



**Catholic Education Office
DIOCESE OF BATHURST**

SCHOOL FEE AGREEMENT

In accordance with the Catholic Education Office – Diocese of Bathurst Enrolment Policy, this School Fee Agreement is reached between James Sheahan Catholic High School, Orange and the parents/carers of:

Student's Name/s: _____

METHOD OF PAYMENT

Please indicate in the following table the method of payment that you will utilise to pay your school fee account:

METHOD OF PAYMENT (Please note the preferred method of payment is BPay)				Please Tick
A	I/WE WILL MAKE PAYMENT WITHIN 14 DAYS OF THE ISSUED INVOICE IN TERMS ONE, TWO AND THREE BY:			
	<input type="checkbox"/> BPAY	<input type="checkbox"/> DIRECT DEBIT	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> CREDIT CARD <i>(Credit card option will be printed on School Fee Statements)</i>
				Please Tick
B	I/WE WISH TO PAY FEES PERIODICALLY AS FOLLOWS:			
	<input type="checkbox"/> WEEK	<input type="checkbox"/> FORTNIGHT	<input type="checkbox"/> MONTH	<input type="checkbox"/> TERM <i>(NB: This is by the term rather than within 14 days)</i>
	ALL PERIODICALLY PAYMENTS WILL BE MADE BY:			
	<input type="checkbox"/> BPAY	<input type="checkbox"/> DIRECT DEBIT	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> CENTREPAY
I/We undertake to contact the finance office of my child/children's school to ascertain the amount required for the elected period.				

SCHOOL FEE ACCOUNT BILLING

The following should be noted by parents/carers in relation to account billing:

- Accounts will be addressed to all parties who have signed the enrolment application
- Accounts will be mailed, emailed to only one party or given to the oldest child in a family to take home
- Application may be made to 'Divide' fees between parties or 'Transfer' fees to others, however, the school may decline this application or reverse the approval if it is not in the best interest of collection. Additionally, parent/carers should be aware of their obligations under the School Fees Policy for any such approval. These applications are available from the school's finance office.

SIBLING/FAMILY DISCOUNT

As set out in the Diocesan School Fees Policy, Sibling/Family Discounts, families must provide information to schools in relation to all children in your family attending Catholic schools, including the child being enrolled.

This information will be used to determine eligibility and apply Sibling/Family Discounts.

PLEASE ADVISE STUDENT DETAILS IN THE TABLE BELOW:

FAMILY NAME	GIVEN NAME	DATE OF BIRTH	GENDER	SCHOOL ATTENDING	YEAR

AGREEMENT

- I/We acknowledge as parents/carers, that we are jointly and severally responsible for the payment of school fees in full and/or in accordance with arrangements made.
- I/We understand that the amount of School Fees invoiced by the school will be provided to me/us.
- I/We agree to meet my commitment by the Payment Method indicated on this agreement.
- I/We understand that any costs associated with collection of outstanding school fees will be further invoiced to the school fee account and payment will be required.
- I/We acknowledge that personal information and details of outstanding school fees may be disclosed to outside agencies for debt collection activities should I/we default in payment.
- I/We undertake to contact the school to make amendments should circumstances change that may result in differences to this agreement including but not limited to sibling enrolment, change of bank accounts, change of payment method, etc.
- I/We understand that personal information and details of outstanding school fees will be shared by other schools in the Diocese in which siblings on this form are enrolled.

Parent/Carer Name: _____ Signature: _____

Parent/Carer Name: _____ Signature: _____

Date: / /



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:	
Child/Children's Names: (First & Surname)	
School fees & Levies are Currently Invoiced To:	
Divide All Outstanding and Future School Fees & Levies as detailed:	
Address & Contact Details Of:	
I/We acknowledge the above terms and conditions. I/We consent to division of school fees and levies.	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>	



James Sheahan Catholic High School Orange

PO Box 146, 49 Anson Street, Orange NSW 2800

Telephone: (02) 6362 1422 **Facsimile:** (02) 6362 0776

School Website: www.jschs.nsw.edu.au **Email:** jschs@bth.catholic.edu.au

Preparing students for life

FEE SCHEDULE 2016

A fee account will be sent on a term basis. Arrangements may be made to pay weekly, fortnightly or monthly. The account will include amounts for School Service fees, Teaching and resources fee, the Diocesan Capital Works Levy, Sports fees, Subject Fees and an Excursion levy.

For those needing to pay fees by instalments, arrangements should be made with Mrs Sharpe at the School Fees Office on 63621422 extension 266. All school fees accounts may be bundled and paid by direct debit. School fee schedules for 2016 are outlined below.

School Service Fees

Years 7 and 8	\$1,230 per year
Years 9 and 10	\$1,506 per year
Years 11 and 12	\$1,947 per year

Family discount applies for 2 or more children.

2 children	-	20% on the second child
3 children	-	40% on the third child
4 children	-	60% on the fourth child and beyond

Diocesan Capital Works Levy

\$528 per family per year. This amount appears separately on your account.

Technology Levy

\$155 per student per year.

Sheahan Day

\$8 per year per student.

Teaching and Resources Fee

Years 7 and 8	\$761 per annum
Years 9 and 10	\$906 per annum
Year 11	\$837 per annum
Year 12	\$968 per annum

Compulsory Year based Excursions*

Year 7	\$310 per year - Year 7 retreat + science + HSIE Medieval Day Brainstorm + Yr Excursion \$240 Young Australia workshop (Music) + SLIP Excursion + Japanese Drumming
Year 8	\$400 per year - Year 8 Retreat + Questacon + Brainstorm + half year 9 outdoor \$340
Year 9	\$40 per year - Yr 9 PDHPE Wheel chair sports + Snaketails + HSIE WW1 WW11 (in 2017 this levy will rise as the second half of the outdoor education excursion will be charged via the fees. In 2015 parents have already started to pay off this excursion.)
Year 10	\$67 per year - Year 10 Retreat+ Brent Saunders+ Geography Field Trip
Year 11	\$290 per year - Year 11 Retreat + Study Day
Year 12	\$25 per year - Year 12 Facts day

*Ad hoc camps and excursions not included.

Sports Fees

As per your child/ren selection. Fees vary between been free and \$40 a term.

Revised February 2016