



APPLICATION TO SPLIT SCHOOL FEES

In completing an enrolment for a Child in an Archdiocesan system school, you have agreed as parents/guardians to pay all fees and levies jointly and severally. This application will request the accounts for a child/children's fees be invoiced in a fixed percentage. Approval of this application sets the ongoing responsibility of both parents/guardians in relation to the payment of school fees and charges and imposes binding obligations on each party.

School Name: _____

Family Name: _____

Student/s split applies to: Student 1 _____
 Student 2 _____
 Student 3 _____

Date split billing applies from: _____

We request that the school fees account for the above children be split billed as follows:

For Student 1 _____

Mother/ Legal Guardian A

% of Fees	Parent/Guardian Name	Parent/Guardian Address

Father/ Legal Guardian B

% of Fees	Parent/Guardian Name	Parent/Guardian Address

Note: total % must add up to 100%

For Student 2 _____

Mother/ Legal Guardian A

% of Fees	Parent/Guardian Name	Parent/Guardian Address

Father/ Legal Guardian B

% of Fees	Parent/Guardian Name	Parent/Guardian Address

Note: total % must add up to 100%

For Student 3 _____

Mother/ Legal Guardian A

% of Fees	Parent/Guardian Name	Parent/Guardian Address

Father/ Legal Guardian B

% of Fees	Parent/Guardian Name	Parent/Guardian Address

Note: total % must add up to 100%

Acceptance of this application is at the discretion of the school. Applications for Split Billing that have been reached through mediation or legal recourse are likely to be supported. Applications that have not been reached through genuine consent of both parties or are determined to be attempts to avoid or delay the payment of school fees will not be considered.

Where parties cannot reach agreement, the CECG School Fees & Levies Policy allows accounts to be equally split for ease of administration where parents/guardians reside at different addresses. This administrative change does not effect the parties joint and several obligation for the fees.

Declaration

I accept that this request is a legal variation to my obligation to pay school fees to **add school name** and I agree to be invoiced and make payments for all school fees and charges according to the above terms including any expenses incurred by the School as a result of late or non-payment.

Mother/Legal Guardian A

Father/Legal Guardian B

.....
(signed)

.....
(signed)

.....
(name – please print)

.....
(name – please print)

.....
(date)

.....
(date)

This Request must be signed by both parties before it can be considered by the school. Failure of one or both parties to agree to new terms will result in a continuation of the previous agreed terms for invoicing and payment unless varied by the school.

Note: No student will be refused enrolment because of an inability, as distinct from an unwillingness, of a parent/guardian to meet their school fee commitments. Please contact the Principal or Secondary Bursar to discuss your circumstances if you cannot afford payment of full fees.