

## Timeline for Payments

For all outstanding debts a statement will be issued to all persons liable for the Charge by Term 1, Week 9.

For all outstanding debts at the beginning of Term 2, a final statement (stamped final notice) will be issued to all persons liable for the charge by Week 3. This statement will state "further action will be taken if this account remains outstanding after a period of no less than 14 days."

The Governing Council must approve the school undertaking legal action, based on the option above. The approval to pursue the debt must be minuted in the Governing Council minutes.

At the end of Term 2, all outstanding debts will be sent to DECD Central Debt Collection Agency for recovery with Governing Council approval.



### Morphett Vale East School R - 7

4 - 6 Monarch Street  
Morphett Vale SA 5162

Phone: 08 8382 4311  
Fax: 08 8326 3513  
E-mail: [dl.1188.info@schools.sa.edu.au](mailto:dl.1188.info@schools.sa.edu.au)  
Website: [www.mveps.sa.edu.au](http://www.mveps.sa.edu.au)

*Persistence, Optimism, Honesty, Respect*

## Morphett Vale East School R - 7

### Materials and Services



**Government of South Australia**  
Department for Education and  
Child Development



## Fee

Material and Services 2016 Fee \$229.00 is an amount of money approved by the School's Governing Council and paid directly to the school by parents to enhance the quality of children's learning. It includes stationery, photocopying, curriculum supplies, and library resources.

Any increase to the M & S fee is a decision taken by the Governing Council in conjunction with recommendations made by the Principal and the Business Manager at the June Governing Council meeting. Parents will be notified of the fee structure for the following year via the Newsletter in Term 4 of the current year.

Parents are invoiced for M & S fees during the second week of Term 1. This fee is due for payment by the last school day of Term 1.

The M & S Fee can be paid by using one of the following methods:

### Payment of Invoice

1. Staff are available in the Finance Office Monday to Friday from 8.30 am to 3.30 pm to receive your payments. However to avoid waiting, you may wish to take advantage of the other payment options Direct on-line payment. Please ask for bank details
2. Classroom Cash Box Students may place payments in green bags provided for each classroom. Each class delivers their green bag to the Finance Officer at 9.00 a.m. for processing. Receipts will be returned to the child the same day. Parents are asked to assist by placing money in an envelope with child's name, class, amount and what the amount is paying e.g. school fees, excursion, camp etc.
3. Payment by post you may wish to send a cheque, money order or credit card details with the attached

invoice. Cheques are to be made payable to Morphett Vale East School R-7. Receipts will be posted to your home address.

4. **Bizgate. This facility is no longer available.**
5. Direct Debit by Instalment. Please come in and see the Finance Officer in regards to having your account Direct Debited on a weekly, fortnightly or monthly basis for your nominated amount and time.
6. School Card if any families believe they are entitled to School Card applications need to be into the school by the end of Term 1, to enable any delays or discrepancies which may occur. School card application must be done at the beginning of each and every year.
7. CentrePay is a free bill paying service offered to customers receiving payments from Centerlink please contact Finance Office for paperwork