



Financing your 2023 tuition fees can be easily managed through monthly, fortnightly and weekly payment plans.

Loreto College offers a flexible Direct Debit plan arrangement or a Recurrent Payment by Credit Card arrangement (Visa or MasterCard) as an alternative to paying your fees on the first day of term. By using a College payment plan, families can spread their fee payments in equal instalments across the school year.

There will be no additional surcharge or fee charged to use your credit or debit card under this payment arrangement through the **Archdiocesan Development Fund (ADF)** .

Rolling over a Direct Debit or Credit Card Authority for existing families

The Loreto College payment plans use the **Archdiocesan Development Fund (ADF)** Forms which have "Until Further Notice" pre-populated in the "End Date" Field. Most families with an existing payment plan do not need to complete a new authority, as the form carries over for the duration of your student's enrolment. You will receive an email confirming your 2023 schedule from the Fees Department, at least two weeks before your payments recommence.

If you entered an end date on your previous authority, you will be required to complete a new form for 2023.

For all families starting a new 2023 Direct Debit or Credit Card Payment Plan:

Please note the College Finance Office is closed from 9 December 2022 to 10 January 2023.

- Forms with nominated commencement dates **on or before** 20 January 2023 must be returned to the College for processing by 11am on 08 December 2022.
- Forms with nominated commencement dates **after** 20 January 2023 must be returned to the College for processing at least 3 business days prior to the commencement date of your payments.

Your Authority (either Direct Debit form or Recurrent Card Payment form) **AND** the Fees Calculation Worksheet are to be returned for your request to be processed.

Please return to **Loreto College Finance Department**

Email : fees@loreto.qld.edu.au

Fax : 07 3847 1254

Mail: PO Box 1726, Coorparoo DC, QLD 4151 (allow at least 5 additional business days for postal delays)



Completing the 2023 Direct Debit or Recurrent Payment by Credit Card Authority using “Until Further Notice”

1. Enter your details on the Direct Debit form if using a bank account for payments **OR** the Recurrent Payment by Credit Card Authority if using a credit or debit card (Visa or MasterCard only). Select a start date that is on or before Monday, 13 February 2023. **You do not need to enter an instalment amount or number of instalments.**
2. Nominate how you would like to pay your account, either:
 - Monthly : Total payment amount will be allocated over 10 monthly instalments
 - Fortnightly: Total payment amount will be allocated over 22 fortnightly instalments
 - Weekly: Total payment amount will be allocated over 44 weekly instalments
3. Sign the Authority and return with the completed 2023 Calculation Worksheet.
4. Loreto College will calculate your payments and will email you confirmation with the amount of each instalment and the expected final deduction date for 2023 fees.
5. Your Authority will then rollover for future years until your student(s) finishes at Loreto. The College will email you each year to advise your new instalment amounts and the proposed start and finish dates. This email is sent no less than 14 days prior to any change taking place .
6. If you wish to modify the proposed dates (subject to approval by Loreto College) or cancel your Authority when you receive this email, simply reply by return email giving the College at least 3 business days notice before the intended start date to change or cancel the arrangement .

Should we not receive a return email, it is deemed that you have accepted the new arrangement.

A Direct Debit or Credit Card Authority can be cancelled at any time during the school term by notifying the College at least 3 business days before the next deduction, in writing, to fees@loreto.qld.edu.au
During school holidays, please call the College on 3394 9999 to speak with a Finance Staff Member to ensure your request can be actioned before following up in writing.

Calculation worksheet for 2023 Tuition Fees

The additional charges are estimates only based on 2022 charges and are given for assistance in calculating the 2023 fees, levies and other charges.

