

# INFORMATION FOR PARENTS

## Fee Accounts:

- Tuition Fees and Building Levy are charged annually (January) regardless of payment option selected.
- Failure to return the Fee Paying Arrangement Form, the College will take the view that all accounts will be paid by the due date on the Annual Account issued.
- Accounts may be issued for additional charges throughout the year e.g. private music tuition, specialist camps and/or excursions, library charges. **Charges not calculated in a Fee Paying Arrangement need to be paid by the due date of the account issued.**
- Families/Guardians of students undertaking the external VET program, may attract additional costs and these will need to be paid by the due date of the account/s issued.

## Fee Arrangements:

Fee accounts can be paid in one of the following ways (as nominated on the Fee Paying Arrangement Form):

- Annually (due 28 February) taking into consideration the early payment discount of \$300 per student for paying by 5pm on the last Friday in February. **No extensions given.**
- Two equal instalments (due 28 February and 18 July). First instalment to be paid against the annual account due 28 February with a reminder to be issued for the subsequent instalment.
- Four equal instalments (due 28 February, 9 May, 18 July and 26 September). First instalment to be paid against the annual account due 28 February with a reminder to be issued for the subsequent instalments.
- Ten monthly instalments (due monthly from 15 February through to 15 November).
- Fortnightly instalments (February to the third Friday in November).
- Weekly instalments (February to the third Friday in November).

It is the expectation of the College that these arrangements will be honoured. If accounts and/or instalments are paid late, an administration fee of \$30 per student, per term may be applied. Any dishonoured instalments via Direct Debit (EFT and/or credit card) will incur a \$2.50 Dishonour Fee per transaction.

## Methods of Payment:

Accounts can be paid by:

- Direct Debit: payments made from your nominated bank account or credit card. Forms can be collected from the College Reception. The College Accounts Officer will contact you via email to advise of the instalment amount required to clear your account by the required date.
- Cash and/or cheque.
- BPAY: payments can be made via internet access or by contacting your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. Your BPAY Biller Code and Reference are located on the front page of the fee account. More Info: [www.bpay.com.au](http://www.bpay.com.au)
- Credit Card: payments can be made online via the Parent Portal Finance tab, at Reception, over the telephone or via a credit card slip sent to the College.

## Reception (Old Loyola):

Hours:

During Term: 8:00am-5:00pm, Monday to Friday

Student Vacation: 8:15am-4:30pm, Monday to Friday

**NOTE: PLEASE REFER TO THE COLLEGE FEES & CHARGES POLICY FOR DETAILS OF TERMS AND CONDITIONS REGARDING FEES (available on College website: [www.loyola.vic.edu.au](http://www.loyola.vic.edu.au))**

LOYOLA COLLEGE AUTHORITY FOR ONE OFF PAYMENTS ONLY (Please complete the Direct Debit form for recurring payments)

✂ Please cut here and return to Old Loyola Reception

Type of Card:..... Date of expiry:..... Account Code:.....  
(Mastercard or Visa only)

Name of Cardholder:..... Address:.....

Card Number : 

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Amount: \$..... Date:..... Cardholder's Signature:.....