



PORT WAKEFIELD PRIMARY SCHOOL
Learning Respect Honesty Teamwork

22 Mine Street, Port Wakefield, Sth. Aust. 5550
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Principal: Jenny Gordon

AGREEMENT TO PAY MATERIAL & SERVICES (SCHOOL FEES) CHARGE BY INSTALMENTS

I/We _____ agree that I / we am / are indebted to Port Wakefield School Governing Council Incorporated Consolidate ("the school") for the sum of \$229.00 per student 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) (minimum \$100.00 per month).
2. The first instalment must be in the hand of the Principal / School Finance Officer no later than 3.00 pm – 4 weeks after enrolment (insert date) _____ 20__.
3. Every following instalment must be in the hands of the School Administration Officer no later than 3.00pm on the due day until the full amount of the debt is paid.
4. Should two instalments not be paid on time, the Governing Council may without any further notice, cancel this agreement and undertake legal proceeding 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 School Admin Officer before the date stated in paragraph 2.

Name: _____ (Parent / Caregiver)

Signed: _____ Date ___/___/___

Name: _____ (Parent / Caregiver)

Signed: _____ Date ___/___/___

Signed and agreed by Finance Officer _____ Date ___/___/___

Name: _____