



"The Way, the Truth and the Life"
John 14:6

2022 FINANCIAL INFORMATION AND AGREEMENT FORMS

THIS DOCUMENT CONTAINS

- 2022 Schedule of Fees
- Payment Option Nomination Form
- Direct Debit Request Form
- Direct Debit Service Agreement

ADDITIONAL DOCUMENTS (by request)

- Tuition Fee Discount Scheme
- Fee Concession Policy (Families in Financial Hardship)

It is a condition of enrolment at Immaculate Heart College that school fees will be paid in a timely manner and as per the agreement between the College and the nominated account holder(s) on the Enrolment Form.

Application Fee

An Application Fee of \$55 (GST Inclusive) must accompany all Enrolment Forms. This fee covers administration costs and is non-refundable.

Enrolment Fee

A non-refundable Enrolment Fee of \$230 is payable at the time a confirmed placement is offered and before the start of the school year, and does not form part of any other fee charged by the College.

School Fees

The following fees and charges apply for the 2022 school year.

YEAR LEVEL	TUITION FEES	FIXED CHARGES	TOTAL
Pre-Kindergarten (2 Day Week)	\$2800	\$100	\$2900
Kindergarten (3 Day Week)	\$1200	\$850	\$2050
Pre-Primary	\$2035	\$885	\$2920
Years 1-6	\$2240	\$965	\$3205
Years 7-12	\$2500	\$1010	\$3510

Building Levy

The Building Levy is an annual compulsory fee of \$350 per family. There is no pro rata on the Building Levy for enrolment for part of the year.

IPAD Subscription

Kindergarten to Year 2 - \$70

School Building Fund

Voluntary donations to our College Building Fund are welcomed and tax deductible over \$2.

Fixed Charges

The Fixed Charge is a compulsory fee that covers a range of incidental costs. The Fixed Charge covers but is not limited to amenities, consumables, excursions, incursions, insurance, ICT levy, online learning programs, diaries, swimming, and the annual Yearbook. The Fixed Charge does not cover the costs of individual music lessons, stationery, subject specific levies, camps, or retreats.

High School Lockers

College lockers and locks are provided to secondary students at a fee of \$25, with \$20 refunded or rolled over to the following year on continued enrolment at the College, only if the lock and locker are returned in good condition. Any damage to the lock and/or locker will result in the loss of the refund.

Other Fees

All other fees are to be paid as invoiced, included but not limited to the IHC private bus service, camps, retreats, and Swanonline learning program.

Sibling Discount

Sibling discounts apply to Tuition Fees only, for Kindergarten to Year 12 only for siblings attending the school at the same time.

Pre-Kindergarten fees are not subject to sibling discounts.

Sibling discounts for 2022 are as follows:

2 nd Sibling	15%
3 rd Sibling	30%
4 th Sibling	40%
5 th Sibling	60%

Government Assistance with Fees/Education Costs

State Government Secondary Assistance Scheme

The State Government Education Department funds a Schooling Clothing Allowance and an Education Program Allowance for students in Year 7 to Year 12.

Application forms are available from the Accounts Department. Applications close in April 2022. For further information, please contact the Department of Education on (08) 9264 4516.

Fee Payment

School Fees and Building Levy are invoiced in Week 1 of Term 1 and are sent to the account holder/s via the email nominated on the Enrolment Form. If you have not received the invoice, please contact the College.

Payment options are as follows:

OPTION	NUMBER OF PAYMENTS	DUE DATE
1	1 x payment	28 February 2022, \$100 discount applicable on Tuition Fee
2	2 x equal instalments by direct debit	18 February and 29 July 2022
3	4 x equal instalments by direct debit	18 February, 29 April, 29 July, 14 October 2022
4	10 x equal instalments by direct debit	On the 18 th of each month, commencing 18 February, concluding on 18 November 2022
5	20 x equal instalments by direct debit	Between 18 February and 18 November 2022, and as per dates stipulated by the College

For Payment Options 2 - 5 it is **mandatory** that the parent/carer enter into an agreement with Immaculate College to settle their accounts in a timely manner by completing the *Payment Option Nomination Form* and *Direct Debit Form*, to be handed to the Accounts Department **by 11 February 2022**.

