



Direct Debit Arrangements

St Matthew's Catholic Primary School offers a direct debit payment plan arrangement to our families to give more flexibility with their payments. Recent changes have been introduced to make the Direct Debit process even more streamlined for our parents.

Our Direct Debit Request forms now have 'until further notice' in the end date field which allows parents to complete one form for the duration of their students enrolment, instead of a new form each year as was previously required.

St Matthew's School offers the following payment frequencies for DD payment plans:

- Option 1: Weekly – total payment amount divided over 40 weekly instalments from February to November
- Option 2: Fortnightly – total payment amount divided over 20 fortnightly instalments from February to November
- Option 3: Monthly – total payment amount divided over 10 monthly instalments from February to November
- Option 4: Annually – total payment amount paid as a lump sum on date within the February to November period specified by the Account Holder

Under the new Direct Debit Service Agreement, each year St Matthew's School will advise parents/caregivers in writing of their new instalment amount for the coming year.

Please find attached the new Direct Debit Request form. Forms are also available on the Parent Portal and our Website. The completed form needs to be printed, signed then returned to the school either in person or via email pcornubia@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.

Families who are on a current direct debit plan with no end date can continue with their payment plan but are requested to complete the new Direct Debit Request form.

If you have any queries regarding the new direct debit process, please call Kerrey van der Wijk on 3209 6155 or email PCOUFinance@bne.catholic.edu.au

Yours faithfully

Tim Stinson
Principal