



## Pay by Payment Plan 2021

The College offers a monthly and fortnightly payment plan for the payment of Tuition and Boarding fees for all students, except those students charged at the Overseas Students Tuition rate.

If you have a current payment plan in place for the 2020 year or wish to establish a payment plan for the first time in 2021, a new plan must be established for each daughter. From 2021, upon establishing a plan for the 2021 year, your agreement with us will now continue until either your daughter(s) completes Year 12, or you advise us in writing that you wish to cease or amend your payment plan agreement with us.

### PAYMENTS DUE UNDER EACH PLAN FOR 2021

#### Equal Monthly or fortnightly payment plan instalments – January to October

A monthly or fortnightly payment plan is available in equal instalments over ten months from 15 January to 15 October, or 21 fortnights from 15 January to 22 October. These equal instalments **cover the cost of Tuition and Boarding Fees (if applicable) only**. Refer to the table for the monthly and fortnightly amounts by year group for 2021.

#### Balancing payments for monthly and fortnightly payment plan – November and December

- 15 November 2021 (outstanding balance including October invoice charges); and
- 15 December 2021 (December invoice charges, if any.)

These payments are in addition to the equal instalments above and will only be charged if you have an outstanding balance on your family account on the applicable dates. These amounts, if any, will include unpaid ancillary charges on your family account as these are not included in the equal payment plan instalments noted above. We are unable to estimate your daughter(s)' annual ancillary charges as it is dependent on her year group, subject selection and number and nature of co-curricular activities chosen.

To avoid all ancillary charges falling due on the balancing payment dates we recommend ancillary charges are paid via the payments page on the College website upon receipt of invoice when received in January, April, July and October.

### PAYMENT PLAN CHARGE AND DISHONOUR FEES

Payment by plan incurs an additional charge of approximately 1.2 per cent of annual Tuition and Boarding Fees as per your plan(s) to offset the cost of the plan to the College. This charge is non-refundable, and the annual amount will appear on your April invoice, however the annual charge has been included in the equal period payments shown in the payment table.

In the event that any payment plan instalments are dishonoured during the plan year:

- an email warning will be sent by Finance on the first occurrence;
- \$35 dishonour fee will be added to your Family Account on the second occurrence;
- Following any further dishonours during the plan year you will be advised that you will be removed from the plan. Any balance outstanding at that time will become immediately payable. Subsequent invoices will be payable by the due date noted in the [College Fees 2021 document](#)

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Dishonour fees will be charged in addition to any fees you may be charged by your financial institution. You will not be eligible to rejoin the plan in the current or future years without prior approval.

## PAYMENT PLAN EQUAL INSTALMENT AMOUNTS JANUARY TO OCTOBER 2021

The amounts due under the ten equal monthly and 21 equal fortnightly instalment amounts from January 2021 to October 2021 by year group are shown in the accompanying table. This table excludes balancing payments, on 15 November and 15 December 2021. Where the due date of an instalment falls on a weekend or public holiday, the instalment amount will be debited on the next working day. The 2021 calendar timing is such that there will be 21 fortnights accordingly in July **there will be three fortnightly instalments due on 2 July, 16 July and 30 July 2021.**

YEAR GROUP	2021 Annual fees	Periodic plan charge (note 1)	Total including charge	10 equal monthly payments (note 2)	21 equal fortnightly payments (note 3)
KINDERGARTEN, YEAR 1, YEAR 2	\$22,578	\$271	\$22,849	\$2,285	\$1,089
YEARS 3 AND 4	\$25,089	\$301	\$25,390	\$2,539	\$1,210
YEARS 5 AND 6	\$25,943	\$311	\$26,254	\$2,626	\$1,250
YEARS 7 AND 8	\$32,339	\$388	\$32,727	\$3,273	\$1,559
YEARS 9 AND 10	\$33,133	\$397	\$33,530	\$3,353	\$1,597
YEARS 11 AND 12	\$34,251	\$411	\$34,662	\$3,467	\$1,651
BOARDING	\$29,097	\$349	\$29,446	\$2,945	\$1,403

### Notes:

- 1) **The non-refundable** plan charge is calculated at approximately 1.2 per cent of annual Tuition and Boarding Fees as per your plan(s). The annual charge will appear on your April invoice but is paid over the ten or 21 instalments respectively.
- 2) **Ten equal** payments from 15 January to 15 October. This **excludes** the final plan payments on 15 November and 15 December for any balance remaining on your Family Account.
- 3) **Twenty-one equal** payments from 15 January to 22 October. This **excludes** the final plan payment on 15 November and 15 December for any balance remaining on your Family Account.
- 4) All payments have been rounded up to the whole dollar amount.



## PAYMENT PLAN TERMS AND CONDITIONS

- After consideration of factors such as previous payment and dishonour history, the College reserves the right to exercise its discretion to exclude families from being eligible to sign up to the payment plan. These families are required to pay fees on invoice.
- Where you opt to pay using the payment plan, you will continue to receive invoices from the College as outlined in the [College Fees 2021 document](#) which will show payments made under the payment plan against the balance of your family account. Further customised invoices will not be issued.
- Payment plans will rollover from the 2021 school year to 2022 and thereafter unless Finance are advised in writing to cancel the plan by 31 December of each year.

