

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_

Family Code: \_\_\_\_\_

% Share of Fees: \_\_\_\_\_

# FEE AGREEMENT

*This form must be completed and returned in order to complete Registration*

Family Name: \_\_\_\_\_

Student/s Attending: \_\_\_\_\_

\_\_\_\_\_

## Who is responsible for payment of fees?

Both Parents

Father

Mother

Other (provide details)

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## What is your preferred fee payment option?

**Option A:** Full Payment of Annual Tuition Fee  
(early payment discount applies)

**Option B:** Regular Instalments by credit card or direct debit (select one option & complete the attached Direct Debit Request Form)

Weekly (40 payments)

Monthly (10 payments)

Fortnightly (20 payments)

Quarterly (4 payments)

## Agreement (Declaration must be signed by the Parents/Guardians responsible for payment of fees as indicated above)

**I/We hereby:**

1. Agree to make payment of Tuition Fees and other charges in a timely manner (as scheduled) to ensure that our fee account remains up to date.
2. Understand that if our fee account is not kept up to date with regular, on time payments student participation in any optional activity, excursion or tour may be restricted and a review of enrolment may result.
3. Agree to immediately notify the Principal or Business Manager of a change in relationship between parents/guardians so that a new agreement can be signed by the person assuming responsibility for payment of fees. Until such time as a new agreement is completed, **I/we** accept full responsibility for payment.
4. Understand that one full term's notice of withdrawal from the College must be given to the Principal in writing otherwise a full term's fees will be payable in lieu of notice.
5. Accept that if our outstanding debt needs to be referred to the College's debt collection agency a default fee of 20% of the outstanding balance will be placed on the account prior to passing it on.

\_\_\_\_\_  
Mother/Other Person Responsible for Fee Payment

\_\_\_\_\_  
Father/Other Person Responsible for Fee Payment