



Catholic Schools Office  
Diocese of Broken Bay

## Family Registration Form

### Application for Discounts and Payment Arrangements in 2020

*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 22 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)    (40 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 all family members attending any NSW school in 2020

Surname <i>(please list eldest to youngest)</i>	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)**

**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 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 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.
- 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](mailto:schoolfees@dbb.org.au) for further information.