



February 2017

## **INFORMATION FOR PARENTS**

### **MATERIALS & SERVICES CHARGE & SCHOOL CARD 2017**

**Materials & Services Charge for whole year: \$350.00 per student**

**Due Date: Friday 10<sup>th</sup> March, 2017 (Week 6)**

#### **Information About Materials & Services Charge**

1. The Materials & Services Charge includes all the stationery and equipment which your child will use during the school year. The only exceptions are;
  - where a child deliberately wastes or destroys materials
  - some special activities eg. cooking, excursions etc. where an additional contribution may be asked for
2. All text books remain the property of the school.

#### **Payment**

The Finance Office is open between 8.30am-9.30am and 2.30pm-3.15pm daily.

Payments can be by cash, cheque, credit card or setting up a PayWay account. You may pay in person during Finance Office open times or send with your child and the teacher will collect first thing in the morning. You may also choose to pay by Credit Card over the phone if this is more convenient. Cheques need to be crossed 'Not Negotiable' and made payable to Salisbury Heights Primary School.

Please make use of the payment chute any time during the day for payments, School Card forms and PayWay forms. Spare payment envelopes are available from the front office if the finance office is closed.

**Payment of M&S Fees need to be completed by Friday 10<sup>th</sup> March 2017.**

#### **PAYWAY**

Payment by instalments can be organised through our PayWay system (direct debit), please see the Finance Officer for an application form. This system has proved to be very convenient and easy to use. PayWay is a direct debit from your account which you allocate the amount per week, fortnight or month. Set up time is usually one week after lodging your forms.

**There is a minimum amount of \$25.00 per student per week payment** (eg \$50 fortnight or \$100 per month per student) with a maximum time limit to have M&S fees completed by end of Term 2, 7<sup>th</sup> July 2017. eg \$25.00 a week payment will have one child's fees paid within 14 weeks. If you wish to use this facility PayWay Direct Debit Request forms are available at the Finance Office during open times or you can request for one to be sent home with your child.

#### **Debt Recoveries Policy**

The Governing Council has a Debt Collection policy. Should fees not be paid within the specified time, DECD Debt Recoveries will be engaged. If you have any concerns regarding payment of fees please arrange a time with the Finance Officer, Sue McKee to discuss the matter confidentially.

PTO for School Card Information→

# **School Card Criteria 2017** **(You need to re-apply every year)**

**It is the responsibility of THE APPLICANT to apply EVERY YEAR.**

A separate form needs to be completed for High School students.

Eligibility is dependant upon the combined gross family income for the 2015/2016 financial year being within the following School Card limits:

<b>Number of Dependent Children</b>	<b>Gross Annual School Card Income Limit</b>	<b>Gross Weekly School Card Income Limit</b>
1	\$37,274	\$717
2	\$38,291	\$737
3	\$39,308	\$757
4	\$40,325	\$777
5	\$41,342	\$797
Each additional dependent child	\$1,017	\$20

FORM A – Income Audit

FORM B – Financial Hardship, Change in Financial Circumstances, Self Employed.

FORM F - Foster Children

FORM M - New Arrivals / Migrants

**Please obtain a 2017 APPLICATION FORM from either the Front Office or Finance Office as soon as possible The completed form needs to be returned before 10<sup>th</sup> March 2017.**

**IMPORTANT - If you have any doubt about your eligibility please contact School Card direct on 1800 672 758. If you have a Centrelink Card you will need Form A. If you do not fit the above criteria but feel you may have a hardship case, you will need to complete Form B and supply all information requested. All completed forms need to be returned to the Finance Office before 10<sup>th</sup> March 2017.**

Please do not hesitate to contact Sue McKee if you have any questions regarding the information supplied to you.

Thank you for your assistance in attending to these matters promptly.

Sue McKee  
Finance Officer