ORANGE

COMBINED CATHOLIC SCHOOLS

FEES COMMITTEE

PO Box 146
ORANGE NSW 2800

Phone (02) 6362 3049
Fax (02) 6362 0776

The Fees Office is located in
James Sheahan Catholic High School's
Administration Building

Orange Combined Catholic Schools Fees Committee and Fees Office, operating on behalf of the Trustees of the Diocese of Bathurst.
PARENT AGREEMENT FORM

FINANCIAL SUPPORT OF ORANGE CATHOLIC SCHOOLS

As you would be aware, there are significant costs involved in operating a school system. While teachers' wages are mostly funded through Government recurrent grants, the majority of wages for ancillary and clerical staff, plus the operation costs and general expenditures of our schools are funded by school fees.

The Diocesan Capital Works Levy that each family pays helps cover the capital costs of new school buildings and/or loans on existing buildings. This is payable in full and is non-refundable, regardless of the period of time your child is enrolled in a Diocesan school. As the levy is not optional it cannot be claimed as a tax deduction. We are unable to pay loans or provide new buildings without this levy.

The Technology Levy is also payable in full whether or not your child attends a full year.

It is imperative that School Fees accounts be paid promptly by all families in the system so that all families share the burden of provision of our school system, and so that the schools can operate effectively and efficiently for the benefit of all our students.

The following points should be carefully noted:

1. School fees are due and payable within 30 days of date of the account. In cases of genuine financial hardship, parents are required to immediately notify the School Fees Office (or Principal) so that appropriate payment arrangements can be considered.

2. If accounts remain unpaid at the end of the 30 day period (and no contact is made) further action will follow. Should the matter remain unresolved, legal action will follow and the child's place at the school may be placed in jeopardy. Any legal and/or administrative costs incurred in recouping school fees are payable by the parents.

3. The School Fees Office/School Fees Committee reserve the right to charge interest on overdue accounts and costs incurred (including legal fees) pursuing overdue accounts.

4. If families choose to take their child out of school for a period of time due to travel or student exchange programs, school fees and levies must be paid to hold the child's place at the school. The school reserves the right to offer the place to other families if arrangements for payment of school fees are not made.

5. The most convenient method of paying fees is by an authorised payment program which may continue though the whole year.

a) Direct Debit

i) The Catholic Development Fund can arrange to transfer payment from your bank or credit union to the School Fees Office - weekly, fortnightly or monthly. The Catholic Development Fund will absorb the Bank Transfer Charges. Direct Debit payments are calculated from February to November each year to clear by the end of November. These payments can continue over December/January, therefore allowing you to be in credit for the following year.

ii) Direct transfers can be made from your Pay Office.

b) BPAY

A BPAY service is available. Our Biller code is 178087. Your account number will be displayed on your fees statement.

c) Credit Card and EFTPOS

Term or monthly payments to be arranged with the School Fees Office.
d) **Centrepay**
A direct bill paying service available to customers who receive a Centrelink payment.

**Please contact the School Fees Office for details and the required application form.**

**NOTE:** If on a time Payment Plan, you must adjust this each year to allow for your child(ren)'s progression into higher classes and consequent increase of School Fees.

e) **The Youth or Abstudy Allowances for secondary students** are designed to help families meet the expenses involved in keeping their children at school. Contact Centrelink for details if you think you may be eligible for an allowance.

6. Our schools are committed to providing the best possible education and facilities and therefore commitment from parents/carers to the prompt payment of school fees accounts ensures that we are able to properly meet our obligations.

I have read and understand the above information and I agree to pay School Tuition Fees, Technology Levy, Capital Works Levy and Subject Service Fees under the conditions set out above.

Signed: ___________________________        Signed:_____________________________

_________________________ _____________________________
Parent/Carer Name (Please print)     Parent/Carer Name (Please print)

Name of student(s) being enrolled at James Sheahan Catholic High School:

_________________________ _____________________________
Student Name     Grade

_________________________
Student Name     Grade

_________________________
Student Name     Grade

****NB: BOTH PARENTS/CARERS MUST COMPLETE AND SIGN ALL RELEVANT PARTS OF THIS FORM OR IT WILL BE RETURNED TO YOU UNTIL COMPLETED.****

*Please complete all fields on page 4.*
School Fees Information Form

<table>
<thead>
<tr>
<th>Parent/Carer 1</th>
<th>Parent/Carer 2</th>
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<tbody>
<tr>
<td>Last name</td>
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<tr>
<td>First name</td>
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<tr>
<td>Relationship to student</td>
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<td>Home Address</td>
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<td>Postal Address</td>
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<td>Place of Employment</td>
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<tr>
<td>Occupation</td>
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Names and ages of all children attending Catholic schools in this Diocese.  
*(include child being enrolled)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Current School</th>
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Name of person(s) responsible for fees? __________________________

Relationship to student: __________________________

Signed: __________________________ Date: ________________

Signed: __________________________ Date: ________________

*Office use only:*

Commencement: ________________ Roll Class & Room: _____________________

Revised November 2012