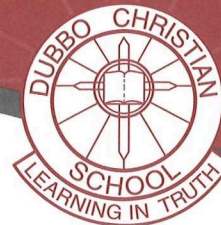


DUBBO CHRISTIAN SCHOOL

Bible-based, Christ-centred schooling from pre-Kindergarten to Year 12



18 August 2023

Dear Parents/ Carers

Re – 2024 Fee Assistance

Thank you for your enquiry in relation to Fee Assistance on your school fees in 2024. Dubbo Christian School provides Fee Assistance to ensure that all children have access to quality Christian education which is affordable for your family circumstances. The application will be confidentially assessed on the basis of your family income and circumstances.

Assistance given by the School is approved by the Board on a yearly basis and is provided on the condition that families commit to an agreed payment plan.

GENERAL INFORMATION:

- A new application is required for each new school year.
- Fee Assistance does not apply to Preschool fees.
- The Prompt Payment Discount is not applicable to any family receiving Fee Assistance.
- Any credit balance remaining on the fee account when leaving DCS will not be refunded.
- If insufficient notice of withdrawal is given, the Family Bond will not be refunded (whether or not the 10 weeks insufficient notice charged is waived).

The enclosed application form with all supporting documents is due to the School office by 11 October 2023 (email is acceptable).

The outcome of Fee Assistance applications will be confirmed no later than 17 November 2023. Should you have any questions or require assistance completing the application form, please contact the Finance Team on (02) 6882 0044 or email fees@dubbocs.edu.au

Your Sincerely

Scott Morris, CSC
Business Manager

Enclosures:

1. Fee Assistance Application Form.
2. Direct Debit Request Form.
3. Centrelink Authority to Deduct Form



DUBBO CHRISTIAN SCHOOL – Application for Fee Assistance

ENROLLING PARENT INFORMATION

Parent 1

Parent 2

Employment: ☐ Full Time ☐ Part Time ☐ Not Employed

Employment: ☐ Full Time ☐ Part Time ☐ Not Employed

Concessions: ☐ Health Care Card ☐ Pension Card

Concessions: ☐ Health Care Card ☐ Pension Card

CHILD INFORMATION

Child 1

Year Level _____ (2024)

Child 2

Year Level _____ (2024)

Child 3

Year Level _____ (2024)

FINANCIAL INFORMATION

HOME OWNERSHIP: ☐ Home owner ☐ Renting

INCOME:	<u>PARENT (1)</u>	<u>PARENT (2)</u>	<u>TOTAL JOINT</u>	<u>TOTAL JOINT</u>
INCOME*	Income per FORTNIGHT	Income per FORTNIGHT	Income per FORTNIGHT	Income ANNUAL
Gross salary/wages (before tax)				
Income from Business or Partnership				
All Centrelink & Family Tax Payments				
Child Support Agency receipts				
Rental Income				
Income from any other source (Savings/Investments/Shares/Trusts)				
PROJECT TOTAL FAMILY INCOME				

* Please indicate every source of income in the household. All casual and part-time jobs must be declared.

DEBTS:

Total mortgage: \$ _____ Other loans (incl Credit Card debt): \$ _____

OTHER INFORMATION

Please state any other unusual Financial Considerations or recent changes to your Family Situation that the School should be aware of. For example, Child Support Expenses, Tax Debts or amendments to Family Court arrangements. Please provide evidence of Financial Hardship, where applicable.

FEE PAYER CONTRIBUTION

Please indicate the total amount you consider you can contribute towards School fees for a full year for your child/ren. Per week \$ x 52 = Per Year \$

PAYMENT METHOD NOMINATION

To be eligible for Fee Assistance, you MUST arrange for payment of School Fees by Direct Debit OR by Centrepay deduction. Payments that occur outside of this arrangement, must have approval from the Finance Manager.

I choose to pay by: ☐ Direct Debit ☐ Centrepay

Please complete and return attached Direct Debit Request or Centrelink Form with this application.

CHECKLIST

Most Recent copies of the following documentation MUST be returned with this form

- ☐ **Income Tax Return** (Individual and/or Business) Request from your Tax Agent or: Login to ATO - Select Manage tax returns. - Select History tab. - Find the last assessment. - On right hand side click on View Details. - Your income tax return will open. - On the bottom print as PDF. Note: Income Statement and Notice of Assessment will **NOT** be accepted.
- ☐ **Income Statement from Centrelink**
- ☐ **Child Support Assessments, if applicable**
- ☐ **3 current Payslips or a Statement of Salary from employer**
- ☐ **3 months bank statements.** Each applicant must submit their own.
- ☐ **Completed Direct Debit or Centrelink Form** (please contact the school to confirm amount)

PRIVACY STATEMENT

Your privacy is important to us. The School's Privacy Policy, which outlines how we manage personal information in general, is available on the school website.

TERMS & CONDITIONS

- A new application is required for each new school year.
- Fee Assistance does not apply to Preschool fees.
- The Prompt Payment Discount is not applicable to any family receiving Fee Assistance.
- Any credit balance remaining on the fee account when leaving DCS will not be refunded.
- If insufficient notice of withdrawal is given, the Family Bond will not be refunded (whether or not the 10 weeks insufficient notice charge is waived).

