



"To Live, To Love, To Grow In Christ"

HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

PO Box 40030, CASUARINA, NT 0811 | Phone (08) 89273411 | ABN: 49 758 636 720 | Email: admin.holyspirit@nt.catholic.edu.au

AMENDMENT OF FEES RESPONSIBILITY – SPLIT BILLING

Student Name/s: _____

Parent /Guardian (1) Name & Billing Address: _____

Parent /Guardian (2) Name & Billing Address: _____

Email: _____

Email: _____

Phone No. _____

Phone No. _____

Please enter the percentage amounts, which must total 100%, which both parties agree to be responsible for:

Parent/Guardian (1): _____ %

Parent/Guardian (2): _____ %

To apply to: (✓) _____ Current balance _____

and/or future charges _____

It is the practice of Holy Spirit Catholic Primary School that, until written advice is received by the Finance Department via the completed and signed 'Amendment of Fee Responsibility – Split Billing' form, no changes will be made to existing information in relation to any fee account. Where both parents/guardians are presently responsible for the fee accounts, they will remain jointly and severally responsible for the fee account. All fee correspondence will continue to be issued to existing names, at the new postal address(es) of those concerned.

As at the date of receiving the completed form, the fee payers' account will be split between both parents/guardians in accordance with the details in the form, if it has been signed by all parties concerned.

If a percentage has not been nominated, the future charges will be split 50/50 between both parents/guardians.

The parents/guardians will become separately responsible for the entire balance of any outstanding fees and charges as at the date of the re-allocation of the joint fee account. This is unless other arrangements have been formally agreed upon between the parents/guardians and written advice provided to the School's Finance Department.

Details of your current account balance and payment details can be provided to you by contacting the Finance Department on 08 89273411 or finance.holyspirit@nt.catholic.edu.au . The School cannot provide information about any account that a parent/guardian is not responsible for, unless written approval by the person(s) responsible for the account has been provided.

In circumstances where the School has been authorised to set up a Direct Debit arrangement for the periodic payment of fees from an account held jointly, the School will continue to process these periodic payments until advised otherwise.

It is the responsibility of either parent/guardian to advise the Finance Department at least one working day prior to the next scheduled periodic payment if this Direct Debit arrangement is to be cancelled. This notification should be provided in writing to the Finance Department.

If any fees are incurred by the School as a result of periodic payments being stopped by the Bank, the School may pass these fees onto the joint fee payers' account. All costs associated with the collection of overdue accounts but not limited to professional collection costs, legal fees and disbursements will be recoverable by the school in addition to the overdue amount and any interest charged.

Parent / Guardian (1) name: _____

Parent / Guardian (1) signature: _____

Date: _____

Parent / Guardian (2) name: _____

Parent / Guardian (2) signature: _____

Date: _____