



FINANCIAL INFORMATION AND AGREEMENT FORMS 2021

This document contains the Schedule of Fees, Payment Plan, Direct Debit Request Form, Direct Debit Calendar and Direct Debit Request Service Agreement document.

IHC SCHEDULE OF FEES 2021

Immaculate Heart College is conscious of the cost of school fees on the family budget and strives to maintain the fees as low as possible.

ENROLMENT FEE

A non-refundable Enrolment Fee is payable at the time a confirmed placement is offered. This fee is not deducted from the tuition fees. The fee payable is \$230 per student.

SCHOOL FEES

The following fees and charges apply for the 2021 school year (all fees will be rounded to the nearest dollar): Pre-Kindergarten fees are to be paid by the first day of each term.

YEAR LEVEL	TUITION FEES	AMENITIES	BUILDING LEVY	FIXED CHARGES	TOTAL
Pre-Kindergarten (2 Day Week)	\$2,800.00	-	-	-	\$2,800.00
Kindergarten (3 Day Week)	\$1,180.00	\$300.00	\$170.00	\$40.00	\$1,690.00
Pre-Primary	\$1,850.00	\$300.00	\$170.00	\$100.00	\$2,420.00
Years 1-6	\$1,850.00	\$300.00	\$170.00	\$100.00	\$2,420.00
Years 7-12	\$2,130.00	\$300.00	\$170.00	N/A	\$2,330.00

ANNUAL AND SIBLING DISCOUNT

A discount of \$100 is applied to tuition fees for full payment of fees on or before the due date.

Discounts for multiple siblings apply to tuition fees only, for siblings attending the school at the same time.

Sibling discounts for 2021 are as follows:

1 st Sibling	Full fees
2 nd Sibling	10%
3 rd Sibling	20%
4 th Sibling	30%
5 th and subsequent siblings	50%

Pre-Kindergarten fees are not subject to sibling discounts.

Building Levy

The building levy is an annual compulsory fee of \$170 per student. There is no pro rata on building levy for enrolments for part of the year.

FIXED CHARGES

The fixed charge is a compulsory fee that covers a range of costs. The fixed charge covers: Excursions, Incursions and insurance. The fixed charge does not cover the costs of: individual music lessons, stationery, subject specific levies, camps or specialist excursions.

OTHER FEES AND CHARGES

ICT Levy

The ICT Levy is a compulsory annual fee charged to all students from years 3 to 12. This fee covers the use of the internet facilities as well as the software licensing program for student's laptops. The Annual ICT levy for 2021 is \$50

Online Learning Program Fees

Kindergarten (includes cooking levy)	\$62
Pre-Primary and Year 1	\$84
Years 2 to 4	\$89
Years 5-12	\$120

IPad Subscription

Years Kindergarten to year 2	\$70
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Theology Fee

Years Pre-Primary to Year 12 \$20

Diary

Year 3 to year 12 \$20

Camp / Retreats Fees

As invoiced

Subject Specific Fees (High School)

Woodwork	Years 7-8	\$30
Woodwork	Years 9-10 (elective)	\$30
Materials Design & Technology	Years 11-12	\$50
Home Workshop	Year 10 (elective)	\$30
ICT	Years 7-8 (1 term)	Inc in ICT levy
Music	Years 7-8 (1 term)	\$10
Outdoor Education Levy	Years 7-8 (1 term)	\$25
	Years 9-10 (elective)	\$25
The Arts – Media/Visual	Years 7-10	\$25
Performing	Years 7-8 (1 term)	\$10
Performing	Year 9 (elective)	\$15
QUALS Program 1 (KFL)	Year 10	N/A
QUALS Program 2 (Speed Typing)	Year 10	\$40
QUALS Program 3 (Bronze Star)	Year 10	\$55
Work Experience Placement	Year 10	\$40
Careers Program	Year 10	\$25
Workplace Learning (ADWPL)	Years 11-12 (general)	\$50
Swanonline	Year 11 (ATAR)	\$500 per subject

High School Locks and Lockers

All high school lockers and locks are provided by the College. A fee of \$20 per student is charged for the hire of the lock and locker. A refund of \$15 will be applied to your account at the end of the year with the return of the lock and locker in good condition. Any damage to the lock and or locker will result in the loss of the refund and fees will apply for the purchase or repair to the lock or locker.

