The school year is divided into four terms. Within the first two weeks of each term, statements will be emailed to you from “PWYN Finance”. Full payment of your account is due about two weeks later or you can make payments on a:

**Weekly/Fortnightly basis** commencing 15/2/2016 until 7/11/2016

**Monthly basis** preferred date of payment is the 15th of the month (February to November)

- Each term’s fee statement will show School Fees for each student (which includes the Resource Levy)
- Additional costs to be billed onto your statement:
  - Capital Levy
  - P&F levy
  - Technology Levy
  - Excursions and performances for each students

If you would like to donate to the School Building Fund which is tax deductible, donations can only be made through the parish office where a receipt will be issued for tax purposes. All revenue the parish receives via this system reverts back to the school. The Capital Levy that is billed onto your statement is NOT Tax Deductible.

Each year we are offering a **discount** to families who pay the Annual School Fees (excluding any excursions/incursions) on or before the **1st March 2016**

**The preferred method of payment is by - BPAY**

Other options include
- **Direct Debit Authority** through the Archdiocesan Development Fund (ADF) – 2016 application forms available from either office
- **Credit Card Authority** automatic Credit Card deductions – 2016 application forms available from either office
- **EFTPOS** debit or credit transactions (Mt Carmel Office ONLY)
- **Cheque or Cash** at either office

If at any time you are having problems paying your account, or if you have a query regarding your statement, please make contact with the office by phoning 3396-4486 Line 3 for Finance or email to pwynfinance@bne.catholic.edu.au

Carolyn Coleman
*Financial Secretary*
Mount Carmel Campus