

# INFORMATION FOR PARENTS

## Fee Accounts:

- Global Fee 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. **These charges will not be calculated in any Fee Arrangement and 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 17 July). Statement will be issued for additional instalment.
  - Four equal instalments (due 28 February, 8 May, 17 July, 25 September). Reminders will be emailed for additional 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, there is an administration fee of \$30 per student per term. The bank fee of \$2.50 per transaction for dishonoured payments will be passed on to the account holder.

## Methods of Payment:

Accounts may 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 telephone (provided by most financial institutions) by quoting the biller code and reference number (printed on the front page of the fee account). Contact your financial institution to arrange access to BPAY facilities.
- Credit Card: payments can be made online via the Parent Portal, 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: 8:45am-5.00pm, Monday to Friday

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

**LOYOLA COLLEGE AUTHORITY TO PAY FEES BY CREDIT CARD** ✂ 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:.....