PAYMENT OF FEES AND CHARGES

All school fees are invoiced for the whole year and are sent via email to the account holder.

All fees and charges are payable by the 31st March 2021, unless a direct debit payment plan is in place. All payment plans need to be of a sufficient amount to finalise payment with in the school year. The table below details the options for payment of fees and charges.

OPTIONS	NUMBER OF PAYMENTS	DUE DATE
Option 1	1x payment	31st March 2021
Option 2	2x Equal payments	28th Feb & 28th Jul 2020
Option 3	4x equal payments	28th Feb, 28th Apr, 28 Jul, 13 Oct 2020
Option 4	10x equal payments	See Direct Debt Calendar 2021
Option 5	20x equal payments	See Direct Debt Calendar 2021
Option 6	40x equal payments	See Direct Debt Calendar 2021

All other fees are to be paid as invoiced, included but not limited to: the IHC Private Bus Service, Camps, Retreats and Swimming.

The College has a direct debit system available for parents to pay accounts. Families wishing to pay with Options 2 through 6 must complete a Direct Debit Request form by Monday 1 February 2021 or by the commencement date of the student.

OVERDUE ACCOUNTS

Families experiencing difficulties in paying their fees should make an appointment with the Accounts Department before the due date to discuss alternative arrangements for payment. Failure to meet and maintain the selected payment option will result in a late payment fee of \$50 being applied termly whilst the accounts remains outstanding.

Legal action for recovery of outstanding accounts is taken when accounts remain overdue. Costs including legal expenses, fees and commissions are payable by the Parent or Guardian.

SECONDARY ASSISTANCE SCHEME (YEARS 7 TO 12)

Families who hold an eligible Health Care Card or Pensioner Concession Card are eligible for up to \$350 towards school expenses through the Department of Education & Training WA Secondary Assistance Scheme. Parents can obtain application forms or further information from the Accounts Department. Applications close 31 April 2021.

RESPONSIBILITY FOR ACCOUNT PAYMENTS

It is your responsibility to:

1. Ensure that sufficient funds are available in the nominated account to meet a drawing on its due date
2. Ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based.
3. Advise us if the account nominated by you to receive the Immaculate Heart College Payment Plan drawings is transferred or closed.
4. Arrange with us a suitable alternate payment method if you or the nominated Financial Institution cancel the Immaculate Heart College Payment Plan drawing arrangements.

NOTICE OF WITHDRAWAL

Parents/guardians wishing to withdraw their student/s from the College must give **one term's notice** in writing to the Principal. Failure to give notice of intended withdrawal will result in one term of the student's annual fee being charged to the account. For example, if a student is not intending to continue from Term 1 the following year, notice must be given to the College by the first day of Term 4 in the present year.

BANK ACCOUNT DETAILS

Bank:	Bendigo Bank
Account Name:	IHC General Account
BSB:	633-000
Account Number:	1 62 609 192



Immaculate Heart College

Through Mary to Jesus: "The Way, the Truth and the Life"
John 14:6

PAYMENT PLAN

In the signing of this document, I understand that it is a condition of enrolment that the payment of school fees takes place during the course of the academic year as stated in the Schedule of Fees 2021.

Payment Options:

Annually Termly Monthly Fortnightly Weekly

Method of Payment:

Cash Cheque Direct Debt EFT EFTPOS

FEES CALCULATION

Enter the total amount from your invoice in the places below, then add together to get the total

Total 1st Child	
Total 2nd Child	
Total 3rd Child	
Total 4th Child	
Total 5th child	
Total 6th Child	

Total	\$
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Divide the total by the number of payments in your selected payment plan, (please view Schedule of Fees 2021 page 3) and write the amount in the relevant box below.

