



Catholic Schools Office
Diocese of Broken Bay

Family Registration 2017

To be completed by all families

This form must be completed, signed by both parents/carers and returned to the School Office no later than

21st November 2016

so that correct fees for the 2017 school year can be determined for your family.

Family details

Mother/Carer
Surname Given name

.....
Best contact number e-mail address

Father/Carer
Surname Given name

.....
Best contact number e-mail address

Details of how the 2017 school fees will be paid

Terms of payment (if no box is ticked the payment defaults to standard) **see overleaf for details**

Standard Yearly Monthly Fortnightly Weekly
 (3 instalments) (1 instalment) (10 instalments) (20 instalments) (40 instalments)

Our preferred payment method is

Details of all family members attending any NSW school in 2017 *If there is insufficient space, please attach a separate page*

Family Name <i>(please list eldest to youngest)</i>	Given name	Date of birth	School attending in 2017	Scholastic year in 2017

**Please read the Terms & Conditions overleaf and sign the Acceptance.
 No discounts will be given unless this form is completed and returned to the school by the due 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.
- The following schools are also included as “systemic” for the purposes of Tuition Fee discounting only (not applicable to family Building Levy):
 - ◆ St Edwards, East Gosford
 - ◆ Stella Maris, Manly
- Rates currently applicable are as follows:
 - ◆ Second child 20% discount
 - ◆ Third child 50% discount
 - ◆ Fourth & subsequent children 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.

Terms & Conditions relating to payment of School Fees

1. If more than one account is to be issued per family, ie Split Billing, written approval of all parties involved must be obtained, otherwise fees will be addressed as stated overleaf – please contact the School/College office for details.
2. Tuition Fees and Building Levy are set each year by the Diocesan Schools Board.
3. School fees will be billed and invoiced on an annual basis. The standard payment terms are in three equal instalments in February, April and July.
4. The dates for payment will be clearly identified on the invoice issued at the beginning of the school year.
5. Sibling Discounts on Tuition Fees are **not** automatic - application must be made by completing, signing and submitting this form by the due date.
6. Fees are payable by BPay, EFTPOS, Cheque or Credit Card (Visa, MasterCard only).
7. 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.
8. Both parents/caregivers are responsible for payment of the fees unless Split Billing Forms have been completed.
9. In cases of genuine financial hardship, families should apply to the Principal for consideration. Please contact the School/College office.

Acceptance and Certification - to be signed by person(s) responsible for payment of fees

I/we request that sibling discount be granted on Tuition Fees and/or Building Levy for all applicable students detailed overleaf. I/we have read the Terms and Conditions above 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.

1
Please print name Signature Date

2
Please print name Signature Date