



## Direct Debit Arrangements for 2019

Our Lady of the Way School offers a direct debit payment plan arrangement to our families to give more flexibility with their payments. Recent changes have been introduced to make the Direct Debit process even more streamlined for our parents.

**Our new Direct Debit Request form now has 'until further notice' in the end date field which allows parents to complete one form for the duration of their student/s enrolment, instead of a new form each year as was previously required.**

Our Lady of the Way School offers the following payment frequencies for DD payment plans:

- Option 1: Weekly – total payment amount divided over 40 weekly instalments from February to November
- Option 2: Fortnightly – total payment amount divided over 20 fortnightly instalments from February to November
- Option 3: Monthly – total payment amount divided over 10 monthly instalments from February to November
- Option 4: Annually – total payment amount paid as a lump sum in February, date specified by the Account Holder

Under the new Direct Debit Service Agreement, each year Our Lady of the Way School will advise parents/caregivers in writing via email of their new instalment amount for the coming year.

Please find attached the new Direct Debit Request form. Forms are also available on the Parent Portal and on the School Website [www.ourladyoftheway.qld.edu.au](http://www.ourladyoftheway.qld.edu.au) under the Parent Info, School Fees tabs.

The completed form needs to be printed, signed then returned to the school either in person or via email to [ppetfinance@bne.catholic.edu.au](mailto:ppetfinance@bne.catholic.edu.au)

Please take the time to review the updated Direct Debit Service Agreement which can be found on page 2 of the Direct Debit Request form.

Families who are on a current direct debit plan with no end date can continue with their payment plan but are requested to complete the new Direct Debit Request form.

If you have any queries regarding the new direct debit process, please call Helen Low (Finance Secretary) on 3285 2977 Option: 3 or email [ppetfinance@bne.catholic.edu.au](mailto:ppetfinance@bne.catholic.edu.au)