will need to contact Human Services and update this separately.

Your signature

Date

/ / 

IMPORTANT INFORMATION

Privacy and your personal information

Your personal information is protected by law, including the Privacy Act 1988, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanervices.gov.au/privacy or by requesting a copy from the department.
Can Saver Plus assist you with school costs?

Join Saver Plus and match your savings, dollar for dollar, up to $500 for educational costs including:

- school uniforms and text books
- computers, laptops and tablets
- excursions and camps
- sports equipment, uniforms and lessons
- music tuition and instrument hire.

You may be eligible if you have a Health Care or Pensioner Concession Card, are at least 18 years old, have some regular income from work (you or your partner), such as full-time, part-time, casual or seasonal work, and have a child at school or study yourself.

Contact Nicole Hacker, your local Saver Plus Worker:
(03) 6223 7264 / 0448 428 043
or nicole.hacker@thesmithfamily.com.au

Saver Plus was developed by ANZ and the Brotherhood of St Laurence and is delivered across Southern Tasmania by The Smith Family. The program is funded by ANZ and the Australian Government.
Dear Parents/Guardians

In 2017 we will be moving towards emailing invoices and end of month fee statements to our families.

Please indicate below your preferred method of receiving invoices and statements from school.

<table>
<thead>
<tr>
<th>Email</th>
<th>Post</th>
<th>Send home</th>
</tr>
</thead>
</table>

Name:

Email – please send to the below email address:

Email:

Post to address below

Send home from school with: