



**Our Lady of Dolours  
Catholic Primary School**  
*Living Loving and Learning in Christ*

# Agreed Payment Plans

Our Lady of Dolours School offers the opportunity of paying school fees and levies by regular instalments over the course of the school year. All agreed payment plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an agreed payment plan must be negotiated with the Principal. There are two methods of payment available.

Our Lady of Dolours offers the following payment frequencies for Agreed Payment Plans. To assist with calculating payment dates and instalments amounts, please use the following link.

[Ready Reckoner - Archdiocesan Development Fund \(brisbanecatholic.org.au\)](http://brisbanecatholic.org.au)

Preference 1: Annually – annual fee amount paid as a lump sum in Term 1

Preference 2: Monthly - annual fee amount divided over 10 monthly instalments

Preference 3: Fortnightly – annual fee amount divided over 20 fortnightly instalments

Preference 4: Weekly – annual fee amount divided over 40 weekly instalments

## 1. Direct Debit Request – payment via a bank account

Direct Debit Request (DDR) forms are submitted once for the duration of the family's enrolment at the school. At the commencement of each year, families will receive an email from the Finance Secretary advising the start date and new instalment amount to support the school fees and levies for that year. This agreement will remain in place until written notification is received to amend or cancel.

If a Direct Debit is rejected by your bank, we will reschedule the missed instalment and advise you via email with no less than 14 days' notice of the date that this will occur. All bank rejection fees incurred by the school will be charged to the family's fee account. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, our bank will cancel the Agreement and an alternative method of payment must be made.

## 2. Authority for Recurrent Payment by Credit Card

A new credit card authority form will need to be submitted each school year due to the nature of credit cards having an expiry date. This agreement will remain in place until written notification is received to amend or cancel the instruction.

Completed forms must be printed, signed (no digital signatures please) then returned to the school either in person to Administration or via email to [PMITFinance@bne.catholic.edu.au](mailto:PMITFinance@bne.catholic.edu.au)

If you have any queries regarding this process, please call our Finance Secretary on 07 3355 7763