One Child	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	\$12,516.00	\$12,516.00	\$12,516.00	\$12,516.00	\$12,516.00	\$12,516.00
Capital Levy	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
Laptop Levy	\$680.00	\$680.00	\$680.00	\$680.00	\$680.00	\$680.00
Magazine	\$44.00	\$44.00	\$44.00	\$44.00	\$44.00	\$44.00
Camps/Retreats	\$250.00	-	\$380.00	\$150.00	\$305.00	\$255.00
Textbook Credit	-\$136.00	-\$136.00	-\$136.00	-\$136.00	-\$296.00	-\$296.00
Fees Total	\$13,954.00	\$13,704.00	\$14,084.00	\$13,854.00	\$13,849.00	\$13,799.00
Voluntary Levies						
Building Fund	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
P&F	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Total	\$14,354.00	\$14,104.00	\$14,484.00	\$14,254.00	\$14,249.00	\$14,199.00

Second Child*	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	\$11,264.40	\$11,264.40	\$11,264.40	\$11,264.40	\$11,264.40	\$11,264.40
Laptop Levy	\$680.00	\$680.00	\$680.00	\$680.00	\$680.00	\$680.00
Camps/Retreats	\$250.00	-	\$380.00	\$150.00	\$305.00	\$255.00
Textbook Credit	-\$136.00	-\$136.00	-\$136.00	-\$136.00	-\$296.00	-\$296.00
Fees Total	\$12,058.40	\$11,808.40	\$12,188.40	\$11,958.40	\$11,953.40	\$11,903.40

Third Child*	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	\$10,012.80	\$10,012.80	\$10,012.80	\$10,012.80	\$10,012.80	\$10,012.80
Laptop Levy	\$680.00	\$680.00	\$680.00	\$680.00	\$680.00	\$680.00
Camps/Retreats	\$250.00	-	\$380.00	\$150.00	\$305.00	\$255.00
Textbook Credit	-\$136.00	-\$136.00	-\$136.00	-\$136.00	-\$296.00	-\$296.00
Fees Total	\$10,806.80	\$10,556.80	\$10,936.80	\$10,706.80	\$10,701.80	\$10,651.80

* Second, third and subsequent child fees apply when siblings are attending Loreto simultaneously and are billed on the same family account.

CALCULATION INFORMATION:

Family surname: _____

Eldest 2023 Grade: _____

Fees total: _____

Second Child 2023 Grade: _____

Fees total: _____

Subsequent Child 2023 Grade: _____

Fees total: _____

Family Total: _____

Deduction Frequency: **Weekly (44)**

Fortnightly (22)

Monthly (10)





ARCHDIOCESAN
DEVELOPMENT
FUND

AUTHORITY FOR RECURRENT PAYMENT BY CREDIT CARD

Action (Please tick): New request Alteration Cancellation

Student/s Name/s:

Surname: _____ Name: _____

Address: _____ Postcode: _____

SECTION 1 – CARD DETAILS (ALL DETAILS MUST BE SUPPLIED)

Type of Card (Please tick): VISA MASTERCARD

Cardholder Name (As appears on card): _____

Card Number: _____ Expiry Date (dd/mm/yy): ____ / ____ / ____

Please black out this section after loading.

SECTION 2 – DESCRIPTION OF GOODS/SERVICES (FOR EXAMPLE, SCHOOL FEES)

SECTION 3 – READY RECKONER

For assistance in calculating payment dates using the Ready Reckoner please refer to ADF website or follow the link <https://adf.brisbanecatholic.org.au/ready-reckoner>

SECTION 4 – PAYMENT DETAILS

Payment Frequency (Please tick): Weekly Fortnightly Monthly

No. of Payments: _____ Start Payment Date (dd/mm/yy): ____ / ____ / 20__

Amount per debit: \$ _____ Final Payment Date: UNTIL FURTHER NOTICE

SECTION 5 – AUTHORITY

I hereby authorise the Merchant to debit my Card Account with the amount and at the intervals specified above for goods/services as described. In the event of any change in the charges for these goods/services, I/we authorise **Loreto College** to alter the amount from the appropriate date in accordance with such change from time to time.

This authority shall stand, in respect of the above specified Card and in respect of any Card issued to me in renewal or replacement thereof, until I notify the Merchant in writing of its cancellation.

Cardholder's Signature: _____ Date: ____ / ____ / 20__

SCHOOLS PLEASE NOTE: Form to be retained for your records. Do not forward to ADF.

OFFICE USE ONLY Reference: _____

