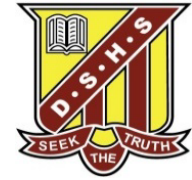


2024 Residential Fees Acceptance & Payment Plan Agreement



Student Name: _____ Year: _____

Parent/Guardian: _____

_____ I acknowledge that I have read and understand the Dalby State High Bunya Campus Debt Management Policy (*Appendix 1*) I acknowledge it is my responsibility to ensure my student's residential fees are up-to-date and **paid no later than week 5 of each term**. I acknowledge that the late or non-payment monies, subsidies or allowances from government and external sources must be made up by parent/caregivers.

_____ I understand that if I am unable to meet a payment deadline, I need to consult the Business Manager on 07 4660 0333 (**prior to being overdue**) to discuss the possibility of alternate arrangements. If suitable arrangements cannot be made, I understand that I may be requested to withdraw my student from the Residential Campus as per Registration Agreement 8.1 b (as follows):

Part C: REGISTRATION MATTERS

Deferral, Suspension or Cancellation of registration

- 8.1 The Residential boarding facility may in its absolute discretion defer, suspend or cancel the Student's registration, subject to any applicable laws, if the:
- Residential boarding facility receives a written request, from the Parents, for the Student's registration to be deferred, suspended or cancelled on compassionate or compelling grounds;
 - Parents fail to pay all fees or costs in accordance with this Agreement.

I request for my student to be a (please initial):

_____ Full time residential student

_____ Weekly residential student (**strictly** Mon 8.00 am – Fri 4.00 pm)

I agree to meet the following financial responsibility (please initial each relevant option):

_____ **Compulsory \$ 300 Room Bond** (paid once on Enrolment acceptance and payment must be received for student to begin boarding)

_____ **Option 1** – Pay the annual fee of Full-Time Boarding @ \$ 16,236.00 or Weekly Boarding @ \$ 13,530.00 in advance by 12th February to receive 5% discount.

_____ **Option 2** - Invoices will be sent on a term by term basis and need to be **paid in full** by the end of week 5 of that term.

- Sibling Discount of 5%.
- Payment Plan as discussed with Business Manager (all payment plans must be approved by way of an appointment with the BM).

The following will be invoiced on acceptance of enrolment and **payment via BPoint (Appendix 2) is required before start date:**

- **\$300 Room Bond** (to be held for the duration of the student's enrolment)

_____ I acknowledge that I am responsible for all outstanding monies to be paid in full, even if my child exits the residential boarding facility.

_____ I understand that my child/ren registration can be deferred, suspended, cancelled from the Residential Campus until such time fees are paid (if payment is not finalised or payment plan commenced) by the end of week 5 of each term.

**** Only if applicable to your circumstances (please initial & circle relevant response/s):**

_____ I confirm that an application has been submitted for **AIC / Abstudy / LAFHAS** on _____ / _____ / 2024 and the outcome of application is Approved / Pending / Denied.

_____ I have directed Centrelink to pay the said assistance payment directly to DSHS Bunya Campus. I will provide a copy of the approval letter for the said payment for DSHS Bunya Campus records.

_____ Not Applicable

Parent/Guardian Signature: _____ **Date:** _____

Office Use:

Room Bond Invoiced Paid Invoice No:

Centrelink **AIC** **Abstudy** **LAFHAS**

Payment plan Appointment Booked Details of payment plan

Signed: _____ Date: _____

Appendix 1

Dalby State High School Bunya Campus

Debt Management Policy

Dalby State High School Bunya Campus provides a residential facility to students enrolled at the Dalby State High School who are Australian citizens, permanent residents or children of Australian citizens or permanent residents.

Dalby State High School Bunya Campus charges for accommodation, food, laundry and transport for students residing at this facility. Charges of fees to students may be for some of the following reasons but are not limited to these examples–

- Services, materials and consumables not defined as accommodation, food, laundry and transport.
- Specialised programs
- Recreational Activities

Student Resource Scheme

The secondary school Textbook and Resource Allowance is used to offset part of the schools fees.

The Principal has obtained endorsement for –

- Student Resource Schemes
- Non-state school students enrolled in the school
- Enrolment processing fee
- An educational service purchased from a provider other than a state school.

Where Dalby State High School provides resources, the ownership is retained by the school. The school can decide to pass these on to the student.

Where parents choose not to participate in the scheme and provide the resources themselves, they retain ownership.

The Student Resource Scheme is managed by the Dalby State High School Nicholson Campus and is invoiced separately to invoices generated by the Bunya Campus.

