PLC ARMIDALE

Fee Payment VARIATION REQUEST

PRESBYTERIAN LADIES' COLLEGE ARMIDALE 1887

I/We request approval for a variation to payment of tuition and/or boarding fees via equal instalments as proposed below.

NAME OF STUDENT(S)	
NAME OF PARENTS	
PLEASE SELECT	I/we would like to pay our fees: ☐ Weekly ☐ Fortnightly ☐ Monthly on the 28th day of each month
COMMENCING	_____/_____/_____
	I/we would like to pay ☐ During the school terms only (amount will be calculated over 38 weeks) ☐ For the full year (amount will be calculated over 52 weeks) NB: All accounts must be fully paid by 31 December each year
	I/we will be paying our account by ☐ Cash ☐ Cheque ☐ EFTPOS ☐ Direct Credit ☐ Direct Debit (from credit card or savings account on Fridays only – a Direct Debit form is to be completed) ☐ BPay (credit card or savings account)

OUR PAYMENTS ARE TO INCLUDE	☐ Tuition Fees ☐ Boarding Fees ☐ Donation to Building Fund of $ _____per year ☐ Donation to Scholarship fund of $_____per year *(Donations over $2.00 are tax deductible)*
AMOUNT PAYABLE (Calculated By PLC Armidale)	$_____ each week/fortnight/month (delete as appropriate)
FAMILY NAME & NUMBER	Family Name: _____ Family Number: F_____
SIGNATURE(S) *(All Signatories On Student Enrolment Form To Sign)*	
BUSINESS MANAGER'S APPROVAL	_____ ____/____/____

*** Please note credit card payments attract a 1% surcharge calculated on the amount paid.*

TERMS OF THE ARRANGEMENT

In terms of this tuition and/or boarding fee payment variation arrangement agreed to by PLC Armidale and signed by you, PLC Armidale undertakes to calculate the agreed instalment amount for tuition and/or boarding fees payable. Any additional expenses including uniform, sport or excursion charges will not be included in the instalment payments and are payable by the due date indicated on fee accounts sent to you at the end of each term.

PAYMENT ARRANGEMENTS

If any payment falls due on a non-business day, it may be paid the next business day following the scheduled date.
Any request for changes to this arrangement will need to be made in writing by completing a new request form.
If you have any questions relating to this form please do not hesitate to contact Mrs Trisha Shaw, Accounts Manager, by telephone (02 6770 1705) or in person.

PLEASE RETURN THIS FORM TO THE ACCOUNTS DEPARTMENT AT PLC ARMIDALE.

PLC
PRESBYTERIAN LADIES' COLLEGE
ARMIDALE
1887

PLC ARMIDALE
Crest Road (Locked Bag 5) Armidale NSW 2350

PHONE 02 6770 1700
FAX 02 6770 1797
EMAIL accountmanager@plcarmidale.nsw.edu.au
WEB www.plcarmidale.nsw.edu.au

In alliance with **PLC SYDNEY**

OFFICE USE ONLY:	