Dear Parents,

I am writing to you now in a bid to try and get as much done as possible before we all go on holidays. The start of the new school year is by far the busiest time for Finance Secretaries. If it is possible to get payment plans submitted and set up before the end of this year it makes my job so much easier. So below I am detailing the several different ways that fees can be paid and am hoping that you will submit the Direct Debit/Centrepay forms to me before your children go on holiday.

**Direct Debit** – Fill out and return a Direct Debit form to the office. This is by far the most reliable, least time consuming and most effective way of paying school fees.

**Centrepay** – It is possible to set up an arrangement with Centrelink, whereby some of your family benefit payments can be paid directly to the school to cover fees. Forms are available from our office if you wish to set this up. They can also be emailed out.

**EFTPOS** – We can take payment for school fees on our EFTPOS machine in the Office.

**Direct Bank Transfer** – Fee payments can be made directly to the bank account at the bottom of the Fee Statement. Please make sure the correct bank account number is used. Our bank account changed during 2015.

**Cash** – We would rather that fees are paid by one of the above methods. It is safer for all concerned if large amounts of cash are not held at the school.

**Concessions**

For families wishing to apply for a concession on school fees, an appointment needs to be made with the principal, as soon as possible at the start of the school year. An application form (available from the office) needs to be completed and copies of all Income and Expenditure Eg payslips, Centrelink/Youth Allowance notices and rent/mortgage payments need to be brought to the meeting. All information is treated confidentially.

If you think you would like to apply for a concession on your school fees in 2016, please fill in the application form and get all the necessary paperwork ready over the holidays, as you will need to make an appointment early in February when your child/ren return to school.

Please do not hesitate to contact me should you need any further information. My email is laura.richards@bne.catholic.edu.au.

Yours sincerely,

Laura Richards
Finance Secretary