



## 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. Payment plans are not active until first payment is received. Financial Clearance will not be given until overdue fees are paid in full.
3. **This agreement must be maintained for your child to retain access to resources (refer to Terms and Conditions of Student Resource Scheme).**
4. Payment Plans are required to be finalised by the end of Term 2.
5. **Payment plans will cover the following: Student Resource Scheme and Subject Fees only. Non-curriculum activities will not be included in an agreement.**
6. Payment options: **(please tick the box beside your preferred option)**
  - Periodic payment via Centrelink.** To make these arrangements please complete a Centrepay deduction form, available from Administration. Please note that no deduction can be set up or varied without the permission of the owner of the CRN. Suspension of Centrepay Deduction without prior notification to the Business Manager will result in financial clearance being suspended. Notification can be via email to [admin@trinitybayshs.eq.edu.au](mailto:admin@trinitybayshs.eq.edu.au) or by phoning 40375222.
  - 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 40375230 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 [payments@trinitybayshs.eq.edu.au](mailto:payments@trinitybayshs.eq.edu.au) after each transaction. A school receipt will be issued on request.
  - Payments made in person** - In person 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.
  - B-POINT** - BPOINT is an online payment system which provides a secure and efficient method of collecting payments. Parents will need to complete a B-Point Payment Authority form and the School will then set this up on your behalf. If required, you may receive an email to activate the payments. Parents will receive an email reminder the day before the payment is charged to their account.
  - QParents App** – This is a phone and computer App for making payments for any invoiced fees and charges. It also gives you access to your student's reports, timetable, absences and other details. If you wish to use this option you will need to request a Registration Code from the school to register.
7. If a parent/carer participating in a payment plan, experiences difficulties meeting the negotiated instalments, please contact the school immediately on 40375230 to discuss a renegotiation of the payment plan.
8. Payment of the plan is to be made according to the negotiated instalment amount and frequency.
9. 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.
10. 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.
11. Resources will be issued to students upon signing of the agreement and receipt of first payment

I agree that I have read the above and agree to abide by the Terms and Conditions listed.



STUDENTS INCLUDED IN THIS PAYMENT PLAN: (Please include their full names)

- 1) \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_
- 2) \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_
- 3) \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_
- 4) \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_
- 5) \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_
- 6) \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

PAYMENT AMOUNT: \$ \_\_\_\_\_

FREQUENCY:  WEEKLY  FORTNIGHTLY  MONTHLY

PAYMENT METHOD:

CENTREPAY  INTERNET  IN PERSON  QPARENTS  BPOINT

DATE COMMENCING: \_\_\_/\_\_\_/\_\_\_

PARENT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I agree that I have read and agree to abide by the Terms and Conditions listed.

<p><b>FEE BREAKUP</b> STUDENT: _____ YEAR: _____</p> <p>SRS: SUBJECT: _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____</p> <p><b>FAMILY DISC:</b> (if applicable) TOTAL: _____</p>	<p><b>FEE BREAKUP</b> STUDENT: _____ YEAR: _____</p> <p>SRS: SUBJECT: _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____</p> <p>TOTAL: _____</p>
<p><b>FEE BREAKUP</b> STUDENT: _____ YEAR: _____</p> <p>SRS: SUBJECT: _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____</p> <p>TOTAL: _____</p>	<p><b>FEE BREAKUP</b> STUDENT: _____ YEAR: _____</p> <p>SRS: SUBJECT: _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____</p> <p>TOTAL: _____</p>
<p><b>FEE BREAKUP</b> STUDENT: _____ YEAR: _____</p> <p>SRS: SUBJECT: _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____</p> <p>TOTAL: _____</p>	<p><b>FEE BREAKUP</b> STUDENT: _____ YEAR: _____</p> <p>SRS: SUBJECT: _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____ _____ FEE: _____</p> <p>TOTAL: _____</p>

COMBINED TOTAL: \$ \_\_\_\_\_ APPROVED: \_\_\_\_\_

OFFICE USE:  
 EQID: \_\_\_\_\_ ONESCHOOL \_\_\_\_\_ ENTERED BPOINT/CENTREPAY \_\_\_\_\_ SPREADSHEET \_\_\_\_\_ DUNNING EXEMPTION \_\_\_\_\_ LIBRARY \_\_\_\_\_ EMAIL \_\_\_\_\_