

Family Registration Form

Application for Discounts in 2021
To be completed by all families

Discounts will not be given unless this Form is completed and signed by both parents/carers and returned to the School office no later than **27 November 2020**


Personal details

Mother/Carer
Surname Given name

Father/Carer
Surname Given name

Payment Schedule and Arrangements for 2021 Fees

From 2021 all parents/carers will have the same payment terms. Payment terms will be 10 monthly instalments due on the 21st of the month. The first instalment will be due February 21 with the last payment due November 21. School fees can be paid more frequently (i.e. weekly or fortnightly) however the monthly instalment is to be paid by the 21st day of the month.

Our preferred payment method for payment of school fees is  BPay

Do you require a Split Billing Arrangement (Separated Family) for 2021 Fees? Yes ☐ No: ☐

If Yes, please provide email address to send split billing forms to:

Details of all family members attending any NSW school in 2021

Surname (please list eldest to youngest)	Given Name	Date of Birth	Name of School they attend in 2021	Scholastic Year they will be in 2021

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

Please read the Eligibility, Terms & Conditions overleaf before signing this Form.

I/we request that the sibling discount be granted on Tuition Fees and/or Building Levy for all applicable students detailed above. I/we have read the Terms & 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 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 defined in descending order of class seniority of children attending any systemic school in the Diocese of Broken Bay or any other school in NSW.
- 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.
- 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 20% discount
 - ♦ Third child 50% discount
 - ♦ Fourth & subsequent children 100% discount
- 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. I/We agree to pay the School all fees billed/invoiced and as advised from time to time.
2. School fees will be billed and invoiced on an annual basis. The annual School fees are payable by the date(s) indicated on the invoice.
3. I/We understand the School fees are payable in 10 monthly instalments as advised by Catholic Schools Broken Bay or the School. I/We understand that School fees can be paid more frequently than monthly (i.e. weekly or fortnightly) and that the monthly amount is to be paid by the 21st day of the month.
4. I/We acknowledge that the Sibling Discounts on Tuition Fees is **not** automatic and is dependent on the completeness of this Form and Eligibility criteria being met. I/We further acknowledge that Catholic Schools Broken Bay may change the Sibling Discount Eligibility criteria at any time for future billing periods.
5. If both parents/caregivers signed the original enrolment form, then both parents/caregivers are responsible for payment of fees unless Split Billing Forms have been completed and submitted to the School.
6. Fee Support is available for those experiencing hardship. Please contact the School Fee Liaison Unit on 9847 0728 or schoolfees@dbb.org.au for further information.
7. Personal information provided on this Form is collected and managed in accordance with our Privacy Policy and Standard Collection Notice which is available under the Policies section of the Catholic Schools Broken Bay website (<https://www.csodbb.catholic.edu.au/about/Policies>)