



# AGREEMENT TO PAY BY INSTALMENTS

Name of Student: .....

Family Code: .....

I/we ..... Agree that I/we am/are indebted to Craigmore High School Governing Council Incorporated ("the school") for the sum of \$..... and that I/we will pay this sum in accordance with the following terms:

1. I/we will pay an instalment of \$..... every [week/fortnight/month]. The first instalment commences on ..... [date]
2. Every following instalment must be in the hands of the Business Manager no later than 4:00pm according to the following schedule until the full amount of the debt is paid.
3. Total Amount owing: \$.....  
 Number of payments: .....  
 Payment method:
  1. Cash/Card
  2. Direct Deposit into CHS Bank Account  
**BSB: 065-189 A/C: 010 142 178**
  3. Qkr! Payment App
  4. Bpoint Online Payment Portal
  5. Direct Debit Authorisation attached
4. Should two (2) instalments not be paid on time, the Governing Council may, without any further notice, cancel this agreement and undertake legal proceedings to recover the sum outstanding.
5. I/we agree to notify the school immediately if I/we change my/our address or telephone number. I/we understand that if I/we do not notify the school of such a change, the school may, without any further notice cancel this agreement and commence legal action for recovery of the amount outstanding.
6. This agreement will only be operative if a signed copy of it is in the hands of the Business Manager before the date stated in Paragraph 2 above.

Parent/Carer Name (please print): .....

Signed: ..... Date .... / .... / 20....

Signed and agreed by Business Manager: ..... Date .... / .... / 20....

Our Vision: To inspire and empower our community to prosper through innovation  
RESPECT SUCCESS CREATIVITY

