

Fee Payments via Direct Debit

St Elizabeth's offers a Direct Debit Payment Plan arrangement to our families to give more flexibility for their fee payments.

Our Direct Debit Request form includes a 'until further notice' box to tick in Section 5, which allows parents to complete one form for the duration of their family's enrolment. This is the preferred option and can be cancelled at any time, should direct term payments be preferred (BPAY), or the enrolment is ended.

St Elizabeth's offers the following payment frequencies for Direct Debit Payment Plans:

- Option 1:** Weekly – total payment amount divided over **40 weekly** instalments **starting in February and ending in November**.
- Option 2:** Fortnightly – total payment amount divided over **20 fortnightly** instalments **starting in February and ending in November**.
- Option 3:** Monthly – total payment amount divided over **10 monthly** instalments **starting in February and ending in November**.
- Option 4:** Annually – total payment amount paid as a lump sum **before the Term 1 Due Date**. (approx. Week 2)

A preferred editable PDF Direct Debit Form is available on the Parent Portal and our Website: <https://www.stelizabeths.qld.edu.au> under Enrolments-School Fees.

The completed form needs to be printed, signed in pen (not digital), then returned to the school via email to pekifinance@bne.catholic.edu.au

Please take the time to review the updated Direct Debit Service Agreement, which can be found on page 2 of the Direct Debit Request form.

When you choose the preferred 'Until Further Notice' option, St Elizabeth's will advise, via email, your new instalment amount at least 30 days prior to the first debit of the renewal year. The start date you originally complete on the form will remain in place for the term of the agreement, with only the payment amount changing every year.

The other option for fee payment is via BPAY using the details on your Fee Statement emailed each term. If you wish to pay annually, please contact us for this amount. If you prefer to pay each term, an account will be emailed to you in Week 2, with the due date listed for your term fee payment. Please refer to our *Fee Policy* for further information.

If you have any queries regarding the direct debit process, or any other enquiry, please call Bronwyn Neeve, Wednesday to Friday on 3848 0828, or, email: pekifinance@bne.catholic.edu.au