

## 2018 PAYMENT METHOD FORM

**1. Name of parents/guardians responsible for school fees (i.e. to whom/where account is to be sent)**

Name: Mr/Mrs/Ms/Dr	Phone:
Address:	
	Postcode:

**2. We are intending to email the fee statements to families. Please indicate the email address you would like your statement emailed to:**  **Father**  **Mother**

Email:
Or, I do not have an email address, please post my statement <input type="checkbox"/>

**3. Children attending Discovery Christian College in 2018:**

First Names	Surname	Year level in 2018
1.		
2.		
3.		
4.		

**4. Method of Payment** *(please tick appropriate boxes)*

- (a) **Annually:** and claim the 5% Discount
- (b) **Per Term:** payable by 2<sup>nd</sup> Friday of each term
- (c) **Payment Plan:** *(prepared by the finance office)*
- (i) Method of payment:- Credit Card  Direct Debit  Centrepay  BPay
- (ii) Choice of Frequency:- Weekly  Fortnightly  Monthly  Per Term

**New Families:** If you have chosen Direct Debit or Credit Card, please complete a Direct Debit/Credit Card Request Form

**Existing Families:** For families with existing payment plans, please note that upon receiving your 2018 Payment Method Form, a new schedule of payments indicating the amount and date your payments will resume will be emailed to you.

Accounts that are not paid by the due date will incur a \$25 overdue admin fee.

**5. Fee Assistance**

Fee assistance is available for families in need of financial support

**If you wish to apply for fee assistance, tick your circumstances below and a "Fee Reduction Application" will be forwarded to you.**

- I/we receive Centrelink Benefits only  I/we wish to apply for fee assistance due to hardship

*continued overleaf*

## 6. Split Accounts

If you are sharing the payment of school fees and require separate accounts, please complete a "Request for Split Account". **This needs to be signed by all parties before we can implement a split bill.**

Please send me a "Request for Split Account" form

**Please note: if you have an existing split account, this arrangement will continue for 2018**

## 7. Building Fund

The school requests a contribution of \$80 per term for each family for the Building Fund. All donations are voluntary and are tax deductible.

I wish to contribute \$80 per term towards the Building Fund, **or**

I wish to contribute \$  per term towards the Building Fund.

### ADDITIONAL INFORMATION

.....

.....

.....

.....

.....

.....

.....

***One full terms notice in writing is required when a student intends to leave the school.  
Failure to give notice will incur one terms school fees in lieu of notice.***

**SIGNATURE:**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

For enquiries, please contact:-

Phone: 07 4974 7336

Email: bursar@discovery.qld.edu.au