



29<sup>th</sup> May, 2018

Dear Families

### **Introduction of direct debit for payments**

To improve and simplify the way you pay for your child's care, we are introducing a direct debit system for our fees. ***These fees will be deducted in advance.***

Families will have the choice to pay their fees weekly or fortnightly.

Once your direct debit payments are set-up, payments will take place automatically on a frequency and day of the week that suits you.

It is anticipated the new payment system will commence from the start of term 3 fees onwards. Families will be sent their term 2 invoices by the end of term two and will be due the first week in term three. Any outstanding fee amount will be included in your direct debit payment schedule.

You will receive a Direct Debit Request form in about 3 weeks. Please complete the form and email it to [feeley.wendy.a@edumail.vic.gov.au](mailto:feeley.wendy.a@edumail.vic.gov.au) as soon as possible. The direct debit payment system will commence the beginning of term 3. It is expected that all families will be set-up on system from this date onwards.

There are some small charges associated with the direct debit system. These charges are outlined in the table below.

<b>Fee</b>	<b>Amount</b>
Bank account transaction fee	\$0.88 per weekly or fortnightly transaction for payments made from a bank account.
Credit card transaction fee	<b>Visa / MasterCard</b> 1.8% (Min \$0.88) per weekly, fortnightly, monthly, termly and yearly transactions for payments made from a Visa / MasterCard <b>AMEX/Diners</b> 4.4% (Min \$0.88) per weekly, fortnightly, monthly, termly or yearly transactions for payments made from a AMEX / Diners card.
Failed payment fee	\$14.80

Please contact Wendy Feeley on 0422337250 if you have any questions regarding the payment of your fees or the direct debit payments.

Yours sincerely

Wendy Feeley  
**Program Coordinator**  
**Mackellar Primary OSHC**

Matt Borg  
**Principal**

Sophie Akamatis  
**School Council President**