Option 1 (1x payment)	
Option 2 (2x payments)	
Option 3 (4x payments)	
Option 4 (10x payments)	
Option 5 (20x payments)	
Option 6 (40x payments)	

I understand the terms and conditions stated in the IHC Schedule of Fees document as a binding agreement made between Immaculate Heart College and _____ family.

Parent/Guardian 1

Surname: Given Name:

Signature:

Date:

Parent/Guardian 2

Surname: Given Name:

Signature:

Date:

All pages of this document MUST be returned to the accounts department by no later than December 4 2020



IMMACULATE HEART COLLEGE

34 Santa Gertrudis Drive Lower Chittering

WA 6084

Phone: (08) 9571 8135

Email: accounts@ihc.wa.edu.au

Credit Card Direct Debit Request Form

Request and Authority to debit	Your Surname _____
	Your Given names _____ "you"
	request and authorise Immaculate Heart College to arrange a debit to your nominated credit card to pay for your child's education at Immaculate Heart College. This debit or charge will be arranged by Immaculate Heart College's financial institution and made through the BPoint Receivables Solution from <i>your</i> credit card and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.
Amount of debit (tick box)	Any amount Immaculate Heart College, has deemed payable by you <input type="checkbox"/>
	OR The amount specified in the invoice we have sent you, for payment on a due date <input type="checkbox"/>
	OR \$[_____] [weekly/fortnightly/monthly/quarterly/annually continuing until due date as per invoice <input type="checkbox"/>
Your credit card to be debited	Name on credit card _____
	Credit card number __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
	Expiry Date ____- / ____
Your contact details	Address: _____
	Email: _____
	Phone: _____ The address/email [please choose one] above is the best way for us to write to you.
Confirmation	By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:
	· you are authorised to operate the nominated credit card; and · you have understood and agreed to the terms and conditions set out in this request.
Your Signature	Signed in accordance with the account authority on your credit card:
	Signature: _____ Contact details: As above

Office use only:

Date received: Input By:



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34 Santa Gertrudis Drive Lower Chittering

WA 6084

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Email: accounts@ihc.wa.edu.au

Bank Direct Debit Request Form

Request and Authority to debit	<p>Your Surname or company name _____</p> <p>Your Given names or ABN/ARBN _____ "you"</p> <p>request and authorise Immaculate Heart College, user id, 616575 to arrange a debit to your nominated account to pay for your child's education at Immaculate Heart College.</p> <p>This debit or charge will be arranged by Immaculate Heart College's financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from your nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
Amount of debit	<p>Any amount Immaculate Heart College, has deemed payable by you</p> <p>OR</p> <p>The amount specified in the invoice we have sent you, for payment on a due date</p> <p>OR</p> <p>\$(_____) [weekly/fortnightly/monthly/quarterly/annually continuing until due date as per invoice]</p>
Your account to be debited	<p>Name/s on account _____</p> <p>Financial institution name _____</p> <p>BSB number (Must be 6 Digits) ____ ____ ____ - ____ ____ ____ </p> <p>Account number ____ ____ ____ ____ ____ ____ ____ ____ </p>
Your contact details	<p>Address: _____</p> <p>Email: _____</p> <p>Phone: _____</p> <p>The address/email [please choose one] above is the best way for us to write to you.</p>
Confirmation	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:</p> <ul style="list-style-type: none">· you are authorised to operate the nominated account; and· you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.
Your Signature	<p>Signed in accordance with the account authority on your account:</p> <p>Signature: _____</p> <p>Contact details: As above</p>