## HOW TO ESTABLISH YOUR PAYMENT PLAN FOR 2021

### 1. Prior to establishing your plan for 2021

- For families new to the College, please email Finance at [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au) for your BPAY and Family reference number as these are required to establish your plan.
- Current College families must ensure the balance of your final 2020 Family Account has been paid in full. A final payment will be taken on 18 December 2020 via your direct debit to ensure any balance on your account has been paid prior to establishment of a new plan, unless we are advised in writing by Monday 14 December 2020, that you do not wish us to do so.

### 2. Establishing your plan

Payment plans for 2021 are now available and are to be established online using the link below or via the 'Pay by Payment Plan' button on the payments page on the College website. These links will redirect you to the Westpac-hosted PayWay secure site for you to enter your bank details and accept the terms and conditions of the direct debit agreement. A copy of the agreement is included there for your reference.

When establishing your plan, please ensure:

- Your plan is fully set up by Wednesday 13 January 2021 to ensure you can make the first instalment payment on 15 January 2021.
- You establish a separate plan for each daughter (selected by year group) and an additional Boarding plan, if applicable, for each daughter.
- You keep a copy of the Agreement for your records as it sets out your rights and obligations under this arrangement.

[Click here](#) to establish your plan.

## PAYMENT PLAN FAQS

**I have missed the 15 January 2021 date to establish my payment plan but still want to join – what should I do?**

Contact [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au) and we can advise whether you can still be accepted in the plan for 2021.

**How can I increase the equal instalments to cover estimated ancillary costs?**

Following establishment of your plan as per the amounts noted in the 2021 payment plan table, and prior to the first plan amount being deducted, contact [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au) to advise the amount you wish to increase each plan to. You will receive confirmation of this change for your records.



## **Can I align the monthly or fortnightly payment plan dates to the due date of my credit card or salary payment date?**

Following establishment of your plan per the amounts noted in the 2021 payment plan table, and prior to the first plan amount being deducted on 15 January, contact [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au) to advise the date you wish to change your deductions to. You will however be unable to change the date of the final balancing payments. You will receive confirmation of this change for your records.

## **How do I know if I have been accepted into the plan for 2021?**

While acceptance into the plan is at the discretion of the College, you may assume that once your plan is set up you are eligible to participate unless contacted by Finance Department prior to your first payment plan date.

## **If I am removed from the plan due to repeated dishonours will the annual plan charge be pro-rated?**

The annual plan charge included in your April invoice is not refundable. If at any time during the plan year you withdraw from the plan, or are no longer eligible to participate, the full amount of the annual plan fee will remain owing, including the amount of the plan charge not yet paid by you at the time you are removed from the plan.

## **I no longer wish to participate in the plan as my daughter is leaving the school either during or at the end of the school year, how do I stop my plan payments?**

You must email [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au) stating the date of the change or withdrawal. Please note that a balancing payment may be required if your accumulated payments to date are insufficient to pay the outstanding balance on your account. You will receive email confirmation of this change for your records.

## **CUSTOMER DIRECT DEBIT REQUEST (DDR) SERVICE AGREEMENT**

This is your Direct Debit Service Agreement with Pymble Ladies' College (314011) 78 619 140 464. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

## **HOW TO CONTACT US Enquiries**

You can contact us directly or alternatively contact your financial institution. These should be made at least seven working days prior to the next scheduled drawing date. All communication addressed to us should include your Customer Number.

You may contact us as follows:

Phone: +61 2 9855 7799 Email: [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au)

Mail: Finance Department, Pymble Ladies' College, PO Box 136, NORTH RYDE BC, NSW, Australia 1670



## DEFINITIONS

**account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between you and us.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by you to us is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between us and you.

**us** or **we** means Pymble Ladies' College (314011), (the Debit User) you have authorised by requesting a Direct Debit Request.

**you** means the customer who has signed or authorised by other means the Direct Debit Request.

**your financial institution** means the financial institution nominated by you on the DDR at which the account is maintained.

## DEBITING YOUR ACCOUNT

By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.

We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

## AMENDMENTS BY US

We may need to make changes to the Agreement or a Direct Debit Request. If we do, we will give you notice in writing as **soon as reasonably possible** (which may be before or after the change is made) unless we believe the change is unfavourable to you in which case we will give you at least **30 days' notice**.

## AMENDMENTS BY YOU

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least seven days' notification by writing to:

Finance Department

Pymble Ladies' College

PO Box 136

NORTH RYDE BC, NSW, Australia 1670

or by telephoning us on +61 2 9855 7799 during business hours or arranging it through your own financial institution, which is required to act promptly on your instructions.

Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising us – Pymble Ladies' College (314011) – of your new account details.

[Issued on Friday 4 December]