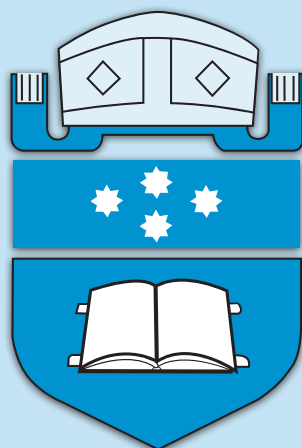


# SASC Direct Debit Instalment Plan

For School Fees & Charges

PO BOX 465, HURSTVILLE BC NSW 1481 | P (02) 8567 4004 | F (02) 9580 3316 | E [accountsreceivable@sasc.nsw.edu.au](mailto:accountsreceivable@sasc.nsw.edu.au)

## APPLICATION FORM



### INSTRUCTIONS FOR COMPLETION

1. Read the **SERVICE AGREEMENT** on pages 4 and 5.
2. Complete and sign the **APPLICATION - ORIGINAL** form on page 2.
3. Assistance is available through any of the means described in the **Communications** section of the **SERVICE AGREEMENT**.
4. Remove the **APPLICATION - ORIGINAL** form (page 2) and return it to us using the enclosed postage paid addressed envelope or fax or scan and email as per the **Communications** section of the **SERVICE AGREEMENT**.
5. Retain page 3, your copy of your application, and pages 4 and 5, the **SERVICE AGREEMENT**, for your records.



# APPLICATION

School: \_\_\_\_\_ Family Account No. \_\_\_\_\_

Your Name(s): \_\_\_\_\_

**Voluntary Donation Options:** (as per your school's Schedule of Fees & Charges, or as indicated)

**Building Fund** Yes/No or \$ \_\_\_\_\_ per term      **Library/P&F** Yes/No or \$ \_\_\_\_\_ per term

**Number of Children Enrolled & Forms** (eg. Y6, Y7) : \_\_\_\_\_

**Approved Concessions:** (other than Family Allowances) \_\_\_\_\_

**Frequency of Direct Debit Payments Selected:** (tick one only)

- F. Fortnightly**     (Thursdays as schedule)      **E. Monthly-end**     (Last Thursday in month)
- B. Monthly-begin**     (First Thursday in month)      **T. Termly**     (2nd Thursday of each term)
- M. Monthly-mid**     (First Thursday on or after 15th of month)

**Allowance for Non-Scheduled Items:**      \$ \_\_\_\_\_ per term (averaged over the year)  
Eg. After School Care, orchestra membership, instrument hire, etc.

**Customers' (Applicants') Authority:** I/We \_\_\_\_\_  
hereby authorise 'Sydney Anglican Schools' to arrange for funds to be debited from my/our account at the financial institution identified below through the Bulk Electronic Clearing System (BECS), or charged to my/our Credit Card identified below, and further authorise this authority to remain in force in accordance with the terms and conditions of the attached **Service Agreement**.

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Details of the Account to be Debited:**

**Debit Accounts** Name of Financial Institution: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB number:  --  Account number:

**Credit Cards** (will attract a 1% surcharge, charged at the time of each payment)

**Card type:** Visa  or Mastercard  or AMEX  only. (Tick one)

**Card Number:**

**Expiry Date:** <sup>M</sup><sup>M</sup> / <sup>Y</sup><sup>Y</sup>

**Name on card:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\*In order to help us handle queries with your application, and to enable us to send you your schedule promptly, please complete the additional communications section over page.

**Please complete, Sign and Return this page of this Application Form as per the means outlined in the Communications section of the Service Agreement.**

**\*Additional Communication Information**

**Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_



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Account Name: \_\_\_\_\_

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**Card Number:**

**Expiry Date:**    <sup>M</sup><sup>M</sup> / <sup>Y</sup><sup>Y</sup>

**Name on card:** \_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete, Sign and Return this page of this Application Form as per the means outlined in the Communications section of the Service Agreement.**

The **SASC Direct Debit Instalment Plan** for paying school fees and charges enables parents to spread the payment of fees from February to November (inclusive), instead of paying lump sum payments at the commencement of each term. Your Plan will be established under the terms of the following **Service Agreement**. Please retain this page as your record of these terms.

## SERVICE AGREEMENT

### HOW THE SASC DIRECT DEBIT INSTALMENT PLAN WORKS

#### Calculation of Instalments:

- The total amount of Fees and Other Charges, as advised in the Schedule of Fees & Charges is calculated for each of your children.
- **Concessions**, such as Family Allowances and scholarships, as approved by the school, are taken into account. It would be helpful if you included details of any scholarships etc., claimed (not Family Allowances) in effect at the commencement of your Plan, for us to check against school records.
- **Tax Deductible Donations** for Building Fund and Library/P&F, as advised in the relevant school Schedule of Fees & Charges, are included, if authorised by you on this Application Form.
- An **Allowance for Non-Scheduled Items**, may be included if you indicate an amount at the appropriate place on this form. This may be for such things as After School Care, or to cover an additional large item such as an annual school camp, etc. Your school may be able to advise you of an appropriate amount.

The total of the above items is then spread over the scheduled payment dates remaining up till the end of November. This figure is rounded-up to the next \$5 for fortnightly (\$10 for monthly and Termly) to arrive at the **Standard Instalment** that will apply to all scheduled payments except the last one.

