

Please note that in 2019 the Direct Debit Form can be completed online. The form must then be printed out, signed and returned to school for processing. The form can be accessed on our website. You can still choose to complete the attached paper copy and return it to school as in past years.

Dear Parents and Carers,

You will find attached a Direct Debit Form for 2019. In 2019, families are able to start their direct debit payments from the 1st January and be finalised by the week beginning 8 October. This allows families to have payments spread across the year with minimum payments for an extended period of time. Families will also have their fees finalised before the end of year. Although we do provide other methods of payment, we encourage families to complete the Direct Debit Form and return it to the school if they wish to use this method of payment.

School Fee Schedule for 2019

**PLEASE NOTE THAT 2019 FEES WILL BE ISSUED OVER THREE TERMS PER YEAR
(this amount does not include any levies or other school charges)**

For 1 Child (P-6)	For 2 Children (P-6)	For 3 or more Children (P-6)
\$599.00 per term (3 terms only per year)	\$898.00 per term (3 terms only per year)	\$1126.00 per term (3 terms only per year)

PER FAMILY PER YEAR - The P & F Levy of \$20 per family per year. *This will be on the Term 1 fee account only.*

PER FAMILY PER TERM - The Building/Capital Levy of \$140 per family per term (3 terms only per year)

PER CHILD - An annual Resource Levy of \$25 per child (Prep) or \$15 per child (Yr 1 to 6). *This will be on the Term 1 fee account only.*

PER CHILD - An annual I.T. Levy of \$100 per child. *This will be on the Term 1 fee account only.*

Other School Charges - will be itemised on your school fees per term depending on what is happening at the school. These may include bus costs for sport, swimming lessons, drama performances, excursions etc. These payments are a compulsory part of the school fees. (It is anticipated that this new process will minimise the money envelopes being sent home). We would suggest an amount of \$100 per child per year be added to your DD to help cover these extra costs.

Term concession for those paying into the Planned Giving at St Patrick's Cathedral Parish remains at:-

\$30 for 1 Child

\$40 for 2 children

\$50 for 3 or more children per term

EXAMPLE ONLY - Costs you will be charged per term (3 terms per year)

TERM ONE	TERM TWO	TERM THREE
School Fees 1 Child - \$599.00 2 Children - \$898.00 3 Children or more - \$1126.00	School Fees 1 Child - \$599.00 2 Children - \$898.00 3 Children or more - \$1126.00	School Fees 1 Child - \$599.00 2 Children - \$898.00 3 Children or more - \$1126.00
IT Levy - \$100 per child		
Resource Levy – \$25 per child (Prep) or \$15 (Yr 1 to 6)		
P & F Levy - \$20 per family		
Building/Capital Levy - \$140.00 per family	Building/Capital Levy - \$140.00 per family	Building/Capital Levy - \$140.00 per family
Other School Charges This includes and is not exclusive to costs for sport, buses, swimming, excursions etc - only charged if relevant for your child.	Other School Charges This includes and is not exclusive to costs for sport, buses, swimming, excursions etc - only charged if relevant for your child.	Other School Charges This includes and is not exclusive to costs for sport, buses, swimming, excursions etc - only charged if relevant for your child.

PLEASE NOTE: ALL DIRECT DEBITS FOR 2019 TO BE FINALISED BY THE WEEK BEGINNING 8th October, 2019 .

With this in mind you can choose to increase your Direct Debit to help cover the cost of the 'Other School Charges' or you can pay the 'Other School Charges' separately when they appear on your term statement.

Please Note:

- **All completed Direct Debit forms must be returned to school before Monday, 19th November 2018.**
- Please remember to complete the '**first payment date**' and '**final payment date**' on the Direct Debit form. The 'first payment date' must be from 1st January, 2019. **THE FINAL PAYMENT DATE CAN BE NO LATER THAN THE WEEK OF 8th October.**
- Towards the end of Term 3, families will be sent a Direct Debit note outlining amounts owed for the year.
- Please allow 5 working days for the forms to be processed.
- **A new Direct Debit Application Form needs to be completed each year. Fees will only be issued over three terms.**
- Please check that all relevant bank details are correct e.g. BSB No etc.
- If any changes are made to your bank details, a new Direct Debit Form needs to be completed..
- **If you choose fortnightly payments**, you will need to ensure that the 'final payment date' coincides exactly with the last fortnightly payment – and the number of instalments chosen - **Ready Reckoner attached.**
- If you carry forward a debt from 2018, please incorporate this amount into your calculation. Similarly, if you have a credit carried forward, please allow for this also.

PLEASE REMEMBER TO INCLUDE IT LEVY, P & F LEVY, BUILDING/CAPITAL LEVY AND OTHER SCHOOL CHARGES WHEN COMPLETING YOUR DIRECT DEBIT FORM.

EXAMPLE FOR DIRECT DEBIT (if you had 2 students – Year 1 and Year 6 in 2019)

School fees for year (\$898 x 3)	\$2694.00
P & F Levy for year (\$20 per family)	\$20.00
Building/Capital Levy per family per term (\$140 x 3)	\$420.00
Resource Levy for year (\$25 per child Prep or \$15 per child Yr 1 to 6)	\$30.00
IT Levy for year (\$100 per child per year)	\$200.00
OTHER CHARGES (We usually allow \$100 per child for this section but it does vary for each child depending on their class activities)	\$200 THIS IS AN APPROXIMATE AMOUNT ONLY
Total for year	\$3564.00

To work our Direct Debit amount for your family please use the attached Ready Reckoner and divide total amount by number of fortnightly payments you choose to make from Jan to Oct (or week beginning 14th October) 2019 and round up to the nearest dollar.

e.g. If you have two students and choose starting date of 01/01/2019 and finishing date 24/09/19 (20 fortnights) it will be $\$3564.00 \div 20 = \$178.20/\text{fortnight}$ (take to nearest dollar - \$179.00 per fortnight).