



FEE PAYMENT OPTIONS 2018

Personal Details	<input type="text"/>	
	Parent Code	
	<input type="text"/>	<input type="text"/>
	Surname	
	Given name/s	
	<input type="text"/>	
Address:		
<input type="text"/>	<input type="text"/>	
Post Code		
<input type="text"/>	<input type="text"/>	
Phone Number		
Mobile		

Please complete this form to advise the Finance Department how you will be paying your 2018 fees. Moreton Bay Boys' College allows fees to be paid in instalments provided the Accounts Department is informed. Please use the enclosed fee calculation worksheet to calculate your instalment.

This form needs to be completed at the beginning of every year.

SECTION A ANNUAL BILLING OPTION 2018 YES NO

VOLUNTARY BUILDING FUND (TAX DEDUCTIBLE) YES NO

If Yes

Suggested amount \$600 per family per year (\$150 p/term) YES

Other amount (please write amount)

Please complete Section B, C, D or E.

SECTION B DDR PAYMENT OPTION

Details of the financial institution account to be directly debited				
(DDR conditions on page 5) Please use BLOCK LETTERS				
Financial Institution	<input type="text"/>		<input type="text"/>	
	Bank		Branch	
BSB No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Must be 6 digits
Account No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Must be no more than 9 digits
Account Name	<input type="text"/>			
Frequency	\$	\$	\$	\$



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	Weekly	Fortnightly	Monthly	Termly	
Signature/s	I/we authorise Moreton Bay Boys' College to arrange for funds to be directly debited from my / our nominated account at the financial institution account specified above and agree to the conditions contained on page 5. This authorisation and the conditions on page 5 constitute a DDR agreement.				
	(if debiting from a joint bank account, both signatures are required)				
Dated					
	Please note that this form will only be processed if all sections are completed				

SECTION C CREDIT CARD PAYMENT OPTION

NOTE: A credit card surcharge of 0.778% for Visa & Master Card or 0.95% for American Express applies to all credit card payments. The surcharge will be included at the time of the transaction.

Credit Card Payment Request					
Please use BLOCK LETTERS					
Card Type					
	Visa	MasterCard	Amex		
Cardholder Name					
Card Details					
	Card Number				
	Expiry Date	CVC (3 or 4 digits)	Commencement Date		
Frequency	\$	\$	\$	\$	\$
	Weekly	Fortnightly	Monthly	Termly	Other
Authorisation	I authorise Moreton Bay Boys' College to arrange for funds to be directly debited from my nominated <u>credit card account</u> and that this amount <u>does</u> include a surcharge of 0.778% on Visa & MasterCard & 0.95% for American Express transactions.				
	Signature		Dated		
	Please note that this form will only be processed if all sections are completed				

Students - Prep to Year 11

- Termly: 4 payments due 1st day of each Term
- Monthly: 10 payments due 1 Feb – 1 Nov 2018
- Fortnightly: 22 payments due commencing 1 Feb – 22 Nov 2018 (every 2nd Thursday)
- Weekly: 44 payments due commencing 1 Feb – 29 Nov 2018 (every Thursday)

Students - Year 12

- Termly: 3 payments due 1st day of each Term
- Monthly: 8 payments due 1 Feb – 1 Sept 2018
- Fortnightly: 18 payments due commencing 1 Feb – 27 Sept 2018 (every 2nd Thursday)
- Weekly: 35 payments due commencing 1 Feb – 27 Sept 2018 (every Thursday)



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SECTION D ROLLOVER PAYMENT OPTION YES NO

I have already taken up the College's offer of a direct debit facility which charges my nominated bank account or credit card and I wish to continue this arrangement in 2018. I understand that my payment amount will be adjusted in accordance with the 2018 Fee Schedule and I give consent for my DDR to be amended accordingly.

