



# PARENT PAYMENT ARRANGEMENT

Dear Parent

Mortlake College is looking forward to another great year of teaching and learning and would like to advise you of Mortlake College's parent payment arrangements for 2021.

Please find the fee schedule for foundation attached. Please complete this form and return to the school by 12<sup>th</sup> November 2020 so the school can prepare accordingly.

Mortlake College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

## Financial Support for Families

Mortlake College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- State School Relief

At Mortlake College we endeavour to give families flexibility in paying their school fees. We have set out a number of different methods as outlined below.

We encourage you to select a regular payment plan which enables you to meet your school fee commitment by the appropriate date.

Lump sum payments whether – annually, each semester or by the term are still welcome via Direct Deposit, Internet Banking, Centrepay, Eftpos, Cheque or Cash.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Business Manager: Dorothy Jenkins, 035599 2204

## HOW AND WHEN CAN I PAY MY SCHOOL FEES?

Pay fees in full on book collection day	<b>Finalised 28<sup>th</sup> January 2021</b>
Pay fees by Cheque, Cash, Eftpos at the General office, Weekly, Fortnightly or Monthly	<b>Finalised by 30<sup>th</sup> October 2021</b>
Pay fees via Credit Card Monthly	<b>Finalised by 30<sup>th</sup> October 2021</b>
Pay fees via Direct Deposit/ Centrepay/Internet Banking/Bpay	<b>Finalised by 30<sup>th</sup> October 2021</b>

### DIRECT DEPOSIT / INTERNET BANKING

Deposits can be made directly into the school bank account either at the bank or via Internet Banking to:

**A/C Name:** Mortlake College Official Account  
**Bank:** Australia and New Zealand Banking Group  
**BSB No:** 013 743  
**Account No:** 4977 45234

Deposits can commence once you receive your family statement or earlier by arrangement.

Your statement will have a family reference code which can be found just below the dotted cut off line on the statement.

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This reference number must be included on the deposit slip when paying. This enables us to track all payments.

## Mortlake College Payment Commitment plan 2021

Parent/Guardian(s):	
Address:	
Phone (land line)	Mobile
My Commitment plan for the 2021 payment of school fees is :	
Pay fees in full on book collection day	<input type="checkbox"/>
Pay fees, weekly, fortnightly or monthly at the general office	<input type="checkbox"/>
Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/>	
Pay fees via Direct Deposit/Internet Banking/Bpay	<input type="checkbox"/>
Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/>	
Pay fees via Credit Card Monthly	<input type="checkbox"/>
Centrepay (Please see the Business Manager for a form)	<input type="checkbox"/>
If you wish to continue with your current payment method please tick the box and return	
Name:	
Signature :	Date:

Please sign and return your commitment plan for 2021 with your child's Booklist

For further information on the Department's Parent Payment Policy please see a one page overview attached.

Yours sincerely,

Sean Fitzpatrick  
**Acting Principal**

Bruce Goddard  
**School Council President**

## **TO BE READ IN CONJUNCTION WITH YOUR CHILD/S BOOKLIST**

### **Fee schedule**

Please find the itemised list of Essential Educational Items and Optional Items for your child in 2021. Mortlake College also continues to welcome your voluntary contributions for 2021.

Please complete the attached booklist/s and return to the school by 12<sup>th</sup> November 2020 so the school can prepare accordingly.

### **Essential Student Learning Items**

Your child/s booklist is attached which guides you with the items and activities which are essential for your child to learn the standard curriculum in 2021.

### **Optional Items**

The booklist guides you on the everyday stationary items that your child will require in the classroom during 2021. Please indicate which items you would like to purchase through the school on the attached booklist.

Mortlake College offers a range of optional items that are additional to the delivery of the standard curriculum. These items are designed to broaden the school experience for your child. If you would like to purchase an item for your child, please indicate on the attached booklist.

### **Voluntary Contributions**

Mortlake College continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school as outlined in the attached booklist.

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.