



Fee Payment Options 2024

Child/ren's Family Name: _____

Account Number: _____ Leave blank if you are new.

Split Families

If you are a split family, please provide a form for each parent responsible for the fees and the percentage contribution each makes.

Parent 1 Name: _____ I am responsible for _____ % of fees.

Parent 2 Name: _____ I am responsible for _____ % of fees.

1) Payment Frequency (Please choose **ONE** option)

- Fortnightly** Processed every second Friday starting 9 Feb to 1 Nov
(20 equal instalments)
- Monthly** Processed on 15 of each month from Feb to Nov (10 equal instalments)
- Termly** Processed on 2 Feb, 12 Apr, 12 Jul and 4 Oct (4 equal instalments)
- Annually** Processed on 23 Feb, less 3% early payment discount.

2) Building Fund Levy * (Please tick if you choose to contribute)

- Annually** \$200 per year per student, processed on 14 June.
**Contribution is tax-deductible in 2024 tax year*

3) Acknowledgement

I/We understand and agree that my/our student/s fees must be fully paid in accordance with your chosen payment option and no later than the 15 November 2024. I/We understand and agree that if a payment falls due on a weekend or other public holiday, the direct debit will be processed on the next school business day. I/We understand that student fees will also include additional individual charges for my/our child such as overseas trips, bus fares and extra-curricular activities.

Name: _____ Signature: _____

Date: _____

Request & Authority to Debit

Surname: _____

Given Name: _____ (“You”)

Authorises and directs **Geelong Lutheran College (Direct Debit User ID 314011)** to arrange for any amount Geelong Lutheran College may debit or charge to you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified above subject to terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided above].

By signing the Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Geelong Lutheran College as set out in this Request and in your Direct Debit Request Service Agreement. Terms and Conditions for direct debit, Tuition Fee Schedule and our Debt Collection Policy are available on our College website www.glc.vic.edu.au.

Signature: _____ Date: _____

Instalment Information

Instalment amounts will be calculated by the Finance Office based on your outstanding balance after fees have been invoiced in January 2024.

Please complete Direct Debit Authority below
GEELONG LUTHERAN COLLEGE – DIRECT DEBIT REQUEST

Authority to debit the account below to pay Geelong Lutheran College

Details of Account to be Debited (Please complete **ONE** option)

Option 1: Credit Card

Mastercard VISA

Name on Card: _____

Card Number: _____

Expiry Date: ____ / ____

Option 2: Bank Account

Name of Financial Institution: _____

Address of Financial Institution: _____

Name on Bank Account: _____

BSB Number: ____ / ____ Account Number: _____

The information on this Direct Debit Authority form will be used to set up your direct debit payments and then be destroyed in line with data security requirements.

If you have a change of account number or credit card details, please advise us **prior** to your next payment date, either by completing a new form or by phone.

You are always welcome to contact our Accounts Receivable Officer at Fees@glc.vic.edu.au to discuss your account.