

Direct Debit Arrangements for 2024

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 40 weekly instalments.

Option 2: Fortnightly – total payment amount divided over 20 fortnightly instalments.

Option 3: Monthly – total payment amount divided over 10 monthly instalments.

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, 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 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 2024, Direct Debit payments will all begin on 2nd February.

To calculate payment amounts please use the **Fee Schedule 2024** 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.

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.