For direct debit payments, please ensure there are sufficient funds to cover the school fees by the nominated date/s. An administration cost of \$10 plus bank fees will be charged to the parent/carer's account for failed payment.

Fees can be paid via Direct Debit, Credit Card/Debit Card and Direct Transfer (EFT)

College Bank Account Details

Bank: Bendigo Bank
Account Name: Immaculate Heart College
BSB: 633-000
Account Number: 162 609 192

CASH PAYMENTS OVER \$100 WILL NOT BE ACCEPTED, EXCEPT BY PRIOR ARRANGEMENT WITH THE PRINCIPAL OR BURSAR.

IHC Private Bus

Immaculate Heart College offers a bus service to and from the College to Lower Chittering and Toodyay at a fee. To access this service, the *IHC Bus Service Agreement Form* must be completed and returned to the College.

Overdue Accounts

Failure to meet and maintain the selected payment option will result in a late payment fee of \$50 being applied monthly whilst the account remains outstanding. In addition, concessions may be forfeited if accounts are not settled by the due date.

Any student whose school fee remains unpaid will not be permitted to nominate for, or participate in, optional extracurricular activities until the account is brought up to date.

The College reserves the right to take legal recourse on unpaid school fees.

Responsibility for Payment of Accounts

This rests jointly and severally with the person(s) who signed the Enrolment Form.

Health Care, Pensioner and Concession Card Discounts

This scheme provides a \$250 discount on tuition fees (only) for eligible students. Information sheets and application forms can be found on the College website, or via contact with the Accounts Department.

Families in Genuine Financial Hardship

Our College Board of Directors is always mindful of parents with genuine financial needs who may require assistance with tuition fees. Parents/carers seeking assistance should complete a confidential *Fee Concession Application Form* available from the Accounts Department. This is then negotiated with the Principal. Please note that remissions are not available in a student's first year at the College, and are not available for consecutive years.

Notice of Withdrawal of Enrolment

Notice of the withdrawal of a student must be given in writing to the Principal. This is the only acceptable method of notifying the College of the withdrawal of a student. Verbal notification is not considered due notice.

One full term's notice (this excludes school holidays) must be given on or before the first day of term prior to the intended date of withdrawal. One term's tuition fee will be charged in lieu of such notice should a student be withdrawn with insufficient notice being provided.

The College does not refund any levies paid.

INSURANCE

It is strongly recommended that parents check their health cover and insurance policies to ensure adequate medical, ambulance, personal property and liability insurance cover is held. The College does not accept responsibility for loss of, or damage to, personal effects and property, or for bodily injury or property damage incurred by students.

Students at the College are covered by a *Student Accident Protection Plan*. Further information can be obtained by contacting the College. Families will be required to pay for any damage caused to College property or equipment.

Illness or Injury

In an emergency, if you and your emergency contacts are not available, your child will be taken by ambulance, at your cost, to a hospital. It is recommended you have private health insurance cover, inclusive of ancillary benefits and hospital cover.



Immaculate Heart College

PAYMENT OPTION NOMINATION FORM

Family Name: _____

Student Name/s and Year Level in 2022: _____

FEES CALCULATION

Enter the total amount from your invoice in the fields below, to calculate total fees for family

Total 1 st child	
Total 2 nd child	
Total 3 rd child	
Total 4 th child	
Total 5 th child	
Total 6 th child	
TOTAL	\$

Divide the total number of payments in your selected Payment Option by the total above to calculate your instalment amount. Please indicate your chosen option below.



OPTION 1 (1 x instalment) less \$100 early payment discount	28 February 2022		
OPTION 2 – by Direct Debit (2 x equal instalments)	18 Feb 2022 29 July 2022		
OPTION 3 – by Direct Debit (4 x equal instalments)	18 Feb, 29 April, 29 July, 14 Oct		
OPTION 4 – by Direct Debit (10 x equal instalments)	18 th of month, Feb - November		
OPTION 5 – by Direct Debit (20 x equal instalments)	Between 18 Feb to 18 Nov, on date stipulated by College		

If you have chosen Option 2 to 5, please complete and return the Direct Debit Form attached

DECLARATION

I/We hereby acknowledge that these school fees will be paid in full by 28 February 2022, or by the nominated dates applicable to the Payment Option selected above. I/We will contact the College in writing, should I/we be unable to commit to this agreed payment arrangement.