<p>Second account signatory (if required)</p>	<p>Signed in accordance with the account authority on your account:</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
<p>Signing for a company</p>	<p><i>You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.</i></p> <p>Signature of duly authorised officer: _____</p> <p>Position held: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p style="text-align: center;"><i>(Notices will be sent to this email address)</i></p> <p>Phone: _____</p> <p>Date: ____ / ____ / ____</p> <p><u>Second company signatory (if required)</u></p> <p>Signature of duly authorised officer: _____</p> <p>Position held: _____</p> <p>Name: _____</p> <p>Email: _____</p> <p>Date: ____ / ____ / ____</p>

Office use only:

Date received: Input By:

Immaculate Heart College

Direct Debit Calendar 2021

Payment number	Weekly	Payment number	Fortnightly Cycle 1	Fortnightly Cycle 2	Payment number	Monthly Cycle 1	Monthly Cycle 2
1	Fri, 5 Feb 2021	1		Fri, 5 Feb 2021	1		Fri, 5 Feb 2021
2	Fri, 12 Feb 2021	1	Fri, 12 Feb 2021				
3	Fri, 19 Feb 2021	2		Fri, 19 Feb 2021	1	Fri, 19 Feb 2021	
4	Fri, 26 Feb 2021	2	Fri, 26 Feb 2021				
5	Fri, 5 Mar 2021	3		Fri, 5 Mar 2021	2		Fri, 5 Mar 2021
6	Fri, 12 Mar 2021	3	Fri, 12 Mar 2021				
7	Fri, 19 Mar 2021	4		Fri, 19 Mar 2021	2	Fri, 19 Mar 2021	
8	Fri, 26 Mar 2021	4	Fri, 26 Mar 2021				
9	Thu, 1 Apr 2021*	5	GOOD FRIDAY	Thu, 1 Apr 2021*	3		Thu, 1 Apr 2021*
10	Fri, 9 Apr 2021	5	Fri, 9 Apr 2021				
11	Fri, 16 Apr 2021	6		Fri, 16 Apr 2021	3	Fri, 16 Apr 2021	
12	Fri, 23 Apr 2021	6	Fri, 23 Apr 2021				
13	Fri, 30 Apr 2021	7		Fri, 30 Apr 2021			
14	Fri, 7 May 2021	7	Fri, 7 May 2021		4		Fri, 7 May 2021
15	Fri, 14 May 2021	8		Fri, 14 May 2021			
16	Fri, 21 May 2021	8	Fri, 21 May 2021		4	Fri, 21 May 2021	
17	Fri, 28 May 2021	9		Fri, 28 May 2021			
18	Fri, 4 Jun 2021	9	Fri, 4 Jun 2021		5		Fri, 4 Jun 2021
19	Fri, 11 Jun 2021	10		Fri, 11 Jun 2021			
20	Fri, 18 Jun 2021	10	Fri, 18 Jun 2021		5	Fri, 18 Jun 2021	
21	Fri, 25 Jun 2021	11		Fri, 25 Jun 2021			
22	Fri, 2 Jul 2021	11	Fri, 2 Jul 2021		6		Fri, 2 Jul 2021
23	Fri, 9 Jul 2021	12		Fri, 9 Jul 2021			
24	Fri, 16 Jul 2021	12	Fri, 16 Jul 2021		6	Fri, 16 Jul 2021	
25	Fri, 23 Jul 2021	13		Fri, 23 Jul 2021			
26	Fri, 30 Jul 2021	13	Fri, 30 Jul 2021				
27	Fri, 6 Aug 2021	14		Fri, 6 Aug 2021	7		Fri, 6 Aug 2021
28	Fri, 13 Aug 2021	14	Fri, 13 Aug 2021				
29	Fri, 20 Aug 2021	15		Fri, 20 Aug 2021	7	Fri, 20 Aug 2021	
30	Fri, 27 Aug 2021	15	Fri, 27 Aug 2021				
31	Fri, 3 Sep 2021	16		Fri, 3 Sep 2021	8		Fri, 3 Sep 2021
32	Fri, 10 Sep 2021	16	Fri, 10 Sep 2021				
33	Fri, 17 Sep 2021	17		Fri, 17 Sep 2021	8	Fri, 17 Sep 2021	
34	Fri, 24 Sep 2021	17	Fri, 24 Sep 2021				
35	Fri, 1 Oct 2021	18		Fri, 1 Oct 2021	9		Fri, 1 Oct 2021
36	Fri, 8 Oct 2021	18	Fri, 8 Oct 2021				
37	Fri, 15 Oct 2021	19		Fri, 15 Oct 2021	9	Fri, 15 Oct 2021	
38	Fri, 22 Oct 2021	19	Fri, 22 Oct 2021				
39	Fri, 29 Oct 2021	20		Fri, 29 Oct 2021	10		Fri, 5 Nov 2021
40	Fri, 5 Nov 2021	20	Fri, 5 Nov 2021		10	Fri, 19 Nov 2021	



