

# Payment Plan Policy



Payment Plans are offered to School families that are either in financial hardship or would like to set up a recurring deduction to keep abreast of School expenses.

The School offers two types of Payment Plans.

**BPOINT electronic Direct Debit Registration (eDDR)** is offered for the Student Resource Scheme and camps. This is the preferred method of payment plan.

**Centrepay Deductions** is offered for the Student Resource Scheme and camps.

## 1. BPOINT electronic Direct Debit Registration

BPOINT eDDR is a payment plan solution that enables parents/carers to set up payment plans on invoices to pay them off through the school year.

After discussing with you how much and how often you wish to pay, a payment plan is completed by the parent/carer for each child and for each invoice to be registered which requires the parent/carer and Business Managers signatures for the agreement to take place. All payment plans are valid for 12 months only from the date of the first deduction.

The information is then registered by the School and a BPOINT eDDR link will be emailed to the parent/carer. The parent/carer opens the link and reviews all prepopulated information and registers their payment method (credit/debit card or bank account). A confirmation email will be received detailing all details and this must be actioned within 7 days to finalise and activate the agreement. You will receive an email 24 hours before a deduction to remind you of the direct debit. To cancel the payment plan or notify of changes to bank or card details the parent must contact the school office in writing and allow at least 72 hours for this to be processed.

If a scheduled eDDR transaction declines due to insufficient funds on the nominated card or bank account, it is the parent/carers responsibility to make a manual payment of that instalment. The eDDR arrangement will continue and will attempt to debit the nominated bank account or debit/credit card on the next scheduled date (if the schedule is ongoing).

## 2. Centrepay Deductions

Centrepay is a free direct bill paying service available to customers who receive an Australian Government Department of Human Services Centrelink payment, family assistance payment or Parental Leave Pay.

The school is able to supply the paperwork required by the Department of Human Services and register this on your behalf with the department. The minimum fortnightly deduction amount is \$25.

These payments are offered by the Department of Human Services on a lump sum or fortnightly plan in conjunction with the scheduled government payment calendar. Parent/carers are able to opt out of this service, suspend this service or change the deduction amount, however communication of any changes by the parent must be notified to the school immediately.

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*Our vision is to learn and grow side by side: students, staff and community.*

*Our mission is to support every child to reach their full potential academically, socially and emotionally, creating lifelong learners, critical thinkers and resilient citizens.*