- The **last instalment** for the year will be for the balance remaining on your account. This should generally be less than the Standard Instalment, unless other charges arise during the year, which were not included in the calculations at the start of the Plan.
- You will receive **separate notice** of the amount of the **last instalment** after the payment of the second last instalment, when the final balance of your account for the school year is known. (Except for Termly where the last instalment will be the Closing Balance on the Term 4 bill.)

#### Mechanics of the Instalment Payments:

- An instalment is deducted from your nominated financial institution account or charged to your nominated Credit Card, according to the frequency of payments option you have selected:
  - B. Month-begin** - on the first Thursday of the month from February to November.(Max.10)
  - E. Month-end** - on the last Thursday of the month February to November.(Max. 10)
  - F. Fortnightly** - approximately the last Thursday in January, then fortnightly to the third week in November. (Max.22)
  - M. Month-mid** - on the Thursday on or after 15th of the month from February to November.(Max.10)
  - T. Termly** - on the second Thursday of each term.(Max.4)

All you need do is ensure that you have **sufficient funds** or **credit** in your nominated financial institution account to cover each instalment payment. If there are insufficient funds or credit, causing a dishonour, a charge will be debited to your account at the applicable rate.

- **Only Visa, Mastercard and AMEX credit cards are acceptable for this Plan.** The use of these credit cards will incur a 1% surcharge, charged to your account at the time of payment, and factored into the calculation of your Standard Instalment. All **non-credit accounts** must have a **BSB number**, consisting of six digits, and have no more than nine digits in the account number, eg., **BSB 062-199 , Account No. 123 456 789.**

#### Communications:

- We will send you two documents before your first payment:
  - your personal **Direct Debit Calculation** sheet, showing the details of your children, their forms, fees and charges, concessions, allowance of non-schedule items, and authorized donations, and your financial institution account or nominated credit card; and
  - your personal **Instalment Schedule**, showing the dates of the remaining payments and your **Standard Instalment** payment.

## Calculation of Instalments:

- You should **carefully check** these and contact us immediately should alterations be required. Amended documents will be sent to confirm any changes.
- Any further alterations to this plan **must be advised in writing**. This includes cancellation of the Plan, or of any scheduled instalment payment, or of any variation to the amount of a catch-up instalment payment, or a change in the financial institution account or credit card.
- Communication to SASC may be made through one of the following:

**SYDNEY ANGLICAN  
SCHOOLS CORPORATION**  
PO BOX 465, HURSTVILLE BC NSW 1481  
PHONE: (02) 8567 4004 • FAX: (02) 9580 3316  
Email: [accountsreceivable@sasc.nsw.edu.au](mailto:accountsreceivable@sasc.nsw.edu.au)

## Charges:

- In general, there are **no charges** for the establishment of this Plan, for a Standard Application.
- If, however, you **Default or Dishonour** on a scheduled payment you will be charged a **Dishonour Fee** in order to recover the charges levied against SASC by our bank and an administrative charge.
- Or, you make **changes to your plan**, such as cancelling a payment or repeatedly change your payment frequency, requiring re-calculations, you will attract a **Variations Fee**.
- SASC will send you a **notice of the dishonour fee**, together with an invitation to make a substitute payment by cheque or Bpay, and a warning against multiple dishonours which may lead to a **cancellation** of the Plan.
- A **Standard Application** is one that meets all the following conditions:
  - Has only one source of payment;
  - Covers 100% of all Scheduled Fees and Charges,
  - Covers all of the students on your account, and
  - Is finalized by the last scheduled instalment date in your payment frequency.

### • Schedule of Charges:

Dishonour Fee	\$17.50 per occasion
Variation Fee	\$10.00 per re-calculated advice.
Non-Standard	\$50.00 per annum.

## Termination/Cancellation of Plan:

Your SASC Direct Debit Instalment Plan will remain in force **from year to year**, unless

- **You cancel** by written notice (by any one of the applicants) or
- **SASC cancels** due to the unacceptable incidence of dishonours and/or cancellations of scheduled instalments.
- **Three fortnightly** or **two monthly** dishonours or cancellations in any six month period, which are not promptly replaced by another form of payment, will terminate your Plan and all monies outstanding shall become immediately payable.

## Subsequent Years:

- During November/December of each year, SASC will calculate and send to you a **new Instalment Plan Schedule** for the following year.
- You will be able to check the accuracy of these calculations against the **new Fee Schedule** (posted separately) and your remaining children and their new Forms.
- **Unpaid balances** from one year **will not** be included in the calculations for a new year. All outstanding payments must be made before the end of December. No updated Plan will become operable until all outstanding monies have been paid.

## Not a Credit Facility:

- Please note carefully; **this is not a Credit Facility**. This is an instalment payment plan, where **payments must parallel** the school terms to which the charges relate, ie., term 1 charges should be paid before the commencement of term 2, term 2 charges before the commencement of term 3, and so on.
- Your SASC Direct Debit Instalment Plan and Standard Instalments have been set-up to achieve these parallel payments.
- A failure on your part to maintain payments via your Plan may lead to the cancellation of your Plan by SASC, whereupon all outstanding monies will be due and payable immediately.

## Variations to these Terms

- SASC reserves the right to vary these terms from time-to-time and will provide you with prior written advice of these variations.
- Advice will be deemed to have been given if posted to the last recorded address for your debtor account.