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. 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.

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/rens 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 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) Credit Card and EFTPOS

      Term or monthly payments to be arranged with the School Fees Office.
c) **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.

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**d)** **The Youth of 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.

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I have read and understand the above information and I agree to pay school tuition fees and building levy under the conditions set out above.

Signed: ___________________________       Signed: ___________________________

  ______________________  ______________  ______________________
  Parent/Carer Name (Please print)       Parent/Carer Name (Please print)

Student being enrolled: _____________________________________________________

**** NB: BOTH PARENTS/GUARDIANS MUST COMPLETE AND SIGN ALL PARTS OF THIS FORM OR IT WILL BE RETURNED TO YOU UNTIL COMPLETED.****
### 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>
<td>Last name</td>
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<tr>
<td>First name</td>
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<tr>
<td>Religion</td>
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<td>Address</td>
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<td>Work phone:</td>
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<tr>
<td>Place of Employment</td>
<td>Place of Employment</td>
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<tr>
<td>Occupation</td>
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</tbody>
</table>

**Names and ages of all children attending Catholic schools in this Diocese.**
*(include child being enrolled)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Current School</th>
<th>Class</th>
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Who will be responsible for fees?  

Signed: ___________________ Date: ___________________

Signed: ___________________ Date: ___________________

**ALL PARTS OF THIS FORM MUST BE COMPLETED AND SIGNED BY BOTH PARENTS/CARERS**

**Office use only:**

Commencement: ___________________ Roll Class & Room: ___________________