

## Family Registration Form Application for Discounts and Payment Arrangements in 2020 To be completed by <u>all</u> families

No discounts will be given unless this form is completed, signed by <u>both</u> parents/carers and returned to the school office no later than 5 November 2019

Family details					
Mother/Carer					
	Surname		Given name		
Father/Carer	Surname		Given name		
Details of how the 2020 school fees will be paid:					
Terms of payment (if no box is ticked the payment defaults to Standard)					
Standard Yearly Monthly Fortnightly Weekly (3 instalments, Term 1,2 & 3) (1 instalment) (10 instalments) (20 instalments)  Our preferred payment method is BPay					
Do you require Split Billing arrangements (separated family) for 2020 Fees? Yes:No:  Email address to send split billing forms to:					
Details of <u>all</u> family members attending <u>any NSW school</u> in 2020					
Surname (please list eldest to youngest)	Given Name	Date of Birth	Name of School they attend in	2020	Scholastic Year they will be in 2020
Acceptance and Certification - to be signed by person(s) responsible for payment of fees.  Please read the Eligibility & Terms and Conditions overleaf before signing this form.					
I/we request that sibling discount be granted on Tuition Fees and/or Building Levy for all applicable students detailed above. I/we have read the Terms and Conditions overleaf relating to payment of school fees.  I/we certify that I will take responsibility for payment of all fees billed to me/us by the school and agree to abide by					
the Terms & Conditions. Signatures (by both parents/caregivers)					
<b>1</b>	rint name		Signature	1	Date
2			Signature		 Date

## **Eligibility for Fee Discounts**

- The first child is the child in the family who is in the most senior class of any systemic school in the Diocese of Broken Bay (some exceptions do apply, see below). Second and subsequent children are defined in descending order of class seniority of children attending any systemic Catholic School in the Diocese of Broken Bay or any other school in NSW.
- The following schools are also included as "systemic" for the purposes of Tuition Fee discounting only (not applicable to family Building Levy):
  - ♦ St Edward's, East Gosford
  - Stella Maris, Manly
  - ♦ St Lucy's, Wahroonga
  - St Edmund's, Wahroonga
- Rates currently applicable are as follows:

◆ Second child
 ◆ Third child
 ◆ Fourth & subsequent children
 20% discount
 50% discount
 100% discount

- Students attending systemic schools in the Archdiocese of Sydney, Diocese of Parramatta and the Diocese of Wollongong may also be eligible for sibling discounts on Tuition Fees (as above), and a reduction on the Diocese of Broken Bay Building Levy. Please ensure these students are listed on the first page of this form.
- Parents/caregivers must notify the school of any changes to the enrolments listed on this form. In this event, a
  new form must be completed and submitted to the school/college and any discounts will be adjusted
  accordingly.

## Terms & Conditions relating to payment of School Fees

- 1. Tuition Fees and Building Levy are set each year by the Diocesan Schools Board.
- 2. School fees will be billed and invoiced on an annual basis. The standard payment terms are in three instalments in February, April and July.
- 3. The dates for payment will be clearly identified on the invoice issued at the beginning of the school year.
- 4. Sibling Discounts on Tuition Fees are **not** automatic application must be made by completing, signing and submitting this form **by the due date**.
- 5. Fees are payable by BPay, EFTPOS, Cheque or Credit Card (Visa, MasterCard only).
- 6. Families may make arrangements to alter the Standard payment terms. Payments may be altered to be made either yearly, monthly, fortnightly or weekly. Please indicate under *Terms of Payment* overleaf.
- 7. If both parents/caregivers signed the original enrolment form, then both parents/caregivers are responsible for payment of the fees unless Split Billing Forms have been completed and submitted to the school.
- 8. In cases of genuine financial hardship, families may be eligible for a fee concession. Please contact the School Fee Liaison Unit on 9847 0728 or schoolfees@dbb.org.au for further information.