IMMACULATE HEART COLLEGE
34 SANTA GERTRUDIS DRIVE LOWER
CHITTERING WA 6084
Phone: (09) 9571 8135
Email: accounts@ihc.wa.edu.au

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Immaculate Heart College, User Id: 616575, ABN: 70 147 801 590 (**the Debit User**). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions:

account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between you and us.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by you to us is due.

debit payment means a particular transaction where a debit is made.

Direct Debit Request means the written, verbal or online request between us and you to debit funds from your account.

us or **we** means Immaculate Heart College (the Debit User) you have authorised by requesting a Direct Debit Request.

you means the customer who has authorised the Direct Debit Request.

your financial institution means the financial institution at which you hold the account you have authorised us to debit.

1. Debiting your account:

1.1 By submitting a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

2. Amendments by us

2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice sent to the preferred email or address you have given us in the Direct Debit Request.

3. How to cancel or change direct debits

You can:

(a) cancel or suspend the Direct Debit Request; or

(b) change, stop or defer an individual debit payment at any time by giving us at 14 days' notice by writing to

IHC Accounts Department
PO Box 8, Bullsbrook WA 6084

Or

Email: accounts@ihc.wa.edu.au

Or

by telephoning us on **9571 8135** during business hours;

You can also contact your own financial institution, which must act promptly on your instructions.

4. Your obligations

- 4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your* account to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.
- 4.2 If there are insufficient clear funds in *your* account to meet a *debit payment*:
 - (a) *you* may be charged a fee and/or interest by *your financial institution*;
 - (b) *we* may charge *you* reasonable costs incurred by *us* on account of there being insufficient funds; and
 - (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your* account by an agreed time so that *we* can process the *debit payment*.
- 4.3 *You* should check *your* account statement to verify that the amounts debited from *your* account are correct.

5. Dispute

- 5.1 If *you* believe that there has been an error in debiting *your* account, *you* should notify *us* directly on 9571 8135 and confirm that notice in writing to accounts@ihc.wa.edu.au as soon as possible so that *we* can resolve *your* query more quickly. Alternatively, *you* can contact *your* financial institution for assistance.
- 5.2 If *we* conclude as a result of *our* investigations that *your* account has been incorrectly debited *we* will respond to *your* query by arranging within a reasonable period for *your* financial institution to adjust *your* account (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your* account has been adjusted.
- 5.3 If *we* conclude as a result of *our* investigations that *your* account has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your* account as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your* account details which *you* have provided to *us* are correct by checking them against a recent account statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

- 7.1 *We* will keep any information (including *your* account details) in *your* Direct Debit Request confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 *We* will only disclose information that *we* have about *you*:
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8. Contacting each other

- 8.1 If *you* wish to notify *us* in writing about anything relating to this agreement, *you* should write to Immaculate Heart College Accounts

PO Box 8
Bullsbrook WA 6084

- 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request.
- 8.3 Any notice will be deemed to have been received on the second banking day after sending.