



MACARTHUR ANGLICAN SCHOOL

Established traditions, proven success!

Instructions for Payment of 2020 School Fees

Your School fees for 2020 may be paid using one of the following methods:

Option 1. Payment in full by Friday 7 February 2020

*For those wishing to complete payment via EFT **Please note new bank details below.***

BANK: CBA, BSB: 062-516, ACCT: 1042 4093.

Acct Name: Macarthur Anglican School (please put your family name and code in the reference field)

OR

Option 2. Direct Debit or Automatic Credit Card Payment via the *Paysmart* system.

If you choose Option 2, please read below for a detailed explanation of how to use the *Paysmart* system.

1. ***Paysmart* Explained**

Paysmart allows you to pay your fees over either a ten or eleven month period by automatic payment from a bank account or credit card. The first *Paysmart* payment is in February.

2. **How to calculate the monthly *Paysmart* Amount**

Enclosed is your School Fees Statement for 2020. To calculate the monthly figure payable simply divide the total amount payable by either ten (for the ten-monthly payments option) or eleven (for the eleven-monthly payments option). Please consider the voluntary building fund donation when calculating the monthly figure.

3. **What day in each month is the *Paysmart* deduction made?**

The *Paysmart* deduction occurs on the first day of each month. Where the first day of the month is a weekend, the deduction will occur on the Friday before the end of the month. Where the first day of the month is a public holiday, the deduction will occur on the previous working day.

4. ***Paysmart* Charges**

For all *Paysmart* arrangements there is a \$2.95 per month transfer charge levied and retained by *Paysmart*. Where *Paysmart* deductions are taken from a credit card, additional charges are levied and retained by *Paysmart*. The current credit card charges are:

Visa, Mastercard: 1.6% of the transaction.

American Express: 3.5% of the transaction.

5. **Completing and Returning Your *Paysmart* Form**

Completed *Paysmart* forms must be received by the School Accounts Department no later than Thursday 23 January 2020. A sample annotated form is enclosed to assist you. Please use the enclosed Business Reply Paid envelope to return your completed form.

6. **Contacting the School**

Please contact either Larissa O'Hara or Ian McKenzie at the School Accounts Office (ph 02 4647 5333) for assistance in completing your *Paysmart* form.

David Stewart
Business Manager