**MATERIALS AND SERVICES CHARGE 2015**

At the Governing Council meeting on 1st December 2014, Governing Council recommended that the 2015 Materials and Services (M&S) Charge be set at $226.00 for each full year student (that equates to $1.16 a day). This amount is the standard sum set in line with Section 106A of The Education Act. The discounts for 3 or more children will still apply. Therefore the 2015 M&S Charge is a compulsory parent contribution towards the materials and services provided to all for their child’s educational course. Our school community relies on everyone making a fair and equitable contribution to our school expenses by paying this charge in full by end of Term 2. If you are unable to complete this payment by the due date, please contact Anita Barnes to make alternative arrangements.

All excursions, camps, swimming and school performances etc. are not included in the M&S Charge. The necessary information and consent forms for any event requiring payment, will be sent home with your child.

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**SCHOOL CARD**

The Minister for DECD has approved the School Card scheme for 2015. Subject to eligibility criteria, the Scheme provides financial relief to low income families in relation to the cost of education expenses incurred at Government schools. We encourage all parents/guardians who believe they are eligible for assistance, to complete a form attached as soon as possible. Please be aware that no student will be automatically approved for school card, a new application must be completed each year. If you have students at more than one school, an application must be completed at each school.
WHO IS LIABLE FOR PAYMENT?
The name of the enrolling parent is the person liable for the M & S Charge.
If parents are separated, but wish to be jointly responsible for the fees, both of their names must appear.

METHODS OF PAYMENT
Payments can be made by:
Direct Debit by Instalment *(NEW IN 2015)*
Cash
Cheque
Mastercard, Visa or EFTPOS.

Direct Debit by Instalment
As from the beginning of 2015

**Direct Debit by Instalment**
will be available to all families. This has been implemented in all schools from the beginning of 2015 to assist families in paying school related debts (Materials and Services Charge). If you wish to pay fees using this method a parent is required to complete a Direct Debit Request form (available from Finance Officer) that allows the school to deduct a specified amount from a nominated bank account or credit/debit card on a periodical basis (weekly, fortnightly or monthly) until their total debt is paid.

Parents/guardians who wish to pay by credit card, but are unable to attend the Finance Window during school hours may choose to:
pay by phone, complete the credit card payment authorisation form on the bottom of the Tax Invoice (please include your CVC number on reverse of your credit card)

**Receipts** for all payments will be returned to you via your child’s orange class trays. These receipts are a legal record of your payment.

Please retain ALL receipts until the completion of the school year in case of any discrepancies.

DEBT COLLECTION
We urge you to pay all accounts and instalments promptly and without costly reminders. Our Governing Council has a Debt Recovery Policy and all outstanding M&S Charges will be recovered through Debt Collection. It is important that you realise that once the school hands a debt over to our Debt Collector, your credit rating will be affected until the debt is paid in full, including all debt collection fees.

<table>
<thead>
<tr>
<th>UNIFORM ITEMS</th>
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<tr>
<td>Navy Wide Brim Hats for $8.50 in sizes S, M, L &amp; XL.</td>
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<tr>
<td>Or</td>
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<tr>
<td>Navy Bucket Hat for $9.00 in sizes S/M or L/XL.</td>
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Logos for Polo Tops—
White or Navy Iron-on
$1.50 each.

Please contact us if you have any queries.
Anita Barnes, Finance Officer
Barb Hall, Principal

Finance Window will be open each day from
8.30am—3.30pm
Monday-Friday

1st February 2015