



Catholic Schools Office
Diocese of Broken Bay

Family Registration - 2012

*This form must be completed for fee discounts and fee payment arrangements.
It must be completed, signed and returned to the school office no later than
Friday 9th December 2011*

No discounts will be given unless this form is completed and returned by the due date

Personal Details

Name to appear on statement:
(who pays the fees?)

Is this person/s responsible for all school fees? Yes No (If no please contact school office)

Residential Address:
Postcode:

Contact Tel: Home Work
Mobile e-mail

Billing Address:
(if different from above) Postcode:

How will the fees be paid?: Weekly F/nightly Monthly Yearly Standard (3x per year)

Provide details of all family members attending any school in 2012

Family Name (please list oldest to youngest)	Given name	Date of birth	School attending in 2012 (include all students at this school)	Scholastic year in 2012

Declaration / signature(s) of person(s) responsible for payment of fees

I/we request that eligible fees discounts be granted on school fees for all applicable students detailed above.
I/we have read the *Notes* on the back of this page and certify that I/we will take responsibility for payment of all fees billed to me/us by the school.

Signature 1 Date:

Signature 2 Date:

Eligibility for Fee Discounts

- For discounts applied to Tuition Fees, 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
 - ◆ Marist Brothers North Sydney

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 overleaf.

Important Information relating to the payment of School Fees

- Tuition fees and building levy are set each year by the Diocesan Schools Board and are standard for every systemic school in the Diocese.
- School fees are billed on an annual basis. The due date for each payment will be clearly identified on the invoice depending on fee paying arrangements as indicated overleaf. Fees are due and payable by the date stated.
- Fee discounts are **not** automatic and must be applied for by completing, signing and submitting this form by the due date.
- Fees can be paid by cash, cheque, BPay, EFTPOS or credit card (Visa and Master Card only).
- If more than one account is to be issued per family, written approval of all parties involved must be obtained – please contact the school office for details.
- In case of genuine financial hardship, families should apply to the principal for consideration.