



**CABOOLTURE STATE HIGH SCHOOL PAYMENT PLAN**

Payment plans are designed to take the upfront stress out of t school life and allow families to break down the cost of the student resource schemes and extracurricular activities. (Camps must be paid prior to the activity)

Item	Upfront	Fortnightly
Textbook Resource Scheme	\$300	\$11.54
iLearn (Laptop device)	\$185	\$7.12
Sport (per season – Summer/Winter)	\$40	\$1.53
Academy programs	\$50	\$1.93

I ..... parent / carer wish to apply for:

Student Given Name	Student Surname	Year Level	Amount Due
<b>TOTAL</b>			

**UNDERTAKING**

I undertake to enter a payment plan for my childs outstanding school fees through either of the following time frames

Weekly      Fortnightly      Monthly for the amount of \$..... commencing on ..... and that any outstanding balance will be paid in full prior to the end of Term 4 this year or as negotiated with the Business Manager. **I agree to maintain payments as set out above and will notify the school Business Manager via email [finance@cabooltureshs.eq.edu.au](mailto:finance@cabooltureshs.eq.edu.au) immediately should my payment situation alter.**

Payment Methods: *(Please tick payment method)*

- Cash     Cheque     Eftpos     Direct Deposit     Centrepay     QKR APP

Signature of Parent / Carer: ..... Date:

By signing this agreement, I confirm that I have read and understood the terms and conditions as indicated in the agreement overleaf.

OFFICE USE ONLY: Signature of BM / Finance Officer: .....

Negotiated Instalments (Please tick)	Weekly over _____ weeks					Balance to Pay \$ _____		
	Fortnightly over _____ fortnights					Agreed Amount: \$ _____		
Payment Date	Amount	Receipt Number	Payment Date	Amount	Receipt Number	Payment Date	Amount	Receipt Number

## PAYMENT PLAN PARTICIPATION AGREEMENT

1. This Payment Plan Participation Agreement is designed to provide parents / carers with an alternative way to pay student related fees.
2. For payments made by direct deposit to the designated bank account, the payment reference must be recorded as the **Students Full Name**. The acknowledgement from the financial institution of the successful transfer of funds should be printed and retained as a record of your payment. A school receipt will be issued on request. For payments by cash, cheque or Eftpos at our school office, a receipt will be issued. All receipts and documentation on the payment plan should be retained by the parent/carer for future reference and possible taxation purposes.
3. Payment by periodic payment via Centrelink is also available. To make these arrangements please complete a Centrepay deduction form (Centrelink).
4. Parent/Carer MUST complete these Centrelink forms and the school office will email this form to the Centrelink office on your behalf.

### Parent / Carer Experiencing Financial Difficulties

5. If a parent/carer participating in a payment plan experiences financial hardship is encouraged to contact the Business Manager to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence.
6. The onus is on the parent/carer to provide evidence of being so affected, which may include a current Health Care Card or other evidence of financial hardship. Any concessions to the participation fee will be at the discretion of the Principal.
7. Payment of the payment plan is to be made according to the payment arrangement option as indicated.
8. The Principal may withdraw a student's participation in any scheme due to non-payment of participation fee that a payment plan may cover. Where participation fees are overdue, the Principal may exclude a student from an optional extra curricula school activity.

The school has made considerable effort over the last few years to remove or considerably reduce fees and increase opportunities. With everyone doing their bit, it makes it easier for us to offer more for less.

We look forward to working together with you, in supporting your child's education.

Yours sincerely



Doug Watson  
Executive Principal  
Caboolture State High School