Authorisation	I understand that my payment amount will be adjusted in accordance with the 2018 Fee Schedule and I consent for my DDR to be amended accordingly. If I pay via CREDIT CARD, this amount <u>will</u> include a surcharge of 0.778% on Visa & MasterCard or 0.95% for American Express	
Signature/s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Dated	(if debiting from a joint account, both signatures are required)	
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

SECTION E OTHER PAYMENT OPTIONS

At the beginning of the term		Monthly		Fortnightly		Weekly	
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Please circle your preferred method:

BPAY Refer to your statement for details

CHEQUE In person: MBBC Main Reception
By post: PO Box 84, Wynnum QLD 4178

DIRECT DEPOSIT Bank: Westpac – Wynnum
Account Name: Moreton Bay Boys' College
BSB: 034-053 Act Number: 174886
Please quote your Parent Code as reference

Please return this form to our Finance Department: accounts@mbbc.qld.edu.au



FEE PAYMENT OPTIONS 2018

CALCULATION WORKSHEET 2018

Personal Details	<input style="width: 100%; height: 30px;" type="text"/> Parent Code	
	<input style="width: 100%; height: 30px;" type="text"/> Surname	<input style="width: 100%; height: 30px;" type="text"/> Given name/s
	<input style="width: 100%; height: 30px;" type="text"/> Address:	
	<input style="width: 100%; height: 30px;" type="text"/> Phone Number	<input style="width: 100%; height: 30px;" type="text"/> Post Code
	<input style="width: 100%; height: 30px;" type="text"/> Mobile	

Name of Child/Children	Year Level	A Tuition Fee Per Annum No GST	B % Discount on Tuition if applicable	C \$ Discount on Tuition = (A x B)	D Camp if applicable	E Laptop Levy if applicable	Total Fee = (A - C + D + E)
Eg. Emily	1	\$9,470	10%	\$947	0	0	\$8,523
Voluntary Building Fund: \$150 x 4 Terms = \$600							
Payment By Credit Card: PLUS Credit card surcharge of 0.778%(Visa/MasterCard) or 0.95%(Amex)							
TOTAL FEE PAYMENT FOR 2018							\$
STUDENTS - PREP TO YEAR 11							
(1 st day of each Term)	To calculate a TERMLY payment Schedule				Divide By:	4	
(1 Feb – 1 Nov 2018)	To calculate a MONTHLY payment Schedule				Divide By:	10	
(1 Feb – 22 Nov 2018)	To calculate a FORTNIGHTLY payment Schedule				Divide By:	22	
(1 Feb – 29 Nov 2018)	To calculate a WEEKLY payment Schedule				Divide By:	44	
STUDENTS - YEAR 12							
(1 st day of each Term)	To calculate a TERMLY payment Schedule				Divide By:	3	
(1 Feb – 1 Sept 2018)	To calculate a MONTHLY payment Schedule				Divide By:	8	
(1 Feb – 27 Sept 2018)	To calculate a FORTNIGHTLY payment Schedule				Divide By:	18	
(1 Feb – 27 Sept 2018)	To calculate a WEEKLY payment Schedule				Divide By:	35	
MBC Sibling Discounts	Sibling Discount: <ul style="list-style-type: none"> ➤ 10% off the tuition fees for the 2nd child attending MBC or MBBC concurrently. ➤ 30% off the tuition fees for the 3rd child attending MBC or MBBC concurrently. ➤ 90% off the tuition fees for the 4th and subsequent children attending MBC or MBBC concurrently. 						
Voluntary Building Fund	All donations made to the Voluntary Building Fund are fully tax deductible. <ul style="list-style-type: none"> ➤ \$150.00 per family per term in 2018 is suggested 						
PLEASE RETAIN A COPY AS YOUR REFERENCE							



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Customer Direct Debit Request Service Agreement

(Please retain as your reference)

Our Commitment to You

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Moreton Bay Boys' College and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Initial Terms of the Arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount to cover your daughter/s school fees.

Drawing Arrangements

- The first drawing under this Direct Debit arrangement will occur on (*a nominated day*).
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days' notice in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to the initial terms.
- If you wish to discuss any changes to the initial terms, please contact our Finance Department by phone on (07) 3390 8555.

Your Rights

Changes to the arrangement

If you wish to make changes to the drawing arrangements, please contact our Finance Department by phone on (07) 3390 8555. These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the DDR; or
- canceling the DDR completely.

Enquiries

Direct all enquiries to us, rather than to your financial institution, and these should be made at least 2 working days prior to the next scheduled drawing date. All communication addressed to us should include your Account Number, which can be found on your last Statement.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting our Finance Department by phone on (07) 3390 8555.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
 - within 7 business days (for claims lodged within 12 months of the disputed drawing); or
 - within 30 business days (for claims lodged more than 12 months after the disputed drawing)
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Your Commitment to Us

It is your responsibility to ensure that;

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonored by your financial institution, we will contact you by phone or email seeking an alternative arrangement for that particular payment. Any transaction fees payable by us in respect of the above will be payable by you at the same time.