

PAYMENT OF SCHOOL FEES BY INSTALMENT

NEW FAMILIES TO OUR SCHOOL -

School Fees are invoiced as an annual account, due for payment in full 30 days after invoicing. However, many families elect to pay their school fees by regular instalments and as a new family to our school, we would like to offer you this option. If you wish to take up this offer, please complete a Request to Pay by Instalment which is available on the school's website or from the school's administration office. On completion of the request, simply submit via the website or if you are completing a paper form, email it to instalments@dow.catholic.edu.au or submit at the school office. Following receipt of the request, instalments will be generated on your school fee account during the process of invoicing 2026 school fees. Your school fee statements are emailed to you and they will provide a list of scheduled payments and their due date. **IMPORTANT:** Please note that if you currently have a child or children at another school in the Diocese and you are paying by instalments at this location, you will not need to complete another Request to Pay by Instalment. The instalment request carries over from school to school with the same frequency of payment eg Weekly, fortnightly, etc.

EXISTING FAMILIES IN OUR SCHOOL WITH INSTALMENTS –

If you are currently paying by instalments there is no need to complete another Request to Pay by Instalment as your request carries over from year to year unless you wish to amend the frequency of your payments eg Weekly to Fortnightly

EXISTING FAMILIES IN OUR SCHOOL WITHOUT INSTALMENTS -

If you would like to pay school fees by instalments in 2026 and have previously not taken up this option for payment, please complete a Request to Pay by Instalment Form which is available on the school's website or from the school's administration office. On completion of the request either email it to instalments@dow.catholic.edu.au or submit at the school office. Following receipt of the request, instalments will be generated on your school fee account during the process of invoicing 2026 school fees. Your school fee statement will provide a list of scheduled payments and their due date depending on the frequency you have chosen eg Fortnightly, Monthly, etc. **IMPORTANT:** Please note that if you currently have a child or children at another school in the Diocese and you are paying by instalments at this location, you will not need to complete another Request to Pay by Instalment. The instalment request carries over from school to school with the same frequency of payment eg Weekly, fortnightly, etc.