



PERIODIC PAYMENT BY CREDIT CARD AUTHORITY

College policy provides for payment of fee accounts by Instalment Plan. This includes the option to schedule periodic payment of instalment amounts automatically by Credit Card per term.

Please note:

- **The College can only accept Visa or MasterCard.**
- Standard instalment plans by Credit Card operate for 10 months (February to November) or for four terms (quarterly) per year. Amounts will be charged to Credit Card accounts on the 15th of each month (or the next available work day) for the frequency/duration specified. Custom instalment plans (e.g. fortnightly or ongoing payment) should be detailed below.
- Fee payers are responsible to advise the College where a card is cancelled, a new credit card has been issued or where any details of this payment authority have changed, or to advise cancellation of this authority in writing 7 days prior to the next scheduled payment.

<input type="checkbox"/> NEW REQUEST <input type="checkbox"/> ALTERATION / UPDATE <input type="checkbox"/> CANCELLATION			
Application Date:		Account No:	
Applicant Name: (Parent/Fee Payer)			
Card Type:	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	
Cardholder Name: (as shown on card)			
Instalment Amount:	\$	Instalment Frequency: (tick)	<input type="checkbox"/> QUARTERLY (on 15th) <input type="checkbox"/> MONTHLY (on 15th) <input type="checkbox"/> FORTNIGHTLY (custom)
Start Month / Date:		Number of Instalments: (tick)	<input type="checkbox"/> 4 (Feb / May / Aug / Nov) <input type="checkbox"/> 10 (Feb – Nov)
Final Month / Date:			<input type="checkbox"/> _____ (custom)
Payment for:	COLLEGE FEES		<input type="checkbox"/> Ongoing (UFN)

I authorise St Saviour's College (the Merchant) to charge my Card Account (specified below) for the instalment amount and number of instalments as detailed above.

Cardholder Signature: _____ Date: _____

CARD NUMBER:

EXPIRY (MM / YY): / CVV:

Office use only [2018 SSC PPCC AF v1 – 30 Nov 17]

Received / / Checked Commenced _____ Entered / /
 Student ID _____ Fee Payer ID _____ Finalised _____