



West Beach Primary School

3 Woodhead Street
WEST BEACH
SA 5024

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2016 COMMITMENT TO PAY BY INSTALMENT

I / We _____ agree that I / We /Am / are indebted to West Beach Primary School Governing Council Incorporated ('the School') in the sum of \$_____ and that I / we will pay this sum in accordance with the following terms:

1. I / We will pay an instalment of \$_____ every [week / fortnight / month].
2. The first instalment must be in the hands of the Finance Officer no later than 3.30pm on the Friday of each week / fortnight / month, until the amount is paid in full. Commencing _____
3. Any instalments not paid on time, the School may, without further notice, cancel this agreement and commence legal action to recover the sum outstanding.
4. I am / We are aware that Governing Council has retained the services of DECS Debt Collection Services to recover any sum outstanding.
5. I / We agree to notify the school immediately if I / We change my / our address or telephone number. I / We understand that, if I / we do not notify the school of such a change, the school may, without further notice, cancel this Agreement and commence legal action for recovery of the sum outstanding.
6. This Agreement will only be operative if a signed copy is received by the Finance Office before the first instalment is received.

Name of Parent / Caregiver _____

Signature of Parent / Caregiver _____

Signature of Finance Officer _____

Date _____