



TRINITY BAY STATE HIGH SCHOOL - PAYMENT PLAN AGREEMENT 2019

By signing this agreement, I confirm that I have read and understood the terms and conditions of the agreement.

PARENT/CARER DETAILS:			
Surname:		Given Name:	
Address:			
Contact Number:		Email Address:	
Parent/Carer Signature:			Date:

*If more than one student please use eldest child student EQ ID Number (can be found on student ID card).

*STUDENT EQ ID NUMBER:			
Internet Payment Details:			
BSB:	064-804	Account No:	000 908 04
Account Name:	Trinity Bay State High School		
After each transfer please send email to payments@trinitybayshs.eq.edu.au			
*Please use student EQ ID number as your reference.			

STUDENT DETAILS (Please list students from eldest to youngest):							
Abstudy	Surname:	Given Name:	Year Level	*SRS \$	*Subject Fees \$	*Additional Items * Locker \$	Subtotal each line
\$							\$
\$							\$
\$							\$
\$							\$
\$							\$
\$							\$
Sub-total							\$
Family Discount (\$50 for 3 or more children)		Abstudy				Deduction	\$
Balance							\$

*Refer to Student Resource Scheme Information for costs.

SCHOOL USE ONLY:											
Original Negotiated Payment Details:				Instalment Amount:				\$		Date Of First Payment:	
	Weekly		Monthly		In Person		Internet		Yes		No
	Fortnightly		Balance in Full		Payroll Deduction		Centrepay				
								Plan Approved		Date	
								BM Signature		Plan Completed	
Oneschool Updated				Finance Spreadsheet				Centrepay			
				Accounts Receivable				P/Plan Spreadsheet			

SCHOOL USE ONLY:

Additional Items Added After Plan Agreement:														
Date:		New Total Balance:	\$		Weekly		Monthly		Renegotiated Plan Approved:			Yes		No
Additional Item:					Fortnightly		Balance in Full		Business Manager Signature:					
Additional Item Costs:		\$			In Person		Internet			Oneschool Updated		P/Plan Spreadsheet Updated		
New Instalment Amount:		\$			Payroll Deduction		Centrepay			Accounts Receivable		Centrepay Updated		

Additional Items Added After Plan Agreement:														
Date:		New Total Balance:	\$		Weekly		Monthly		Renegotiated Plan Approved:			Yes		No
Additional Item:					Fortnightly		Balance in Full		Business Manager Signature:					
Additional Item Costs:		\$			In Person		Internet			Oneschool Updated		P/Plan Spreadsheet Updated		
New Instalment Amount:		\$			Payroll Deduction		Centrepay			Accounts Receivable		Centrepay Updated		

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Additional Item:					Fortnightly		Balance in Full		Business Manager Signature:					
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PAYMENT PLAN PARTICIPATION AGREEMENT TERMS AND CONDITIONS

1. This Payment Plan Participation Agreement is designed to provide parents/carers with an alternative arrangement to paying school fees in full.
2. **This agreement must be maintained for your child to retain access to resources.**
3. Where possible Payment Plans are required to be finalised by the end of Term 2.
4. Payment plans will cover the following: Student Resource Scheme, Subject Fees and Locker hire. Non-curriculum activities will not be included in an agreement, with the exception of school camps with a value of over \$100.
5. For payments made via the internet the payment reference must be recorded as the EQ ID Number (where more than one child the ID number for the eldest child should be used). Please contact the school office on 40375222 if you do not know the EQ ID Number. Acknowledgement from the financial institution of the successful transfer of funds should be printed and retained as a record of payment. An email should be sent to admin@trinitybayshs.eq.edu.au after each transaction. A school receipt will be issued on request.
6. For payments by cash, cheque or credit/debit card, a receipt will be issued. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.
7. Periodic payment via Centrelink is also available. To make these arrangements please complete a Centrepay deduction form, available from Administration.
8. Parent/carer must complete the Centrepay deduction form and the school will set up the deduction on your behalf. Please note that no deduction can be set up or varied without the permission of the owner of the CRN.
9. If a parent/carer participating in a payment plan experiences difficulties meeting the negotiated instalments, please immediately contact the Business Manager on 40375207 to discuss a renegotiation of the payment plan.
10. Payment of the plan is to be made according to the negotiated instalment amount and frequency.
11. Parents/carers will receive at least one statement and where time permits, two statements per term advising of the current balance of fees owing.
12. The Principal may withdraw a student's participation in any scheme due to non-payment of negotiated instalments. Where participation fees are overdue, the Principal may exclude a student from an optional extra curricula activity.
13. Failure to make payments may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.
14. Resources will be issued to students upon signing of the agreement.