DECLARATION

I/we understand, and fully agree to, the Terms & Conditions upon which Fee Assistance is provided as outlined above. In particular, I/we declare that we believe the above to be a true and fair statement of current family income, and agree to notify Dubbo Christian School of any significant change to these figures. I/we agree that whatever level of financial assistance I am granted, I/we shall pay the balance of fees within the period they fall due.

Name: _____ Signed: _____ Date: ____ / ____ / ____

Name: _____ Signed: _____ Date: ____ / ____ / ____

THIS APPLICATION MUST BE RETURNED BY 11 OCTOBER, 2023.

Late applications will not be considered, unless exceptional circumstances are communicated before the due date.

Please return the form either via email to fees@dubbocs.edu.au, in person or by post marked
CONFIDENTIAL to: The Finance Manager, Dubbo Christian School, PO Box 1216, DUBBO, NSW, 2830.

OFFICE USE ONLY

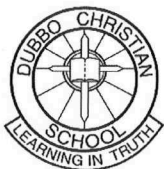
Date Received ____/____/____

Approved: Yes / No

Account Code (Current Families) _____

Calculation: \$ _____

Board Approval Date: ____/____/____



DUBBO CHRISTIAN SCHOOL
141 Sheraton Road
DUBBO NSW 2830
Ph 02 6882 0044

CENTRELINK AUTHORITY TO DEDUCT

**Request and Authority to debit the account named below to pay
THE DUBBO CHRISTIAN PARENT CONTROLLED SCHOOL ASSOCIATION LIMITED**

I _____ CRN _____
authorise the Department of Human Services to make a Deduction of \$ _____ each
fortnight from my _____ (eg, Family Tax Benefit, Parenting
Payment) and pay this amount to Dubbo Christian School CRN 555-050-981-K for School Fees
commencing from ____/____/20____ (date).

Option 1 - Setting up a target amount

I request that this deduction continue until the target amount of \$ _____ is paid.

★ **Note** if a Deduction has a target amount and the final Deduction is set to pay less than \$2,
the second last Deduction will be increased by up to \$2 to cover the final amount.

OR

Option 2 – Setting up an end date

I request that this deduction of \$ _____ continue until ____/____/20____ (date)

OR

Option 3 - Continue

Continue deductions until cancelled ☐

I give permission for Dubbo Christian School to disclose my information to the Department of
Human Services for the purposes of checking my account number, billing number and amount I
want to pay, and reconciling my payment Deduction details.

I also give permission for Dubbo Christian School to give the Department of Human Services my
correct account and billing number if required.

I understand that:

I can change or cancel my Deduction at any time; and further information about Centrepay can
be found online at humanservices.gov.au/centrepay

Customer Signature: _____

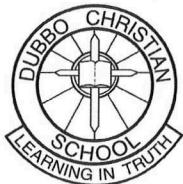
Date of Birth: ____/____/____

Date: ____/____/____

Office Use Only

Date Processed: ____/____/____

Signature: _____



Dubbo Christian School
141 Sheraton Road
DUBBO NSW 2830
Ph: 02 6882 0044

Direct Debit Request

**Request and Authority to debit the account named below to pay
THE DUBBO CHRISTIAN PARENT CONTROLLED SCHOOL ASSOCIATION LIMITED**

Request and Authority to debit

Your Surname or company name _____

Your Given names or ABN/ARBN _____ "you"

request and authorise **The Dubbo Christian Parent Controlled School Association Limited** to arrange, through its own financial institution, a debit to your nominated account at a set amount **The Dubbo Christian Parent Controlled School Association Limited** has deemed payable by you.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from *your* account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement *and any further instructions provided below.*

Insert the name and address of financial institution at which account is held

Financial institution name _____

Address _____

Insert details of account to be debited

Name/s on account _____

BSB number (Must be 6 Digits) |_|_|_|_|_| - |_|_|_|_|_|

Account number |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Acknowledgment

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and **The Dubbo Christian Parent Controlled School Association Limited** as set out in this Request and in your Direct Debit Request Service Agreement.

Payment Details

The first debit will be made on ____/____/____, and then at intervals of:

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly

Amount to be debited: \$|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_| (Optional)

Insert your signature and address

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

Address _____

Date ____/____/____

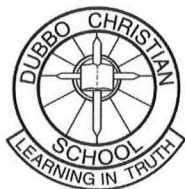
Second account signatory (if required)

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

Address _____

Date ____/____/____



Direct Debit Request Service Agreement

Dubbo Christian School
141 Sheraton Road, DUBBO NSW 2830 | p 02 6882 0044

This is your Direct Debit Service Agreement with **The Dubbo Christian Parent Controlled School Association Limited ABN: 96 002 837 658**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p>us or we means The Dubbo Christian Parent Controlled School Association Limited, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has signed or authorised by other means the <i>DirectDebit Request</i>.</p> <p>your financial institution means the financial institution nominated by <i>you</i> on theDDR at which the <i>account</i> is maintained.</p>
1. Debiting your account	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p>or</p> <p>We will only arrange for funds to be debited from <i>your account</i> if we have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
2. Amendments by us	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice.</p>

<p>7. Confidentiality</p>	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about <i>you</i>:</p> <ul style="list-style-type: none"> (a) to the extent specifically required by law; or (b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
<p>8. Notice</p>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to</p> <p style="margin-left: 40px;">Dubbo Christian School 141 Sheraton Road DUBBO NSW 2830</p> <p>8.2 We will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>