Signed by

Parent/Carer 1: _____

Date: _____

Parent/Carer 2: _____

Date: _____



DIRECT DEBIT REQUEST

PH: 08 9571 8135
ABN/ACN: 70 147 801 590

NEW CUSTOMER FORM

YOUR DETAILS | Please complete this form using a BLACK PEN. * Indicates a MANDATORY FIELD

Business: Immaculate Heart College Ltd ABN/ACN: 70 147 801 590 **100-891-123**

Customer Reference:

* Surname: * Given Name:

* Mobile #:

* Email:

* Address:

* Suburb: * State: * Postcode:

DEBIT ARRANGEMENT | Including details and associated fees/charges detailed below and/or the total amount for the specified period for this and as per any other subsequent agreements or amendments between me/us and the Business and/or Ezidebit

I/We authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (User ID 342190, 342191, 428198) ("Ezidebit") to debit payments from my/our account, as specified below, at intervals and amounts as directed by Immaculate Heart College Ltd ("The Business") as per the Terms and Conditions of my agreement with the Business and in accordance with this Direct Debit Request and the DDR Service Agreement (Ver 1.11).

Administration Fee(once only) up to: N/A	Bank Account Transaction Fee: Paid By Business	Credit Card Transaction Fee: VISA/Mastercard: Paid By Business AMEX/Diners: Paid By Business	Optional SMS Payment Reminder: N/A	Failed Payment Fee: \$9.90
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CHOOSE YOUR PAYMENT METHOD

Debit from Credit Card

VISA MasterCard AMEX

Card Number: / Expiry Date: /

Name of Cardholder:

By signing this form, I/we authorise Global Payments Australia 1 Pty Ltd, acting as Direct Debit Agent on instruction from the Business, to debit payments from my Credit Card.

Debit from Bank, Building Society or Credit Union Account

Financial Institution: Branch:

BSB Number: - Account Number:

Account Holder Name:

I/We authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (User ID No 342190, 342191, 428198) to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with this Direct Debit Request.

The Authorisation in this Request remains in force in accordance with the terms and conditions of the DDR Service Agreement (Ver 1.11). I/We have read, understand and agree to the same. I/We declare that the information in this Request is true and correct. I/We acknowledge that my/our personal information will be collected, used, held and disclosed in accordance with the Ezidebit Privacy Policy found at <http://www.ezidebit.com/au/privacy-policy/>

Signature(s) of Account Holder: Date: / /



DDR SERVICE AGREEMENT (Ver 1.11)

DDR Service Agreement (Ver 1.11)

I/We hereby authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (Direct Debit User ID number 342190, 342191, 428198) (referred to as "Ezidebit") to make periodic debits on behalf of the Business (referred to as "the Business") as indicated on the attached Direct Debit Request which incorporates this DDR Service Agreement.

I/We acknowledge that Ezidebit is acting as a Direct Debit Agent for the Business and that Ezidebit does not provide any goods or services (other than the direct debit collection services) to me/us for the Business pursuant to the Direct Debit Request and has no express or implied liability in relation to the goods and services provided or to be provided by the Business or the terms and conditions of any agreement that I/We have with the Business.

I/We acknowledge that the debit amount will be debited from my/our nominated card or bank account according to the terms and conditions of my/our agreement with the Business and the terms and conditions of the Direct Debit Request (and specifically the Debit Arrangement including the Fees/Charges in the Direct Debit Request).

I/We acknowledge that the details of my/our nominated card or bank account should be verified (eg: against a recent card or bank statement) to ensure accuracy of the details provided and I/we will contact my/our financial institution if uncertain of the accuracy of these details.

