



CHANGE IN DEBTOR INVOICING ARRANGEMENTS COLLEGE FEE INFORMATION

Family Account Name/Code: _____

PLEASE READ CAREFULLY!

This agreement replaces the billing and payment arrangements previously advised or implied in the enrolment agreement. Please indicate below if you require a split account or if one parent is taking full responsibility: -

Split Account

One Parent taking full responsibility

All changes to fee invoicing arrangements **must be signed by both parents even if one parent is no longer responsible for the fees.** The College will not amend any fee invoices until both the parent who is assuming financial responsibility (whether it be 50% or 100%) and the parent relinquishing financial responsibility have completed and signed the paperwork below.

Please review the financial terms and conditions as stated on the last page and sign where indicated to acknowledge the agreement.

COMMENCEMENT DATE OF THIS AGREEMENT

The changes to the invoicing arrangements as stated below will commence from _____ ('Commencement date') and will remain in effect until such time as another signed agreement is received from both parents/guardians. Any amount owing prior to the above date will remain the responsibility of those parents/guardians as stated in the previous enrolment agreement. If the previous agreement was signed by both parents and you are now opting for a separate account, unless otherwise noted in writing by both parties below, both parents will remain jointly and severally liable as per the terms and conditions in the original agreement.

INSTRUCTIONS

1. Insert the Commencement Date of this Agreement. The date can be set in the future or the past. The College Finance Office will adjust the account for any fees or other transactions, including payments, occurring on or after the Commencement Date.
2. Provide a split of the account balance owing as at Commencement Date. The split shall be expressed in dollars. The sum of the dollar amounts for each parent/guardian shall add up to the total owing at Commencement Date.
3. The tuition fee for each student can be split in percentage between the account of the parents/guardians. The sum of the percentages for each parent/guardian for each student shall add up to 100%.
4. The sibling discount (if applicable) for each student can be split in percentage between the account of the parents/guardians. The sum of the percentages for each parent/guardian for each student shall add up to 100%. Sibling discount is not applicable for the first (oldest) child of a family nor for any students in Kindergarten.
5. The Building Maintenance Levy is billed to each family. In cases of split accounts, the Maintenance Levy can also be split in percentage terms – see the top right hand box on the tables below. The sum of the percentages for each parent/guardian shall add up to 100%.
7. The changed arrangement and agreement shall not be effective until such time as the percentage for each student adds up to 100% and the Maintenance Levy adds up to 100%.

Father/Guardian

I _____ (name) will be responsible for:

- a) \$ _____ of College fees* owing as at commencement date of this arrangement, PLUS
- b) the percentage of the College fees after commencement date as described in the table below:

Student Name (oldest to youngest)	Tuition fee % share	Sibling discount % share	Maintenance Levy % share
1	%		%
2	%	%	
3	%	%	
4	%	%	
5	%	%	

Address _____

Phone (H) _____ Phone (W) _____ Mobile _____

By signing this document, I agree to be bound by the payment arrangements until such time as another replacement agreement is signed by both parties.

Signature: -

Father/Guardian

Mother/Guardian

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Mother/Guardian

I _____ (name) will be responsible for:

- a) \$ _____ of College fees* owing as at commencement date of this arrangement, PLUS
- b) the percentage of the College fees after commencement date as described in the table below:

Student Name (oldest to youngest)	Tuition fee % share	Sibling discount % share	Maintenance Levy % share
1	%		%
2	%	%	
3	%	%	
4	%	%	
5	%	%	

Address _____

Phone (H) _____ Phone (W) _____ Mobile _____

By signing this document, I agree to be bound by the payment arrangements until such time as another replacement agreement is signed by both parties.

Signature: -

Father/Guardian

Mother/Guardian

Date: ____ / ____ / ____

Date: ____ / ____ / ____