

APPLICATION TO DIVIDE SCHOOL FEES BETWEEN PARTIES

(Division of fees between parties who have signed the Enrolment Application)

I/We make this request with the knowledge that upon enrolment of my child/children at <name of school>, I/We agreed to the following which was advised in writing on the enrolment application form:

ENROLMENT APPLICATION AGREEMENT

If this enrolment application is successful I/We agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges. I/We undertake to read the Diocesan School Fee Policy which is available on the school's website to have full knowledge and understanding of this commitment and the consequences of not honouring it.

I/We understand that any division of fees between parties which includes a change of family invoicing, may result in a change or removal of discounts which apply to siblings and/or families. I understand that these discounts and the procedure for their application will not be amended by the school.

I/We understand that any division of school fees between parties does not release another party to the enrolment of my/our child/children of the obligation to pay all fees. I/We understand that upon any default in payment by any party in the arrangement may result in the fees being re-invoiced to the other party concerned without consent of both parties and a request for payment made. The school acknowledges that this payment may be by an arrangement that is agreed upon by the school and the parent/carer.

I/We understand that any division request will not take place without the signed consent of both parties. The consent of both parties must be witnessed either by the school or an independent party or parties.

In the case of an external agency eg Public Trustee etc. The school will require the completion of this application. If their authority is revoked school fees will be re-invoiced to the parent/carer.

The school may decline this application or reverse this approval if it determines that the division of school fees is not in the best interests of collection.

I acknowledge that I have read and understood the above. Please divide school fees as follows:

DIVISION DETAILS:	PARENT/CARER ONE	PARENT/CARER TWO
Child/Children's Names: (First & Surname)		
School Fees & Levies are Currently Invoiced to:		
Divide All Outstanding and Future School Fees & Levies as detailed:	(EG 50% Peter Smith)	(EG 50% Jane Smith)
Address & Contact Details:		
I/We acknowledge the above terms and conditions. I/We consent to division of school fees and levies.	(Please Print Name)	(Please Print Name)
	(Signature)	(Signature)
	(Date)	(Date)
	INDEPENDENT WITNESS: (SCHOOL OR OTHER)	INDEPENDENT WITNESS: (SCHOOL OR OTHER)
	(Please Print Name)	(Please Print Name)
	(Signature)	(Signature)
	(Date)	(Date)

Office Use ONLY

Division of fees as detailed above approved	/ / (Signature & Date)
Division of fees completed	/ / (Signature & Date)
Fee statement and letter of confirmation forwarded to all parties	/ / (Signature & Date)
Application for Division, fee statement and letter of confirmation to be held with finance report & copy of all documentation held on enrolment file.	/ / (Signature & Date)
<i>Diocese of Bathurst/DOB09</i>	