



January 2020

## **INFORMATION FOR PARENTS**

### **MATERIALS & SERVICES CHARGE & SCHOOL CARD 2020**

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

**Due Date: Friday 6<sup>th</sup> March, 2020 (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, located outside on the Finance Office wall, any time during the day for payments and returning of completed forms and applications. 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 6<sup>th</sup> March 2020.**

#### **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 bank account each week, fortnight or month. It takes approximately 1 week to set up and activate after lodging your forms with us.

**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, 3<sup>rd</sup> July 2020. 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 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 New School Card Information→

# **School Card On-Line Criteria 2020**

**(You must re-apply every year)**

**School Card can now be done online. It is a much faster and more efficient process. Please see the flyer attached.**

**It is the responsibility of THE APPLICANT to apply EVERY YEAR.  
A separate application needs to be completed for High School students.**

Eligibility is dependant upon the combined gross family income for the 2018/2019 financial year being within the following School Card limits:

**Please Note:**

**Eligibility for School Card Assistance is dependent upon the combined family gross income for 2018 – 2019 Financial Year being within the following School Card income limits:**

<b>Number of Dependant Children</b>	<b>Gross Annual Income Limit</b>	<b>Gross Weekly Income Limit</b>
<b>1 Child</b>	<b>\$60,264</b>	<b>\$1,159</b>
<b>2 Children</b>	<b>\$61,340</b>	<b>\$1,180</b>
<b>3 Children</b>	<b>\$62,416</b>	<b>\$1,201</b>
<b>4 Children</b>	<b>\$63,492</b>	<b>\$1,222</b>
<b>5 Children</b>	<b>\$64,568</b>	<b>\$1,243</b>
<b>More than 5 Children</b>	<b>Add \$1,076 for each dependant child</b>	<b>Add \$21 for each dependant child</b>

FORM A – Income Audit

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

FORM F - Informal and Formal Care Agreement

FORM M - New Arrivals / Migrants

**Please apply on-line following the instructions attached on the flyer or you may obtain a 2020 APPLICATION FORM from either the Front Office or Finance Office as soon as possible. Applications need to be completed / returned before 6<sup>th</sup> March 2020.**

**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.**

If you are eligible then School Card will cover \$244.00 of the 2020 \$350.00 school fees.  
There will be a gap of \$106.00

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