

Fees Policy

School fee accounts are normally issued in the second week of each term, and payable within fourteen (14) days.

Fees can be paid at the College Administration Office by **CASH, CHEQUE** (accepted subject to clearance), **CREDIT CARD** (MasterCard or Visa), **EFTPOS and BPAY**.

All fees must be paid in full by the due date shown on the top right hand corner of your School fee account.

Payment by credit card can also be made by completing the Credit Card Authority on the back of the School fee account, or telephoning your credit card details to the College Administration Office.

DIRECT BANK DEBIT is a popular method of keeping School fees up to date by making small regular payments directly from your bank account.

There are some matters you should be aware of if you wish to use this facility:

- Direct Bank Debits will continue to be debited from your bank until the nominated finish date or until cancelled;
- Direct Debits will **CONTINUE TO BE PAID DURING SCHOOL HOLIDAYS**.
- Direct Debit Authority forms can be downloaded from College Website or collected from the Administration Office and completed forms must be **RETURNED TO THE COLLEGE OFFICE** at least one (1) week prior to the required commencement date;
- Direct Debit **CANCELLATION & AMENDMENT** forms can be downloaded from the College Website or collected from the Administration Office and completed forms must be **RETURNED TO THE COLLEGE OFFICE** at least one (1) week prior to the required cancellation or amendment date.

BPAY Biller Code and Reference details will be on the top right-hand side of your Term 1 statement. BPAY Telephone and Internet Banking - contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.

PARENT LOUNGE Login details and all instructions will be sent home with the Term 1 fees. Use the "Make a Payment" section of the Dashboard and simply follow prompts which will take you through the payment process.

Should you wish to pay your school fee account by utilising **INTERNET BANKING**, please contact the College and we will provide you with the necessary information to include when you are processing your transaction. Without this vital information, we are unable to allocate your payment correctly.

All fee related matters are located under the Our Catholic College heading on our Website.

If you have any questions in relation to school fees, please contact the office via e-mail to school.fees@tccr.com.au. In all instances, it is helpful to quote your school fee **ACCOUNT NUMBER**. This is on your school fee account in the format **XXXX999**.