****

**Keebra Park Payment Plan Agreement**

**This Agreement MUST be maintained for your child/children to retain access to resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parent/Carer Details** | | | | |
| Surname |  | Given Name |  | |
|  |  | | | |
| Mobile Phone |  | | | |
| Email Address |  | | | |
| Parent/Carer’s  Signature |  | | Date |  |

|  |  |
| --- | --- |
|  |  |
| **Internet Payment Details:** | |
| Bank Name: | Commonwealth Bank |
| BSB #: | 064-450 |
| Account #: | 10064245 |
| Account Name: | Keebra Park SHS |
| Reference |  |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student Details** | | | | | | |
|  | **Surname** | **Given Name** | **Year**  **Level** | **SRS Amount** | **Other Fees** | **Total** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| **TOTAL DUE** | | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Manager’s Use Only**  **Negotiated Payment Plan Details** | | | | | | |
| **Instalment**  **Amount** |  | **Payment**  **Frequency** |  Weekly  Fortnightly | | | |
| **Commencement**  **Date** |  | **Payment**  **Method** |  Centrepay Deduction  BPAY  Internet Banking | | | |
| **Final Payment**  **Date** |  | **Business Manager’s Signature** | |  | **Date** |  |
|  |  |  | |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Additional Items Added After Payment Plan Agreement** | | |
| **Date** | **Item** | **Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Manager’s Use Only**  **Amendment to Negotiated Payment Plan Details** | | | | | | |
| **Instalment**  **Amount** |  | **Payment**  **Frequency** |  Weekly  Fortnightly | | | |
| **Commencement**  **Date** |  | **Payment**  **Method** |  Centrepay Deduction  BPAY  Internet Banking | | | |
| **Final Payment**  **Date** |  | **Business Manager’s Signature** | |  | **Date** |  |

|  |
| --- |
| **Business Manager’s Comments/Notes** |
|  |
|  |
|  |
|  |

****

**Payment Plan Participation Agreement**

**Terms and Conditions**

1. This Payment Plan Participation Agreement is designed to provide parents/carers with an alternative arrangement to paying the Student Resource Scheme, Sporting Academy Fees and Certificate Fees in full.

2. Where possible Payment Plans are required to be finalised and paid in full by the end of Term 3.

3. Payment Plans may include the following:-

 Student Resource Scheme

 Sporting Academy Fees

 Certificate Subject Fees

 Instrumental Fees

4. If a parent/carer is having difficulty maintaining the agreed payment plan, please email the Business Manager [bm@keebraparkshs.eq.edu.au](mailto:bm@keebraparkshs.eq.edu.au) to discuss a renegotiation of the payment plan.

5. Parents/Carers are to pay instalments according to the agreed amount and frequency. Failure to do so will affect student’s access to resources.

6. Parents/Carers will receive regular statements via email advising them of their progress and current balance owing.

7. The Principal may withdraw a student’s participation in the Student Resource Scheme due to non-payment of the account. Students will be excluded from optional extra curricula activities if the Student Resource Scheme is not paid in full or not meeting agreed payment plan.

8. Resources will be issued to students once the Payment Plan Agreement has been signed by parent/carer and the first payment plan instalment is received.