

CEDWW Annual Financial Agreement

This Financial 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 and is an extension to the existing terms and conditions of enrolment.

Where a family has more than one student enrolled in the same CEDWW School the form need only be completed once per family, per year. Where a family has more than one student enrolled in multiple CEDWW Schools, a copy of the form will need to be provided to each School.

This document supplements and is in addition to the terms outlined and agreed to in the Enrolment Package to a Catholic Primary or Secondary School and the Letter of Offer from the School (Enrolment Agreement).

This document does not replace, repudiate, or negate any terms of enrolment agreed to in the Enrolment Agreement, which otherwise continues to be reflective of the terms of the ongoing relationship between the parties identified in the document.

The information requested in this form is collected and stored in accordance with the Australian Privacy Principles, the **CEDWW Privacy Policy** (available [here](#)) and the **CEDWW Standard Collection Notice** which was contained in the Enrolment Form.

Please complete the form below and return to SACRED HEART KOORINGAL Reception or email to shk-info@www.catholic.edu.au within 7 days of invoice.

Section 1: Fee Payer Details

Parent / Caregiver Details (Fee Payer 1)

Title:	First Name:
Middle Name:	Last Name:
Relationship to child/ren:	
Name for Correspondence:	
Email:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Phone No:	Mobile No:
Business Phone No:	Business Hours:
Date of Birth:	
Identity Type: <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identity 18+ Card	
Identity No:	State/ Country Issued:
Mailing Address:	
PO Box/ RMB No:	Street/ Road Name: (if RMB)
Suburb:	State:
Postcode:	

Parent/ Caregiver Details (Fee Payer 2)

Title:	First Name:
Middle Name:	Last Name:
Relationship to child/ren:	
Name for Correspondence:	
Email:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Phone No:	Mobile No:
Business Phone No:	Business Hours:
Date of Birth:	
Identity Type: <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Identity 18+ Card	
Identity No:	State/ Country Issued:
Mailing Address:	
PO Box/ RMB No:	Street/ Road Name: (if RMB)
Suburb:	State:
Postcode:	

Section 2: Fee Account Payment Arrangement

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. Please indicate which fee account payment arrangement is to apply for this fee agreement.

- ☐ One account shared as per the signatories of this CEDWW Annual Financial Agreement.
- ☐ Split accounts with designated percentages as outlined below. Note the total % of fees nominated between fee payers must equal 100%.

Parent/Caregiver (Fee Payer 1)

Print name:
Date:
% of fees (if split accounts):
Signature:

Parent/Caregiver (Fee Payer 2)

Print name:
Date:
% of fees (if split accounts):
Signature:

Section 3: Student Details

STUDENT 1

First Name:	Middle Name:
Second Middle Name:	Last Name:
Preferred Name:	Date of Birth:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
School your child is enrolled in:	
Account Number as Per School Fee Statement:	
Does the child have any siblings at the above School or any other School in the Catholic Education Diocese of Wagga Wagga? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any Parental or Court Orders that impact the student and the obligations arising under this Financial Agreement and the Enrolment Agreement that have not previously been provided to the school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy.	

STUDENT 2

First Name:	Middle Name:
Second Middle Name:	Last Name:
Preferred Name:	Date of Birth:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
School your child is enrolled in:	
Account Number as Per School Fee Statement:	
Does the child have any siblings at the above School or any other School in the Catholic Education Diocese of Wagga Wagga? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any Parental or Court Orders that impact the student and the obligations arising under this Financial Agreement and the Enrolment Agreement that have not previously	

been provided to the school?

☐ Yes ☐ No

If yes, please provide a copy.

STUDENT 3

First Name:	Middle Name:
Second Middle Name:	Last Name:
Preferred Name:	Date of Birth:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
School your child is enrolled in:	
Account Number as Per School Fee Statement:	
Does the child have any siblings at the above School or any other School in the Catholic Education Diocese of Wagga Wagga? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any Parental or Court Orders that impact the student and the obligations arising under this Financial Agreement and the Enrolment Agreement that have not previously been provided to the school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy.	

