



# REDCLIFFE STATE HIGH SCHOOL

## *Payment Plan Participation Agreement*

1. This Payment Plan Participation Agreement is designed to provide parents/carers with a hassle-free way to pay Student Resource Scheme (SRS) fees and some Subject Fees, excluding External Registered Training Organisation (RTO) Fees.

2. All Payment Plans are required to be finalised by the **end of Term 3 each year**.

3. Payment Plans can only be entered into to cover the following education expenses: -

- Student Resource Scheme
- Subject Fees – by negotiation only and must be paid by the due date for participation, for each subject students are enrolled in, excluding RTO Fees.

The following education expense cannot be covered by a payment plan unless specifically indicated on participation forms: -

- **Camps / Excursions** – must be paid in full prior to activity
- **Excellence Program Fees** – must be paid to confirm your child's place in the program
- **Instrumental Music** – fees and instrument hire charges must be paid by the end of Term 1
- **Sport** – must be paid in full by the due date on the invoice.
- **External RTO Fees** - these fees are required to be paid to the RTO to enrol your child in the course.

4. Payment of an initial acceptance fee for the SRS of \$50.00 per student on the Payment Plan may be made by cash, cheque, EFTPOS (Debit Card; Mastercard; Visa) or direct deposit (electronic funds transfer EFT) to the school's bank account:

**REDCLIFFE STATE HIGH SCHOOL**  
**BSB: 064-122      ACCOUNT: 00090217**

For payments made by direct deposit to the designated bank account, the payment reference must be recorded as **SRS** and then the **Student EQ ID**, detailed on the right-hand side of the statement. The acknowledgement from the financial institution of the successful transfer of funds should be printed and retained as a record of payment. For payments by cash, cheque or credit/debit card, a receipt will be issued at the time of payment. All receipts and documentation on the scheme should be retained by the parent/caregiver for future reference.

5. Payment by periodic payment via Centrelink is also available. To make these arrangements please request and complete the Centrepay Deduction Authority form (Centrelink) and return it to the school.

6. If a parent/caregiver participating in a payment plan experiences financial hardship they are encouraged to contact the Business Manager to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence. The onus is on the parent/caregiver to provide evidence of being so affected. Any concessions to the participation fee will be at the discretion of the Principal.

7. Payment of the payment plan is to be made according to the payment arrangement option as indicated.

8. Non-payment of the scheduled payment plan by the designated payment amount/s will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue, 60 days overdue and 90 days overdue.

9. The Principal may withdraw a student's participation in any activity due to non-payment of a participation fees that a payment plan may cover. Where participation fees are overdue, the Principal may exclude a student from an optional extra curricula school 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/caregiver.

**PLEASE REMEMBER: IF YOUR CIRCUMSTANCES CHANGE, COMMUNICATE WITH REDCLIFFE STATE HIGH SCHOOL  
– WE CAN WORK TOGETHER TO SUPPORT YOUR CHILDS EDUCATION**

## PAYMENT PLAN APPLICATION FORM

<b>PARENT / GUARDIAN SURNAME</b>		<b>PARENT/ GUARDIAN GIVEN NAME</b>	
<b>EMAIL ADDRESS</b>		<b>CONTACT PHONE NO</b>	
<b>STUDENT SURNAME:</b>	<b>STUDENT GIVEN NAME:</b>	<b>YEAR</b>	
<b>NOMINATED PAYMENT FREQUENCY</b> (Please tick) <input type="checkbox"/> Weekly over _____ weeks <input type="checkbox"/> Fortnightly over _____ fortnights  <p style="text-align: center;"><b>NOTE: All payment plans are to be finalised by the end of Term 3</b></p>			
<b>ESTIMATED TOTAL TO BE PAID:</b>		\$ _____	
<b>INSTALMENT AMOUNT PER PAYMENT:</b>		\$ _____	
<b>NUMBER OF INSTALMENTS:</b>		_____	
<b>DATE OF FIRST PAYMENT:</b>		____ / ____ / ____	

**PLEASE NOTE:**

- All payment plan options *require an initial payment.*
- No resources are issued to students until either a signed Student Resource Scheme Participation Agreement form is returned to the school or the payments have commenced.
- This agreement must be maintained for your child to retain access to resources.
- It is preferred that a Centrepay plan is put in place to maintain this plan.
- By signing this agreement, you confirm that you have read and understood the terms and conditions as indicated over.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*(Signature Parent/Caregiver)*

*(Office Use Only)*

**APPLICATION:**

Recommended     Not recommended

Signature: \_\_\_\_\_ *(Business Manager)*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPROVAL OF PRINCIPAL:**

Approved     Not Approved

Signature: \_\_\_\_\_ *(Principal)*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

EQ ID: _____ Deposit Amount: _____ Date: ____ / ____ / ____    REC#: _____	<p style="text-align: center;"><b>NON - COMPLIANCE</b></p> <input type="checkbox"/> Letter 1 Date: ____ / ____ / ____ <input type="checkbox"/> Letter 2 Date: ____ / ____ / ____
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