



Lighting the Way through Faith and Learning

REQUEST TO DEFER PAYMENT OF SCHOOL FEES

Families may elect to defer payment of school fees for a period of four months during the COVID19 Pandemic under the following conditions:

- The family must complete this **Request to Defer Payment of School Fees**.
- A separate request is required for each school in which their child/children is/are enrolled.
- There is an understanding that this is an interim measure which will be reviewed in the coming months as the situation with the COVID19 Pandemic evolves.

Requests may be emailed to deferpayments@dow.catholic.edu.au or lodged at your school's administration office.

DATE REQUESTED	/ /
SCHOOL NAME	
FAMILY NAME	(Surnames & First Names)
ACCOUNT NO	(Available from the Parent Portal or your School Fee Statement)
EMAIL ADDRESS	(Email to which we can acknowledge your Request)

OLDEST CHILD IN THIS SCHOOL

NAME	(Surname & First Name)	YEAR	
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CURRENT FREQUENCY & METHOD OF PAYMENT

PAYMENT FREQUENCY (When your payment/payments are made) (PLEASE TICK APPLICABLE)

- Weekly
 Fortnightly
 Monthly
 Quarterly

PAYMENT METHOD (How your payment/payments are made and actions to be taken to suspend for a period of four months)

<input type="checkbox"/> BPAY PAYMENT	Parent/Carers are required to log onto to their internet banking application to suspend payments
<input type="checkbox"/> PARENT PORTAL	If payment is made via the Parent Portal and Compass Pay, parents may cease payments
<input type="checkbox"/> SCHOOL OFFICE	If payment is made directly to the school office, parents may cease payments
<input type="checkbox"/> CENTREPAY	Schools and the Catholic Education Office will attend to suspension of payments
<input type="checkbox"/> DIRECT DEBIT	The Catholic Education Office will attend to suspension of payments

DEFERMENT OF PAYMENT

- I/We understand and agree to the conditions listed above.
- I/We undertake to contact the school when further information is distributed in relation to school fees and their payment.

PLEASE EMAIL THIS FORM TO: deferpayments@dow.catholic.edu.au

Parent/Carer(s) Name/s: _____ Signature/s: _____ / /