STUDENT 4

First Name:	Middle Name:
Second Middle Name:	Last Name:
Preferred Name:	Date of Birth:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
School your child is enrolled in:	
Account Number as Per School Fee Statement:	
Does the child have any siblings at the above School or any other School in the Catholic Education Diocese of Wagga Wagga? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any Parental or Court Orders that impact the student and the obligations arising under this Financial Agreement and the Enrolment Agreement that have not previously	

been provided to the school?

☐ Yes ☐ No

If yes, please provide a copy.

Section 4: Payment of Fees

Parents are encouraged to familiarise themselves with the **CEDWW School Fee Management Policy** available [here](#).

School fees will be issued to parents/caregivers or fee payers on an annual basis by way of invoice at the commencement of the School year together with this Financial Agreement.

Parents are afforded flexibility in the way in which school fees may be paid. To facilitate this flexibility, families are required to advise the school of their intended payment option for the 2022 school year.

Available Payment Terms

Please tick a box below to indicate your preferred payment option for 2022.

- ☐ Paying the invoice in full within 30 days of invoice date
- ☐ Weekly repayments commencing on the 4th March for 40 weeks, with the last payment on the 2nd December 2022.
- ☐ Fortnightly repayments commencing week of the 11th March for 20 fortnights, with the last payment on the 2nd December 2022.
- ☐ Monthly repayments commencing week of 28th February for 10 months, paid in full by the 2nd December 2022.

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 parents/caregivers or fee payers have concerns regarding their ability to pay the School fees in accordance with the Financial Agreement, 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 in accordance with the **CEDWW School Fee Management Policy**.

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.

- ☐ Direct Deposit - See Appendix A for the School's bank account details
- ☐ EFTPOS - Can be paid at the School Office

**Note – The option to Direct Debit from Bank Account or Credit Card
is no longer available.**

Both parents/ legal guardians are jointly and severally responsible and liable for the payment of any outstanding School fees. This means that both parties who sign the CEDWW Enrolment Package to a Catholic Primary or Secondary School and letter of offer from the School (**Enrolment Agreement**) are equally responsible, together and separately, for payment of School fees, including any outstanding fees. Both parties remain liable for the obligation to pay under both the Enrolment Agreement and the Annual Financial Agreement, until the obligation is discharged by receipt of full payment of the outstanding school fees. CEDWW is not party to parenting disputes and changes in individual family circumstances do not negate the joint and several liability for payment of fees under the Enrolment Agreement and the Annual Financial Agreement.

Failure to pay the School fees may result in the termination of the enrolment contract or impact the potential enrolment of other students.

Section 5: Financial Conditions of Enrolment

It is a condition of the ongoing enrolment of the student/s named in this form that School fees are paid in accordance **Diocesan School Fee Management Policy** available [here](#).

Parents/caregivers or fee payers are required to sign their acceptance of the CEDWW Financial Agreement on an annual basis to ensure the payment obligations are clearly understood and the identity of the fee payers and circumstances relevant to the payment of School fees are kept up to date.

Please read and sign your acceptance to the following financial conditions of enrolment. If you are unable to sign any of the conditions or warranties below, please contact the School Principal or the CEDWW School Fee Liaison Officer.

I/we understand, acknowledge and agree that:

