

Direct Debit Arrangements for 2023

St Bernardine's School offers a direct debit payment plan arrangement to our families to give more flexibility with their payments. Our Direct Debit Request forms have 'until further notice' in the end date field, which allows parents to complete one form for the duration of their student's enrolment.

St Bernardine's School offers the following payment frequencies for Direct Debit payment plans:

Option 1: Weekly – total payment amount divided over 42 weekly instalments from January to November

Option 2: Fortnightly – total payment amount divided over 21 fortnightly instalments from January to November

Option 3: Monthly – total payment amount divided over 11 monthly instalments from January to November

Under the Direct Debit Service Agreement, each year St Bernardine's School will advise parents/caregivers in writing of their new instalment amount for the coming year.

Direct Debit forms are available from the school office, the parent portal and website. The completed form needs to be printed, signed then returned to the school either in person or via email to pregfinance@bne.catholic.edu.au. Please take the time to review the updated Direct Debit Service Agreement which can be found on page 2 of the Direct Debit Request form.

If you have any queries regarding the direct debit process, please call either Susan Leigh or Melissa Rogerson on 3800 1854 or email pregfinance@bne.catholic.edu.au.

In 2023, Direct Debit payments will all begin on 27th January and finish on the following dates depending on the frequency of payments you choose:

Weekly (42 Payments) – Finishing on 10/11/23

Fortnightly (21 Payments) – Finishing on 3/11/23

Monthly (11 Payments) – Finishing on 27/11/23

To calculate payment amounts please use the **Fee Schedule 2023** and **Calculation of Fees table** to find your annual fee. Then divide this amount by the total payments as listed above for the frequency you have chosen.

NEW DIRECT DEBITS WILL CONTINUE EACH YEAR UNLESS NOTIFIED TO CANCEL.

YOU WILL BE NOTIFIED VIA EMAIL DURING TERM 4 OF EACH YEAR WITH THE NEW AMOUNT TO PAY, PLUS START AND FINISH DATES FOR THE FOLLOWING YEAR.