**NSW SECONDARY PRINCIPALS’ COUNCIL Inc.**



**ABN 69 183 368 075**

**Membership Application for Relieving Principals of NSW Schools**

(Membership year is from 1st May to 30th April)

**2018-2019 membership fees are:**

* $887 (GST incl.) for Principals of High Schools or equivalent positions
* $887 (GST incl.) for Principals of Central Schools or SSP’s who are not members of NSWPPA
* $590 (GST incl.) for Principals of Central Schools or SSP’s who are members of both professional associations

**Newly appointed, transferred or relieving/acting principals** may calculate their payment for the current financial year on a monthly basis determined from their Entry on Duty date. (e.g. membership from February to April = 3/12 x $887 = $221.75).

Existing members must pay in full if renewing their yearly membership. i.e. $887 or $590.

**Payment methods**

1. **Direct salary debit can be used only for periods of 12 months or more** (please fill in the deduction authority)

As this can take a few weeks to organise, members may be asked to pay any arrears once the starting date is known. Members will be advised of amounts due. The amount debited is based on 26 pay periods per year and it will be reported separately on the pay advice notice. It will also be reported on your Payment Summary for taxation purposes. The cost per fortnight will be **$34.12** for high and central school principals and **$22.70** for a central school principal who is a financial member of the NSW Primary Principals’ Association. If you wish to discontinue your membership with the NSWSPC it is your responsibility to notify the treasurer in writing and to notify salaries to cancel direct debit deductions.

**DEPARTMENT OF EDUCATION DEDUCTION AUTHORITY**

Name       Person ID

School

Office

I authorise you to deduct $      per fortnight from my salary to be remitted to the NSW Secondary Principals’ Council.

All payments committed on my behalf to this authority shall be deemed to be payments by me personally. This authority is to continue until such time as it is withdrawn by me in writing. In consideration of your consenting to make such deduction and payment as above, I agree for myself, my executors administrators and assigns to hold Her Majesty, the Department of Education and every employee thereof harmless and indemnified against any claim arising out of any act or omission to act in pursuant of this authority or any failure to make deductions and remittances as authorised herein.

Signature Date

1. **Direct Credit**

See details below

1. **Personal or School cheque**

Cheques should be made out to the NSW Secondary Principals’ Council and sent to the Council at the address below. Receipts will be issued to those who pay directly to the council.

**Please complete the application details below:**

**(Use Tab to move to the next field)**

|  |  |
| --- | --- |
| Last Name |  |
| First Name |  |
| Person ID |  |
| Date of commencement of relieving duties at this School |  |
| End Date (if known) |  | **12 months or more?**  |
| Previous Position |  |
| School Name |  |
| address |  |
| phone |  |
| School email |  |
| Relieving Principal’s mobile  |  |
| Relieving Principal’s email |  |
| Teaching background (area) |  |
| Type of payment  | Direct debit available only to positions of 12 months or more |  |  |
|  | Personal Cheque (attached) |  |  |
|  | School Cheque (attached) (i.e. School membership) |  |  |
|  | Direct Credit (please see below) paid on If this option is selected the form can be emailed to accounts@nswspc.org.au  |  |  |
|  | For credit card payments please go to [nswspc.org.au/payments](https://www.nswspc.org.au/payments/) |  |

**Direct Credit details**

Acc Name: **NSW Secondary Principals’ Council Inc**

Bank: **Commonwealth Bank**

BSB: **062 278**

Acc No: **1003 3011**

Ref: If personal payment Please use **Subs Firstnameinitial Lastname**

 e.g. **Subs A Citizen** (don't worry if it doesn't all fit in the Ref space)

Ref: If school payment Please use **Subs Schoolname**

 e.g. **Subs KandosHS** (don't worry if it doesn't all fit in the Ref space)

Return the completed form to:

 **NSWSPC Financial Officer**

 **10 Beresford Avenue**

 **Baulkham Hills NSW 2153**