



# CABOOLTURE

## STATE HIGH SCHOOL

*Making the difference today ... for tomorrow*

Lee St, Caboolture 4510

P | 5498 0111

E | [principal@cabooltureshs.eq.edu.au](mailto:principal@cabooltureshs.eq.edu.au)

W | [cabooltureshs.eq.edu.au](http://cabooltureshs.eq.edu.au)

### CABOOLTURE STATE HIGH SCHOOL PAYMENT PLAN

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

Student Given Name	Student Surname	Year Level	Amount Due
TOTAL			

#### UNDERTAKING

I undertake to enter a payment plan for my students 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 students outstanding subject fees.
2. All Payment Plans are required to be finalised by the End of Term 3 unless negotiated otherwise.
3. Payment Plans can only be entered into to cover the following education expenses: -
  - Student Resource Scheme
  - Subject Fees – except those indicated below
  - **Instrumental Music** – fees and instrument hire must be paid in full by the end of Term 2

The following education expense **cannot be covered** by a payment plan: -

- **Camps / Excursions** - must be paid in full prior to activity.

4. 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/carers for future reference and possible taxation purposes.
5. Payment by periodic payment via Centrelink is also available. To make these arrangements please complete a Centrepay deduction form (Centrelink). These forms are available at our school office.
6. 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

7. If a parent/carers 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.
8. The onus is on the parent/carers 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.
9. Payment of the payment plan is to be made according to the payment arrangement option as indicated.
10. Non-payment of the scheduled payment plan by the designated payments amount/s will generate a reminder notice to the parent/carers from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to the external debt recovery collection department. This may result in extra costs being incurred by the parent/carers.
11. Subject to paragraph: 10 above, 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.

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

Yours sincerely



Doug Watson  
Principal Caboolture State  
High School