40 Joseph Banks Boulevard, Banksia Grove
Perth Western Australia 6031
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Email: josephbanks.sc@education.wa.edu.au
www.jbsc.wa.edu.au

PAYMENT PLAN AGREEMENT FOR OUTSTANDING CHARGES

I ____ agree to make payments to
(Please print full name)

Joseph Banks Secondary College for the sum of $ ______ and that I will pay this sum in accordance with the following terms for my child ________________________________
(Please print full name and contact class)

a) I will pay an instalment of $ ____________ every ________________________
(e.g. monthly, fortnightly, weekly)

b) For: *(e.g. uniform, fees, camp, etc.)* ____

c) The first instalment must be received by the school no later than 3:00pm on the agreed date ______________________________ .

d) Every following instalment must be received by the school no later than 3:00pm according to the agreed schedule until the full amount of the debt is paid.

e) Should two instalments not be paid as agreed, the school may, without any further notice, cancel this agreement and refer my outstanding charges to an external agency. (Please note this action may be taken for outstanding charges only. This does not include voluntary payments or contributions).

f) I agree to notify the school immediately if I change contact details. I understand that, if I do not notify the school of such a change, the school may, without further notice cancel this agreement and refer my outstanding charges to an external agency.

g) In the event of my child leaving Joseph Banks Secondary College I understand that this agreement will still apply until the amount of the debt is paid.

h) This agreement will only be operative if a signed copy is approved by the Principal before the date agreed.

Payment Method:

- Cash/EFTPOS/Credit Card at Main Reception ☐
- Credit Card over the Phone ☐
- Direct Deposit in to College Bank Account ☐

Name: ______________________________ (Parent/Guardian)

Signed: ______________________________ Date: ____________________

This agreement is approved by the Principal of Joseph Banks Secondary College

Principal: ______________________________ Date: ____________________

Liz Smith