



**Family Registration Form**  
**Application for Discounts and Payment Arrangements in 2019**  
**To be completed by all families**

**No discounts will be given unless this form is completed, signed by both parents/carers and returned to the school office no later than 23<sup>rd</sup> November 2018**

**Family details**

Mother/Carer .....  
Surname Given name

Father/Carer .....  
Surname Given name

**Details of how the 2019 school fees will be paid:**

**Terms of payment** (if no box is ticked the payment defaults to Standard)

Standard  (3 instalments, Term 1, 2 & 3)    Yearly  (1 instalment)    Monthly  (10 instalments)    Fortnightly  (20 instalments)    Weekly  (40 instalments)

Our preferred payment method is Bpay 

Do you require Split Billing arrangements for 2019 Fees?    Yes \_\_\_\_\_ No: \_\_\_\_\_

Email address to send split billing forms to: \_\_\_\_\_

**Details of all family members attending any NSW school in 2019**

Surname <i>(please list eldest to youngest)</i>	Given Name	Date of Birth	Name of School they attend in 2019	Scholastic Year they will be in 2019

**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)**

1 .....  
Please print name Signature Date

2 .....  
Please print name 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 then listed 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.
- On completion of this form, Tuition Fees discount rates applicable are as follows:
  - ◆ Second child 20% discount
  - ◆ Third child 50% discount
  - ◆ Fourth & subsequent children 100% discount
- The following schools, although not Diocese of Broken Bay Schools are also included as “systemic” for the purposes of only Tuition Fee discounting at the rates above (and not applicable for any family Building Levy discounts):
  - ◆ St Edwards College, East Gosford
  - ◆ Stella Maris College, Manly
- If you have students in your immediate family attending other systemic schools in the Archdiocese of Sydney, Diocese of Parramatta and the Diocese of Wollongong, they may also be eligible for sibling discounts on Tuition Fees at the rates above, and a 50% reduction on the Diocese of Broken Bay Family Building Levy. Please ensure these students names and the name of the school they are attending is listed on the front page of this form.
- If at any time after completing this form the student arrangements in your family change and a students no longer attends the Secondary School that the eligible discounts has been applied to. Please advise the school so as a new form can be completed and the discounted fees can be adjusted accordingly.

## 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.