

Guide to Completing SMMC Direct Debit Request 2024

Step 1 Review College Fee by number of Students Enrolled

Fee Components				
No. of Students Enrolled	Tuition Fee	School Based Levy	Family Levy	Total Fees
1 student	\$2,634.00	\$2,132.00	\$662.00	\$5,428.00
2 students	\$4,477.80	\$4,264.00	\$662.00	\$9,403.80
3 students	\$5,794.80	\$6,396.00	\$662.00	\$12,852.80
4 students	\$5,794.80	\$8,528.00	\$662.00	\$14,984.80

Step 2 Select the best Instalment Frequency for You

Do you have a ** Health Care/Pension Concession Card (HCC/PCC) or DVA Card?

No - Use the Table (i) below to complete your SMMC Direct Debit Request

Yes - Use the Table (ii) below to complete your SMMC Direct Debit Request

Table (i)

SMMC Direct Debit Instalments - No Concession Card *				
No. of Students Enrolled	52 Weeks \$/wk	26 Fortnights \$/fnt	12 Months \$/mth	4 Terms \$/term
1 student	\$104.40	\$208.75	\$452.35	\$1,357.00
2 students	\$180.85	\$361.70	\$783.65	\$2,350.95
3 students	\$247.15	\$494.35	\$1,071.05	\$3,213.20
4 students	\$288.15	\$576.35	\$1,248.75	\$3,746.20

Table (ii)

SMMC Direct Debit Instalments - HCC/PCC/DVA(TPI)*				
No. of Students Enrolled	52 Weeks \$/wk	26 Fortnights \$/fnt	12 Months \$/mth	4 Terms \$/term
1 student	\$68.95	\$137.85	\$298.70	\$896.05
2 students	\$120.55	\$241.15	\$522.45	\$1,567.35
3 students	\$169.15	\$338.30	\$733.05	\$2,199.10
4 students	\$210.15	\$420.30	\$910.70	\$2,732.10

Step 3 Select the best Processing Day for your Transmission

SMMC Direct Debit processing days are on a Wednesday and Friday each week (note bank processing time is 2a.m.). Select the day that best fits in with your pay cycle.

Step 4 Work out a Commencement Date using the Transmission Dates Calendar

Line 1 of the Transmission Date Calendar shows Wednesday and Friday dates across the first SMMC Direct Debit Plan cycle for the year. Using the day selected in Step 3 find the date that fits your pay cycle. This is your Plan Commencement date for the year.

Take note of the dates on the "Transmission Date Calendar". Catch up payments will be required for all declines. Three consecutive declines with no catch up payments will result in cancellation of your plan.

Step 5 Complete the SMMC Direct Debit Request

Use the information from STEP 4 (Commencement Date), STEP 2 (Instalment Amount and frequency) and STEP 3 (Processing Day) to complete the following section on the Request form.

Commencing on ____/____/____ Continuous Yes/ Completion Date____/____/____

Please debit \$ _____ from the above account each week/fortnight/month/term on Wednesday/Friday.

Notes

SMMC Direct Debits payable on continuous plans over 52 week period. All other plans must be completed by 30 November.

**Check with the College Office to determine if your card is eligible. A copy of your card must be lodged with the College office.