



Fee Payment Intention Form 2026

The successful running of school programs for your child's education relies on fees being paid.

The school offers a weekly, fortnightly, monthly or quarterly Direct Debit / Credit Card facility. We strongly recommend this type of payment.

If you wish to use this facility please indicate this option below.

The school is registered to receive fees via **Centrepay**. Please contact the office or Centrelink if you wish to sign up for this service or require more information.

Please indicate if you will be contributing via Centrepay

EVERY FAMILY TO COMPLETE

Please indicate your method of payment & return this sheet to the school office.

Parent Family Name: _____
(PLEASE PRINT)

Child/ren's Full Name:

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

➤ I/we wish to use the school's **Direct Debit Facility** Yes / No

➤ **If YES:** (Please Tick your preference) ☐ - Weekly ☐ - Fortnightly ☐ - Monthly ☐ - Quarterly

➤

➤ **If NO:** please indicate your method of payment and frequency below- (Please Tick)

☐ **Centrepay**

☐ **Internet Banking**

St Marys General Account (National Australia Bank)

☐ **Eftpos** (at the office)

BSB: 083-543

☐ **Cash** (at the office)

Acc: 4578 12500

Ref: "Child/ren's name"

☐ **Weekly / Fortnightly**

☐ **Monthly**

☐ **Each Term**

☐ **Once a year**

Cross out which is not applicable

Signature: _____

Date: _____

Signature: _____

Date: _____

➤ If you have indicated "Yes" to using the **Direct Debit facility**, please fill in an **authority form** indicating your preference **of weekly / fortnightly / monthly or quarterly payments**. A signed Direct Debit Authority Form is required for this type of payment to proceed.

➤ **Centrepay**- a signed Deduction Authority form is to be returned to the office each year with a target amount or end date noted for school to apply on families behalf. This is now not continuous.



ST MARY'S PRIMARY SCHOOL

McLennan Street, Mooroopna, Vic, 3629
Telephone (03) 5825 2858
office@smmooropna.catholic.edu.au

Direct Debit Request – Authority Form

Request and Authority to Debit the account named below to pay
St. Mary's School Mooroopna School Fees & Levies

I, We

Customer name(s) giving DDR

fee payer of

Student Name/s and Year Level

Authorise St. Mary's School (User ID 324013) to arrange through it's own Financial Institution, for funds to be debited from **my/our account**, through the Bulk Electronic Clearing System as described in The Schedule below.

Payment Details:

The payment is for Fees, Levies and charges. Identified by Family name/ Fee account number. _____

THE SCHEDULE

DETAILS OF ACCOUNT TO BE DEBITED

Account name

Name of Bank

Branch Name

BSB Number

			-			
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Account Number

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(Please note direct debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution.)

Amount

\$ _____

Frequency

Weekly

Fortnightly

Monthly

Quarterly

Commencement Date

Refer to Schedule

DIRECT DEBIT REQUEST AUTHORISATION

I/we have read the "Service Agreement" overleaf and acknowledge and agree to same.

I/we request this Arrangement remain in force in accordance with The Schedule described above and in compliance with the "Service Agreement" overleaf.

Customer(s) Signature: _____

Date: _____

Customer(s) Signature: _____

Date: _____

DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. St. Mary's School, Mooroopna (Debit User) will initiate debit items in the manner referred to in The Schedule.
2. St. Mary's School (Debit User) will provide 14 days written notice if it proposes to vary details of this arrangement including, without limitation, the amount and frequency of payments. I/we may contact St. Mary's School about any proposed change before it takes place.
3. If I/we wish to defer, cancel any payment or alter any of the details referred to in The Schedule, I/we must contact St. Mary's School (Debit User).
4. In compliance with the Industry's Direct Debit Claim process, St. Mary's School will assist customers disputing any debit item drawn on the nominated BSB/account in The Schedule of this direct debit request. St. Mary's School will endeavor to resolve this matter within the agreed Industry timeframes. Customers can contact their bank should they be unable to resolve the issue and complete a "Direct Debit System Claim form" to initiate the process.
5. Direct debiting is not available on the full range of accounts of all financial institutions and I/we must check that the financial institution referred to in the first part of The Schedule will accept direct debits under this arrangement.
6. It is my/our responsibility to have sufficient clear funds available in the account to be debited when each payment is due to permit the payment of debit items of this request.
7. If payment falls due on any day which is not a business day, the payment will be made on the next business day.
8. If a debit item is returned unpaid, I/we may be charged a fee for each such item.
9. If I/we wish to cancel this Direct Debit Request or stop individual debit items from time to time, I/we must give St. Mary's School **seven days' notice**. Customers may cancel DDR through their bank.
10. St. Mary's School requests the customer to direct all enquiries, disputes or requests for payment change or cancellation to St. Mary's School (Debit User).
11. In the event that a debit item is initiated as the result of the fraud of the third party, I/we shall not be liable for the payment.
12. Except to the extent that disclosure is necessary in order to process debit items or as otherwise may be required by law, details of your accounts will remain confidential to St. Mary's School (Debit User).