St Clare’s School Fees Payment Options

School fees are billed each term. Fees for each term are due to be paid before the end of the term unless there is a payment arrangement in place, such as a direct debit.

St Clare’s provides a number of methods for you to pay the school fee account.

**Direct Debit**
A direct debit form is attached. By signing the form you are authorising St Clare’s to deduct payment from your account. There is no end date for the payment arrangement although it will normally finish when your youngest child leaves St Clare’s. The direct debit arrangement can be terminated earlier on your request.

- **Weekly payments** - each week on a Monday or Thursday
- **Fortnightly payments** - each fortnight on a Monday or Thursday
- **Monthly payments** - the 1st or 15th of each month
- **Term Payments** - the 1st of February, May, August and November.
- **Annual payments** - on 1st February and will allow for the annual fee payment discount.

The amounts for any direct debits established after the start dates listed above will be calculated so that the account is paid in full by the end of the year.

The amount for school fees change each year. Before the end of each school year, the school will advise the amount to be paid in the following year so that the account will always be paid in full by the end of that year.

**Direct Debit – Credit Card**
Direct debits can be made by Mastercard or Visa under the same terms as the direct debit above. Please contact the school office if you wish to make use of this facility.

**BPay**
All details for BPay are included on the school fee statement.

**In person**
You are welcome to make payments by cash cheque or EFTPOS at school administration. Visa and Mastercard are the credit cards accepted by St Clare’s.

**EFT payments to the school bank account**
BSB: 083-879
Account number: 731132875
Please ensure that your account number (found on the school fee statement) is included in the Reference Line. This provides the information that the school needs to allocate the money to your school fee account.

**Camps, Sports and Excursion Fund (CSEF)**
Those families who have a Pension or Health Care Card can claim funds from the CSEF which will be credited off their school fee account. Please complete the CSEF application form and return to the school office.