Responsibilities for residential fees and contributions:

Principal:

- determine, in conjunction with regional office the total costing of residential fees for whole school year
- generation of a reminder notice to the parent at intervals of 30 days overdue and 60 days overdue
- after 60 days overdue, undertaking internal school debt recovery action as provided in the School Accounting Manual for the overdue fees including, where warranted, referral to an external debt collection agency via Finance Branch, or waiving the fee
- exercising discretion in excluding a student from the facility
- prior to commencing at the facility, parents will be issued with an invoice for room bond which is to be paid in full. First term fees will require payment by week 5, unless a prior payment plan has been agreed to
- a pro rata fee is available to a student who enters the facility throughout the school year and this is calculated on a 40-week school year basis

- a pro rata refund will be paid to the parent or carer of a student who, after all outstanding invoices have been finalised, leaves the Campus through the year. The pro rata refund is calculated on the fee paid, less the cost of any negligent damage to the facility on the basis of a 40-week school year.
- ensure that debt recovery processes are in accordance with Financial Practices in Schools and Other Centres, the School Accounting Manual, and Debt Collection Policy.

Parents:

- make a decision to enrol student at the Dalby State High School Residential Facility and indicate the decision by completing the Application for Enrolment and return the form to the Campus
- where a decision is made to enrol at the Campus, parents and students are to comply with the terms and conditions of fee paying
- in circumstances of financial hardship, contact the Business Manager to discuss how the financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate individual circumstances.

Debt Recovery - action to be taken for non-payment of fees.

Debt recovery action can be undertaken for outstanding fees and charges.

If Dalby State High School Bunya Campus has a large number of outstanding accounts it will go about recovering the money by a process of negotiation with the parent/carer. Strategies for recovery include issuing monthly statements, negotiating payment schedules, and telephone or personal contact with the parent/carer to discuss outstanding fees.

When all avenues are exhausted Dalby State High School Bunya Campus will apply to the Regional Executive Director to endorse a request to engage a Debt Collector through Central Office.

A student's registration at the Campus can be deferred, cancelled or suspended for non-payment of fees while the above process is carried out.

**SCHOOL FEES
MADE EASY**

Edstart offers a range of solutions to help schools and families manage school fee payments

<p>For schools Fee management solution to improve the payment and collection process</p>	<p>For parents Flexible payment plans to manage all education costs in one place</p>
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For more information, visit edstart.com.au

 **Edstart**

Edstart Australia Pty Ltd ABN 61 024 205 holds Australian credit licence number 482006

Appendix 2

BPoint is our new and easy preferred method of payment for all invoices you receive from DSHS.

All you need to do is have your invoice ready and log onto the BPoint Website.

www.bpoint.com.au/payments/dete

- Enter the Customer Reference Number (CRN) as shown on the bottom of your invoice
- Enter the invoice number as shown on the bottom of your invoice
- Enter the student's name
- Enter the full amount of the invoice
- Select your payment option (Credit Card or Bank Account)

BPoint payments can be done either from your computer or your smartphone.

Mastercard and Visa are the only credit cards accepted.

Make a BPOINT Payment

Bill Code: 1002534 (Department Of Education)

CRN:

Invoice Number:

Student Name:

Amount (AUD):

Select your payment option:

TAX INVOICE

INVOICE NUMBER: 17587
INVOICE DATE: 7-Nov-2014
INVOICE REF.: 2015L4L
DEBTOR ID: 244299
ORDER NUMBER: 4015186

David Bond
74 SUNSHINE AVENUE
MORNINGTON QLD 4304

Ryan Bond EQ Id: 46462825337G
School Roll Class: W03

Item Description	Quantity	Item Price	Inv. Amount
Laptop for Learning Program 2015 Fee	1.00	260.00	260.00
GST TOTAL:			0.00
INVOICE TOTAL:			260.00

* Indicates Invoice Amount on Item row includes GST

Full payment of Student Resource Scheme fees are required to participate in this program

ALL 4 fields MUST be filled in!

Secured by Commonwealth Bank © Commonwealth Bank of Australia 2015 ABN

Online Card Payment

CRN: 0231000036518

Invoice No. 17587

This invoice can be paid by card via BPoint
<http://www.bpoint.com.au/payments/dete>

PAYMENT METHODS

Bill Code: 148544
Ref: 0231000036518

Telephone & Internet Banking – BPA™
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

- In Person at Tarrum (0251) Via EFTPOS, Cash or Money Order (0231)™
- Cheque payable to
- Direct Debit – A Direct Debit Request form is available from the school office for processing by the school
- Centrepay Deduction – Payment by Centrepay deduction can be arranged through the schools office

CRN: Customer Reference Number

Phone payments can still be made by contacting **1300 631 073**.

You will need to quote the CRN and Invoice number as shown on the bottom of your invoice.

Please Note: The school office can no longer process credit payments over the phone.