

2 December 2021

Dear Parents and Carers

Tuition Fees 2022

The Sycamore School Board recently confirmed the 2022 Budget. The Board is very conscious of the financial pressures that exist for many of our families. The decision to raise fees is not taken for granted or made without careful consideration of the resource needs of the School balanced against the capacity of families to contribute.

The School continues to seek to operate at a price level that is affordable to families while maintaining standards, meeting government regulation, and ensuring the School's on-going financial viability. Unfortunately, the government funding the School receives is not sufficient to cover the operations of the School.

As a result, the new fee schedule effective from 1 January 2022 is:

Junior School	Prep to Year 6	\$8,320
High School	Years 7 -10	\$8,632

A reduction in fees applies for second and subsequent children at the School. Sibling discounts apply only while children are all attending the School at the same time.

- Oldest child – full fees
- Second child – 10% discount
- Third child – 20% discount
- Fourth and subsequent children – 100% discount

Please note that Term Fee statements are issued during the school holidays prior to the commencement of each term. **Payment is due by the first Wednesday of term.**

A 3.5% discount will apply if paying 2022 fees upfront. To receive this discount, payment needs to be made before 25 February 2022. If you wish to take advantage of this discount, please contact our Business Manager at stuckey@sycamore.qld.edu.au by 14 January 2022 so that an annual invoice can be issued.



Payment Options

The School offers the following payment options.

- Fortnightly Direct Debit only
- Termly Direct Debit, Bank transfer or Eftpos (credit/debit cards)
- Annually Direct Debit, Bank transfer or Eftpos (credit/debit cards)

A direct debit form is attached. Completed forms need to be returned to our Business Manager at stuckey@sycamore.qld.edu.au or in person to Administration by 28 January 2022. Please note a new direct debit form needs to be completed each year.

	Fortnightly	Termly	Annual
	21 payments on Wednesdays starting 2 February 2022	4 payments by first Wednesday of each term	1 payment by 25 February 2022
Junior School	20 payments \$396.20 Final payment \$396.00	\$2,080.00	\$8,028.80
High School	20 payments \$411.05 Final payment \$411.00	\$2,158.00	\$8,329.88

Unpaid School Fees

A gentle reminder that no student will be allowed to start a new term at the School while fees for the previous term are unpaid. If you are having difficulties paying fees please contact our Business Manager immediately to discuss options.

Withdrawing Your Child

If you are wishing to withdraw your child, the School requires one school term's notice, in writing, to the Principal. If insufficient notice is given, one term's tuition fees will be payable. For example students leaving at the end of Term 4, written notification needs to be received by the first day of Term 4.

Should you have any further questions or queries, please do not hesitate to contact myself now or in the new year.

Yours sincerely



Ronwyn Collier
Principal



The Sycamore School
29 Windemere Rd
TAFE Campus
Alexandra Hills QLD 4161
(07) 3117 0966

Direct Debit Request (DDR)

Request and Authority to debit the account named below to pay

The Sycamore School APCA ID 535-711

Request and Authority to debit	<p>Your Surname or company name <input type="text"/></p> <p>Your Given names or ABN/ARBN <input type="text"/> "you"</p> <p>request and authorise The Sycamore School to arrange, through its own financial institution, a debit to your nominated account any amount The Sycamore School has deemed payable by <i>you</i>.</p> <table border="1" data-bbox="427 689 791 831"><tr><td>Fortnightly Wednesdays First payment 2 Feb 2022 Last payment 9 Nov 2022</td></tr></table> <table border="1" data-bbox="826 689 1501 831"><tr><td>Fortnightly amount calculated by The Sycamore School <input type="checkbox"/></td></tr><tr><td>OR another agreed amount <input type="text"/></td></tr></table> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>	Fortnightly Wednesdays First payment 2 Feb 2022 Last payment 9 Nov 2022	Fortnightly amount calculated by The Sycamore School <input type="checkbox"/>	OR another agreed amount <input type="text"/>
Fortnightly Wednesdays First payment 2 Feb 2022 Last payment 9 Nov 2022				
Fortnightly amount calculated by The Sycamore School <input type="checkbox"/>				
OR another agreed amount <input type="text"/>				
Insert the name and address of financial institution at which your account is held	<p>Financial institution name <input type="text"/></p> <p>Address <input type="text"/></p>			
Insert details of account to be debited	<p>Name/s on account <input type="text"/></p> <p>BSB number (Must be 6 digits) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Account number <input type="text"/></p>			
Acknowledgement	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing debit arrangements between you and The Sycamore School as set out in this Request and in your Direct Debit Request Service Agreement.</p>			
Insert your signature and address	<p>Signature <input type="text"/> Date <input type="text"/></p> <p>Name <input type="text"/> Position <input type="text"/></p> <p><i>(if signing for a company, sign and print full name and capacity for signing e.g. Director)</i></p> <p>Address <input type="text"/></p>			
Second account signatory (for joint and company bank accounts)	<p>Signature <input type="text"/> Date <input type="text"/></p> <p>Name <input type="text"/> Position <input type="text"/></p> <p><i>(if signing for a company, sign and print full name and capacity for signing e.g. Director)</i></p> <p>Address <input type="text"/></p>			



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Direct Debit Request (DDR)

This is your Direct Debit Service Agreement with **The Sycamore School user APCA ID 535-711 and ABN 13607399486**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<p>Definitions</p>	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p>us or we means The Sycamore School, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p>your financial institution means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
<p>1. Debiting your account</p>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p>or</p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited, <i>you</i> should ask <i>your financial institution</i>.</p>
<p>2. Amendments by <i>us</i></p>	<p>2.1 <i>We</i> may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice.</p>
<p>3. Amendments by <i>you</i></p>	<p>3.1 You may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing us with at least 14 days notification by writing to:</p> <p>admin@sycamore.qld.edu.au</p> <p>or</p> <p>by telephoning us on 07 3117 0966 during business hours;</p> <p>or</p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us The Sycamore School of your new account details.</p>



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<p>4. Your obligations</p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>. <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>
<p>5. Disputes</p>	<p>5.1 If you believe there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on admin@sycamores.qld.edu.au and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take it up directly with your financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited, <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited, <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p><i>You</i> should check:</p> <ul style="list-style-type: none"> a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available through BECS on all accounts offered by financial institutions. b) <i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and <p>6.2 with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</p>
<p>7. Confidentiality</p>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"> a) to the extent specifically required by law; or <p>for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
<p>8. Notice</p>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to: admin@sycamore.qld.edu.au</p> <p>8.2 <i>We</i> may send notices either electronically to your email address or by ordinary post to the address <i>you</i> have given us.</p> <p>8.3 If sent by mail, communications are taken to be received on the day they would be received in the ordinary course of post.</p>