

12 October 2020



Dear Parents and Guardians

We hope you have enjoyed the school holiday break; that it has been a refreshing time for you and your family.

Please find attached our 2021 Fee Schedule and levies for Years 9 to 12 elective subjects. **You will be pleased to note that there have been no increases to our 2021 fees from the previous year.** The set fee for each year level is inclusive of tuition and non-tuition fees. We work hard to deliver an all-inclusive fee structure, with no additional cost for the following items:

- Annual camps (for all students in Year 3 and above) and associated transport;
- Excursions, carnivals and special events and associated transport;
- The College Year Book and College diary;
- Annual student accident insurance premium for students; and
- The provision of our IT network via the Australian Academic Research Network (AARNET).

Please note that some elective subjects from Years 9 to 12 have additional levies to cover particular events and resources. These are outlined in our 2021 Fee Schedule. Textbooks, stationery, digital learning applications and uniform items are not included in fees. Information on these items will be sent separately before the end of Term 4.

We are pleased to advise that the compulsory Capital Levy remains at **\$350 per family pa**. This is an important levy for the College as we commence the design and build of our new Junior School campus and as we deliver on other capital works projects across the campus including two brand new Science classrooms/laboratories and a new Food Technology kitchen and learning space for 2021. Families are, of course, very welcome to contribute to the voluntary Building Fund above this amount, and these voluntary contributions are fully tax deductible.

We continue to offer **sibling discounts** to assist families with the cost of educating their children. In addition, we offer a range of **flexible payment options** for families for the payment of fees, both in terms of the method and frequency of payment. We have provided a Fee Payment Elective form for families who have not previously nominated a preferred method of payment for school fees to complete, in addition to a Direct Debit Request. These forms are to be completed and returned to accounts@trinityac.nsw.edu.au by **Friday 30 October 2020**.

If you have previously completed these forms as part of 2020 fee payment arrangements and do not wish to make any changes, you will not need to complete again, as nominated payment arrangements are otherwise ongoing for the duration of your family's time at Trinity Anglican College and your nomination will automatically carry forward. If you have previously completed these forms but would like to make a change, we request that you contact Fiona Reilly at accounts@trinityac.nsw.edu.au.

Families who select, or have previously selected, the annual option on the Fee Payment Elective Form, will receive a **5% discount** on annual fees if payment is received in full by Friday 11 December 2020. For families who have selected this option we will email you an invoice prior to this deadline.

The College also works to support and assist families that are experiencing financial difficulties or unforeseen circumstances. If this applies to you and your family, please contact our supportive Accounts team at accounts@trinityac.nsw.edu.au.

Kind regards

A handwritten signature in black ink that reads "Justin Beckett".

Justin Beckett
Principal



Fee Payment Elective Form

Family Surname: _____

Student Name/s: _____

A. Payment Frequency

1. Pay in Full:

5% discount if paid by **Friday 11 December 2020**

2. Pay by Pay Cycle:

- Weekly (commencing on 5 February 2021 for **44 weeks** to 3 December 2021)
- Weekly (commencing on 5 February 2021 for **52 weeks** to 28 January 2022)
- Fortnightly A (commencing on 5 February 2021 for **22 fortnights** to 26 November 2021)
- Fortnightly B (commencing on 5 February 2021 for **26 fortnights** to 21 January 2022)
- Monthly (commencing on 26 February 2021 for **10 months** to 26 November 2021)
- Monthly (commencing on 26 February 2021 for **12 months** to 28 January 2022)
- Quarterly (commencing on 5 February 2021 for **4 Terms** to 15 October 2021)

Pay cycles for future years will follow the same pattern but with different calendar dates.

B. Payment Method

Payment Details:

- Direct Debit (preferred method)**
- BPAY
- Direct Credit
- Credit Card

Please note that the payment method and frequency nominated on this form will continue throughout your time with us at Trinity, unless advised otherwise.

Note:

- Extra items are billed throughout the year and are due on invoice.
- If you have nominated to pay by Direct Debit, please read 'Direct Debit Request (DDR) Service Agreement' and complete and return the 'Direct Debit Request' form.
- Monthly payments are due by the last day of the month.
- Quarterly payments are due by the second week of each term.
- Automatic Credit Card payments are only available for the Monthly or Quarterly Cycle.
- Over the counter Cheque, EFTPOS/Credit Card payments may be made at any time
- Cash will not be accepted for the payment of fees. Bank details will be provided to parents who wish to pay fees with cash.

DIRECT DEBIT REQUEST

I/We request Trinity Anglican College to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the Drawing Details specified below.

I/We have received a copy of the DDR Service Agreement.

Name

Account No (eg ABC001)

Address

Name of Financial Institution

Branch name

BSB number

Account number

Account Name

Drawing Details

Commencing on: ____ / ____ / 202__

Account Holders' Signature (s)

(If debiting from a joint account, both signatures are required)

Date

CUSTOMER DDR SERVICE AGREEMENT
OUR COMMITMENT TO YOU

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Trinity Anglican College and you. It sets out your rights, our commitment to you and your responsibilities to us, together with where you should go for assistance.

Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount as authorised in the direct debit schedule.

DRAWING ARRANGEMENTS

- The first drawing under this Direct Debit arrangement will occur on the nominated day.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- A minimum 14 days notice will be given in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to initial terms.

**YOUR RIGHTS
CHANGES TO THE ARRANGEMENT**

If you wish to make any changes to the initial terms, please advise Trinity Anglican College in writing. Changes should be notified at least seven days prior to the next scheduled drawing date.

These changes may include:

- deferring the drawing;
- altering the schedule;
- stopping an individual debit;
- suspending the DDR; or
- cancelling the DDR completely.

ENQUIRIES

All enquiries should be directed to Trinity Anglican College, rather than to your financial institution. All communication addressed to us should include your full name and address as shown on the Direct Debit.

All personal customer information held by us will be kept confidential except information provided to your financial institution to initiate the drawing to your nominated account.

DISPUTES

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us at Trinity Anglican College on (02) 6049 3400.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
 - ❖ within 7 business days (for claims lodged within 12 months of the disputed drawing) or
 - ❖ within 30 business days (for claims lodged more than 12 months after the disputed drawing)
- You will receive a refund of the amount if we cannot substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

YOUR COMMITMENT TO US

It is your responsibility to ensure that:

- the nominated account can accept direct debits (your financial institution can confirm this)
- on the drawing date sufficient cleared funds are available in the nominated account
- you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution it will be reprocessed. Any transaction fees payable by us in respect of the above may be claimed by the Fund from you.