

## Annual School Fee Payment Agreement

This Catholic Education Diocese of Wagga Wagga (CEDWW) Annual School Fee Payment Agreement is to be read and completed on an annual basis by the fee payer/s for each student/s enrolled at a CEDWW School. The information collected in this agreement will be used to inform how School fees will be paid. This document does not change any of the terms and conditions of the enrolment as agreed to in the Enrolment Agreement, which otherwise continues to be reflective of the terms of the ongoing relationship between the parties identified in that document.

Where a family has more than one student enrolled in either the same or multiple CEDWW Schools, the form need only be completed once per family, per year. Separated families who have existing split financial arrangements should complete this Financial Agreement separately.

The information requested in this form is collected, used and stored in accordance with the Australian Privacy Principles, the **CEDWW Privacy Policy** (available at [www.catholic.edu.au/policy/privacy](http://www.catholic.edu.au/policy/privacy)) and the **CEDWW Standard Collection Notice** which was contained in the Enrolment Agreement.

**Please complete and sign the following form and return to the School within seven (7) days of receipt of invoice. Completed Annual School Fee Payment Agreements can also be emailed to [spa-accounts@ww.catholic.edu.au](mailto:spa-accounts@ww.catholic.edu.au)**

## SECTION 1: FEE PAYER DETAILS

### Parent / Legal Guardian 1 (Fee Payer 1)

Title  Mr  Mrs  Miss  Ms First Name

Middle Name Last Name

### Parent / Legal Guardian 1 (Fee Payer 2)

Title  Mr  Mrs  Miss  Ms First Name

Middle Name Last Name

## SECTION 2: FEE ACCOUNT PAYMENT ARRANGEMENT CHANGE REQUEST

We recognise the different circumstances of families and so we offer the following options for the payment of fees. Some families prefer one account, while other families seek us to split their account for payment by more than one fee payer.

Do you wish to request a change in payment arrangements as initially agreed to on the Enrolment Agreement?

Yes – the School will contact you.  No

**Note:** All parties who signed the Enrolment Agreement are equally responsible, together and separately, for payment of School fees, including any outstanding fees. All parties remain liable under the Enrolment Agreement until the obligation is discharged.

To amend financial arrangements from the Enrolment Agreement, a formal amendment must be completed by the Fee Payers with the School.

**SECTION 3: STUDENT DETAILS**

**STUDENT 1**

First Name

Middle Name

Second Middle Name

Last Name

School

**STUDENT 2**

First Name

Middle Name

Second Middle Name

Last Name

School

**STUDENT 3**

First Name

Middle Name

Second Middle Name

Last Name

School

**STUDENT 4**

First Name

Middle Name

Second Middle Name

Last Name

School

**STUDENT 5**

---

First Name

Middle Name

---

Second Middle  
Name

Last Name

---

School

---

**STUDENT 6**

---

First Name

Middle Name

---

Second Middle  
Name

Last Name

---

School

---

## SECTION 4: PAYMENT OF FEES

It is a condition of the ongoing enrolment of the student/s named in this form that School fees are paid as per the Enrolment Agreement.

School fees will be issued to Fee Payers on an annual basis by way of invoice at the commencement of the School year. Fee Payers are offered the flexibility in the way in which school fees may be paid. To facilitate this flexibility, please indicate your payment option for the school year.

### Available Payment Terms

Please tick a box below to indicate your preferred payment option for 2023.

- Paying the invoice in full within 30 days of invoice date.
- Weekly repayments commencing on the 3rd March for 40 weeks, with the last payment on the 1st December 2023.
- Fortnightly repayments commencing week of the 10th March for 20 fortnights, with the last payment on the 1st December 2023.
- Monthly repayments commencing week of the 1st March for 10 months, paid in full by the 1st December 2023.

For assistance in calculating the amount per debit, refer to the School Fee Repayment Calculator:

<https://www.catholic.edu.au/school-fee-repayment-calculator/>

### Financial Hardship

Where you have concerns regarding their ability to pay the School fees, they must promptly contact the School or the CEDWW School Fee Liaison Officer. The School and/or CEDWW will work with the family to determine suitable payment options including consideration of financial hardship measures where required.

### Available Payment Methods

Please tick a box below to indicate your preferred payment method. CEDWW will process the payment of School fees in accordance with the preference and/or authority provided by the parents/caregivers or fee payers

- BPAY - See BPAY number on your School Fee Statement
- EFTPOS - Can be paid at the School Office

Note – Direct Debit from Bank Account or Credit Card is not available.

## SECTION 5: PAYMENT OBLIGATIONS

If you are unable to sign any of the conditions below, please contact the School Principal or the CEDWW School Fee Liaison Officer.

**I/we understand, acknowledge and agree that:**

- 1) I/we must pay the school fees, and any additional expenses incurred during the school year in relation to the student/s, in full pursuant to the payment terms nominated by me/us on this Annual School Fee Payment Agreement which I/we will complete and forward to the School within 7 days of the date of invoice.
- 2) I/we will notify the School as soon as reasonably practicable of any change in my/our financial circumstances, parental circumstances, and/or care arrangements to ensure our compliance of the obligations arising under the Enrolment Agreement.

By signing this Agreement, you confirm that all of the information is true, correct and complete.

---

**PARENT / LEGAL GUARDIAN 1**

**DATE**

---

**PARENT / LEGAL GUARDIAN 2**

**DATE**