

# FEE PAYMENT PLAN 2017



**TO BE RETURNED TO THE BUSINESS OFFICE BY 2<sup>nd</sup> DECEMBER 2016**

ACCOUNT CODE: \_\_\_\_\_ FAMILY NAME: \_\_\_\_\_

*Account Code is located on the bottom right of your statement.*

## STEP 1: FREQUENCY

Please select from **one** of the below options.

- Option 1: FULL ANNUAL PAYMENT** (Early Discount may apply)
- Option 2: QUARTERLY PAYMENT** (4 Equal Payments - Due by 2<sup>nd</sup> Friday of each term) – **DEFAULT PAYMENT OPTION**
- Option 3: MONTHLY PAYMENT** (10 Equal Payments, commencing February to November)
- Option 4: FORTNIGHTLY PAYMENT** (22 Equal Payments, commencing February to November)

## Conditions regarding Payment Plan Options

**Option 1:** Payment must be received in full by Friday 10<sup>th</sup> February 2017 to receive an early payment discount.

**Option 2:** If no Fee Payment Plan form is received by the Business Office by Friday 2<sup>nd</sup> December 2016 then this option will be taken to have been accepted as your payment plan option.

**Option 3:** 10 equal monthly instalments will be due by the first week of each month. Commencing February.

**Option 4:** 22 equal fortnightly instalments will be due. Commencing on the first week in February.

## STEP 2: PAYMENT METHOD

Please select from **one** of the below options.

- Option 1: DIRECT DEBIT** (Processed by PVCC Business Office) - **PREFERRED PAYMENT METHOD**
- Option 2: SCHEDULED CREDIT CARD** (Visa or MasterCard - Processed by PVCC Business Office)
- Option 3: BPAY** (Processed by Account Holder)
- Option 4: MANUAL** Visa/MasterCard, BANK TRANSFER, CASH, CHEQUE or EFTPOS (Processed by Account Holder)

**I/We hereby confirm the payment options selected on the Fee Payment Plan Form 2017 above will continue for the duration of enrolment at Plenty Valley Christian College. Any changes must be advised in writing to the Business Office.**

Authorised by:

\_\_\_\_\_  
**Name: Account Holder 1**

\_\_\_\_\_  
**Signature: Account Holder 1**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name: Account Holder 2**

\_\_\_\_\_  
**Signature: Account Holder 2**

\_\_\_\_\_  
**Date**

**Please return to:** Plenty Valley Christian College, Attention Michelle Cothill, 840 Yan Yean Road, Doreen, VIC 3754

Or scan and email to [accounts@pvcc.vic.edu.au](mailto:accounts@pvcc.vic.edu.au)

Office Use Only:  
Date Received: \_\_\_\_\_ Processed \_\_\_\_\_