



PAY WAY

DIRECT DEBIT INFORMATION 2023

Attached is an application to give Bank SA (St George) authority to deduct school fees directly from your bank account to forward to Salisbury Heights Primary School.

This service incurs fees to the school so for Direct Debit to be viable we need to have a minimum payment which is \$25.00 per student per week or \$50 per student per fortnight. This will have one students school fees paid off in 14 weeks from the start date nominated.

Guidelines to help fill out the Application Form.

- To use this service we ask that you complete pages 1 & 2 and return them to school asap. Pages 3 – 5 are for you to retain.
- PART A
Please leave the “Customer Number” section blank as the school will complete this. Customer Name is yourself and then continue to complete your details.
- PART B
The “Date of First Payment” section needs to be at least 5 working days from the date the form is submitted to the school to ensure it is entered into the system in time for your first deduction to take place.
Frequency: Weekly mininum \$25.00 per child
 Fortnightly mininum \$50.00 per child
 Monthly mininum \$100.00 per child
Please use a calendar to calculate how many payments will be required from the date of first payment until the debt is paid in full.
Then complete the “Stop after _____ Payments” section.
- PART C
Please use the “regular amount” for the debit.
First Amount: You may wish to start with a bigger amount and then reduce the amount for regular debit.
Final Amount: This is if your payments finish with a different amount to your regular amount.
- PART D
Complete this section with all of your bank account details and sign. If a joint account then both must sign.
- **The onus is on you to ensure there is enough money in your account each time a direct debit is due.**
- **If payments are declined due to not enough money in your account you will need to pay that amount direct to the school on the next available school day. If 3 payments in a row are declined or payments are not met this service will be cancelled and you will be taken to Debt Collection Services**

We hope the PayWay Direct Debit will make it easier for many families to manage their Materials & Services Fees for 2023. Feedback from parents who used the system in previous years was very positive with no problems experienced by families or the school. Its convenient, easy to setup and takes away the pressure to remember to pay. Any queries please speak to Sally Morgan, Finance Officer.