

**This form should be completed when:**

1. You have more than one child for whom you are financially responsible for the payment of school fees and these children **do not attend the same school within Catholic Schools Broken Bay.**

OR

2. There is a change of circumstances to your billing arrangements

If your children attend the same school within Catholic Schools Broken Bay, the Sibling discount will be automatically applied where applicable.

**This form must be completed and returned to the School office no later than 23 November 2022**


### Personal details

Mother/Carer .....  
*Surname* *Given name*

Father/Carer .....  
*Surname* *Given name*

### Payment Schedule and Arrangements for 2023 Fees

For 2023 all parents/carers will have the same payment terms. Payment terms will be 10 monthly instalments due on the 21<sup>st</sup> of the month. The first instalment will be due February 21st with the last payment due November 21st. 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 2023 Fees?    Yes     No:

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

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### Details of all family members attending any NSW school in 2023

Surname <i>(please list eldest to youngest)</i>	Given Name	Date of Birth	Name of School they attend in 2023	Scholastic Year they will be in 2023

## 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 Education Fees 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.
- For 2023 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 Education Fees (as above). 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 2023 Education Fee discounting:
  - ◆ St Edward's, East Gosford
  - ◆ Stella Maris, Manly
  - ◆ St Lucy's, Wahroonga
  - ◆ St Edmund's, Wahroonga
- Additional support will be continued for 2023 by way of an increased 5% sibling discount applicable to the Education Fee as follows:

◆ Second child	25% discount (normally 20%)
◆ Third child	55% discount (normally 50%)
◆ 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 instalment is to be paid by the 21<sup>st</sup> day of the month.
4. I/We acknowledge that the Sibling Discounts on Education 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>)