

Murtoa College

BUS PAYMENTS POLICY



Rationale:

Travel on the Horsham buses is not free. This policy outlines the payment conditions for parents whose students utilise the bus.

Purpose

- To clearly outline payment rates and conditions
- To encourage families to pay bus fees
- To outline the steps to be taken in cases of non-payment
- To provide flexibility in payment method

Implementation:

1. From 2017 the following rates will apply:
 - 1st child in family: \$25 per week
 - 2nd child per family: \$12.50 per week
 - 3rd and subsequent children: no charge
2. If no payment has been received after one month of travel each term, parents will be contacted.
 - At this time a definite arrangement for payment must be organised
 - Parents will be notified that in the event of non-payment of the bus fee, their child may be refused the right to travel on the bus from the beginning of the next term
3. While we encourage parents to keep up to date with their payments, in certain circumstances parents may elect to organise a regular payment system which is less than the full weekly amount due. This may only be done by arrangement with the Principal or Business Manager.
4. The College will make a variety of payment options available such as Cheque, EFTPOS, Cash, Direct Debit, Centrepay.
5. Full payment **in advance** each term will be discounted by 10%. This must be paid by 4pm at the end of the first week of each term.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	Principal
Next scheduled review date	November 2024

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Please read, sign and return this form to the office.

I have read the Bus Payments Policy and agree with the above conditions.

Family name: Children on bus: 1.
2.
3.
4.

Signed: (parent/guardian)

I would like to pay using the following method:

- Cheque (payable to Murtoa College)
- EFTPOS
- Cash
- Direct Debit
- Centrepay
- I would like to discuss my payment options