I/We acknowledge that it is my/our responsibility to ensure that there are sufficient available/cleared funds in the nominated account by the due date to enable the direct debit to be honoured on the due date for the debit. Direct debits normally occur overnight, however transactions can take up to 3 banking business days depending on the financial institution. Accordingly, I/we acknowledge and agree that sufficient funds will remain in the nominated account until the debit amount has been debited from the account. If there are insufficient funds available, I/we agree that Ezidebit will not be responsible for any fees and charges that may be charged by either my/our or its financial institution.

I/We acknowledge that there may be a delay in processing the debit if:

1. a payment request is received by Ezidebit after Ezidebit's usual cut off time, being 3:00pm Qld time, Monday to Friday;
2. a payment request is received by Ezidebit on a day that is not a banking business day in Sydney, NSW and Melbourne, VIC; or
3. there is a public or bank holiday on the day when the debit transaction is due to be processed or on any of the following days until the debit is processed.

Any payment that falls due on any of the above will be processed on the next business day.

I/We authorise Ezidebit to vary the amount of the payments from time to time upon receiving instructions from the Business of a variation provided for within my/our agreement with the Business or as may be agreed by me/us and the Business. I/We do not require Ezidebit to notify me/us of the variation to the debit amount.

I/We acknowledge that Ezidebit is to provide at least 14 days' notice if it proposes to vary any of the terms and conditions of the Direct Debit Request (including this DDR Service Agreement) including varying the Debit Arrangement.

I/We will contact the Business if I/we wish to alter or defer the Debit Arrangement. I/We acknowledge that any request by me/us to stop or cancel the Debit Arrangement will be directed to the Business.

I/We acknowledge that any dispute regarding a debit will be directed to the Business and/or Ezidebit. If no resolution is forthcoming, I/we will contact my/our financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, a failed payment fee (as referred to in the Debit Arrangement) may be payable by me/us to Ezidebit. I/We will also be responsible for any fees and charges applied by my/our financial institution for each unsuccessful debit attempt together with any collection fees, including but not limited to any solicitor fees and/or collection agent fee as may be incurred by Ezidebit.

I/We authorise Ezidebit to attempt to re-process any unsuccessful payments as advised by the Business.

I/We acknowledge that certain fees and charges (including setup, variation, SMS or processing fees) may apply to the Direct Debit Request and may be payable to Ezidebit and agree to pay those fees and charges to Ezidebit.

"Ezidebit" may appear as the merchant for a payment from my/our credit card (including a debit or charge card). I/We acknowledge and agree that Ezidebit will not be liable for any disputed transactions resulting from the supply or non supply of goods and/or services and that all disputes will be directed to the Business (as Ezidebit is acting only as a Direct Debit Agent for the Business). The Transaction Fee for a debit to a Credit Card calculated as a percentage may be subject to a minimum amount.

I/We appoint Ezidebit as my/our agent for the control, management and protection of my/our personal information (relating to the Business and this Direct Debit Request) which is disclosed to Ezidebit. I/We irrevocably authorise Ezidebit to take all necessary action (which Ezidebit deems necessary) to protect and/or correct, if required, my/our personal information, including (but not limited to) correcting account numbers and providing such information to relevant third parties and otherwise disclosing or allowing access to my/our personal information to third parties in accordance with the Ezidebit Privacy Policy.

Other than as provided in this Direct Debit Request or the Ezidebit Privacy Policy, Ezidebit will keep your personal information about your nominated account private and confidential unless this information is required to investigate a claim made relating to an alleged incorrect or wrongful debit, to be referred to a debt collection agency for the purposes of debt collection or as otherwise required or permitted by law. The Ezidebit Privacy Policy can be found at <http://www.ezidebit.com/au/privacy-policy/>.

I/We hereby irrevocably authorise, direct and instruct any third party who holds/stores my/our personal information (relating to the Business and this Direct Debit Request) to release and provide such information to Ezidebit.

I/We authorise:

1. Ezidebit to verify with my/our financial institution and/or correct, if necessary, details of my/our account; and
2. My/our financial institution to release information allowing Ezidebit to verify my/our account details.

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