



## NEW FARM STATE SCHOOL PAYMENT PLAN POLICY

### Purpose

New Farm State School (NFSS) is committed to providing equitable access to education and ensuring that all families have the opportunity to meet their financial obligations in a manageable way. This Payment Plan Application Policy outlines the process by which families can request a payment plan for school-related fees and contributions.

### Scope

This policy applies to all parents and guardians of students enrolled at NFSS who are experiencing financial difficulty and require a structured payment arrangement for school fees, levies, and other related expenses.

### Eligibility

A payment plan may be available to families who:

- Are experiencing financial hardship and are unable to pay school fees in full by the due date.
- Require a structured approach to manage payments over an agreed period.
- Commit to fulfilling the payment obligations under the agreed terms.

### Application Process

Parents or guardians requesting a payment plan must follow these steps:

1. Obtain a Payment Plan Application Form from the school office or website.
2. Complete the form, providing relevant financial details and a proposed payment schedule.
3. Submit the completed form to the school's Business Manager for review.
4. The Business Manager will assess the application and may request further information if necessary.
5. The school will provide written confirmation of the approved payment plan, including agreed terms and payment due dates.

### Payment Terms

Payment plans will typically run over a period of up to four months, unless otherwise agreed. Payments must be made via bPoint direct debit, or another approved method. Families must adhere to the agreed schedule unless exceptional circumstances arise, in which case they must notify the school immediately.

### Non-Compliance

If a family fails to meet their agreed payments and does not communicate with the school, the payment plan may be revoked. The school may take further action, including reminders, alternative arrangements, or referral to debt collection services in extreme cases.

### Confidentiality and Support

All payment plan applications and discussions will be treated with strict confidentiality. Families experiencing financial hardship are encouraged to speak with the Business Manager for support and assistance in exploring available options.

### Policy Review

This policy will be reviewed annually to ensure its effectiveness and alignment with school and Department of Education requirements. Any updates will be communicated to families accordingly.

### Compliance

All staff, students, and parents/guardians are expected to comply with the provisions outlined in this policy.

#### New Farm State School

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#### **Communication**

This policy will be communicated to all stakeholders through the school's official channels.

#### **Enquiries**

For any enquiries regarding this policy, please contact the school administration. This policy is designed to uphold transparency, fairness, and accountability in the handling of payment plan requests at New Farm State School.

**Payment Plan Application Form:** [NFSS Payment Plan Application](#)

Department of Education policy references:

[Education \(General Provisions\) Act 2006](#)

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)

Date of Policy Implementation: 22 March 2024

Last Reviewed: 22 March 2024

Next Review Date: 22 March 2025

#### **New Farm State School**

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