- 1) CEDWW will collect, use and hold the information provided in this form by me/us in accordance with the Australian Privacy Principles, the **CEDWW Privacy Policy** and the **CEDWW Standard Collection Notice** (as amended from time to time).
- 2) I/we have parental responsibility over the student/s named in this Financial Agreement as recognised under Australian law.
- 3) The relationship between the School and CEDWW, as outlined and agreed to in the Enrolment Package to a Catholic Primary or Secondary School and Letter of Offer from the School (**Enrolment Agreement**), is an ongoing relationship and that the execution of this document, does not otherwise impact, negate or replace any of my/our obligations under the Enrolment Agreement, including in respect of payment of school fees.
- 4) This document supplements and affirms my/our contractual obligation to pay the school fees on an annual basis as agreed to under the Enrolment Agreement and does not otherwise constitute an agreement between parties to replace the terms and conditions outlined in the Enrolment Agreement.
- 5) As parents/legal guardians and fee payers, I/we are jointly and severally responsible and liable for the payment of School fees in full and/or in accordance with any prior arrangement with, and confirmed in writing by, the School or CEDWW.
- 6) As parents/legal guardians and fee payers, I/we remain jointly and severally responsible and liable for the payment of any outstanding school fees arising in previous years under the Enrolment Agreement and any subsequent Financial Agreement pertaining to the relevant school year.
- 7) The obligation to pay any outstanding but accrued fees survives termination of the Enrolment Agreement.
- 8) I/we must pay the school fees, and any additional expenses incurred during the
- 9) school year in relation to the student/s, in full pursuant to the payment terms nominated by me/us in this Annual Financial Agreement Form which I/we will complete and forward to CEDWW School/s within 14 days of the date of invoice.
- 10) Any changes to the payment of School fees may only be made after discussion and confirmation in writing by the School or the CEDWW School Fees Liaison Officer. In making alternative arrangements with you, you acknowledge that the school and/or CEDWW is not in the business of providing credit and does not make credit arrangements.
- 11) If I/we have concerns regarding my/our ability to pay the School fees, I/we will promptly contact the School or the CEDWW School Fee Liaison Officer to discuss the concerns.
- 12) In the absence of a justifiable explanation accepted by the School and/or CEDWW or a financial hardship repayment plan agreed to by the School and/or CEDWW, the

failure to pay outstanding School fees within 30 days of the due date may result in recovery action by the School and/or CEDWW against me/us, which may include legal action.

- 13) I/we accept that if the School and/or CEDWW initiates recovery action against me/us, I am/we are responsible for, and agree to pay, any costs associated with recovering the debt, without limitation, including administration costs, collection agency costs, court and/or legal costs howsoever incurred and that these costs will be added to the outstanding debt and will remain my/our responsibility.
- 14) The non-payment of School fees is a breach of an essential term of the Enrolment Agreement and may result in the termination of enrolment and withdrawal of the student/s from the School/s.
- 15) In the event of non-payment of School fees, I/we understand that our personal information including details of outstanding school fees may be shared with other Schools within the Diocese of Wagga Wagga as well as external agencies for the purposes of debt collection.
- 16) If one parent is to become the sole fee payer in respect of the School fees for the student/s named in this form, I/we agree to do all things necessary to make or update any changes to the Enrolment Agreement and/or Financial Agreement as may be required to enable its lawful execution.
- 17) Any arrangement for payment of fees made between me/us and any other persons who is not identified as a party to the Enrolment Agreement is between me/us and the other person and to the exclusion of the School and/or CEDWW. At all times, irrespective of any arrangements I/we may have with a third party in respect of payment of School fees, I/we remain jointly and severally liable for the school fees.
- 18) No remission of fees, either in whole or in part, will be made should the student/s be absent for any reason whatsoever, unless such remission is approved by CEDWW in its absolute discretion.
- 19) Should the student/s be required to leave or permanently ceases to attend the School for any reason, there will be no remission of fees, either in whole or in part, unless such remission is approved by CEDWW in its absolute discretion. This applies to any fees that are already paid and/or fees that are outstanding to be paid for any given period including and up to the cessation of the enrolment.
- 20) In the event that any provision or part of this of this Financial Agreement, is held to be void or invalid, such provision or part thereof shall be severed from the whole and the balance of the Financial Agreement or the provisions (as the case may be) and the Enrolment Agreement shall remain in full force and effect.

I/we warrant that:

- 21) I/we have the capacity to pay the School fees with respect to the student/s named in this Financial Agreement.
- 22) I/we intend to pay the School all fees as they become due and payable and will ensure that all fees will be paid promptly when they fall due.
- 23) I/we will notify the School and/or CEDWW as soon as reasonably practicable of any change in my/our financial circumstances where the change in circumstances may have a material impact on my/our ability to meet the terms of the Financial Agreement.
- 24) I/we will notify the School and/or CEDWW as soon as reasonably practicable of any change to the parental circumstances and/or care arrangements relating to the student/s referred to in this form. This includes providing the School and/or CEDWW with a copy of any Court Orders or Parenting Orders that relate to the student/s. I /we will take all reasonable steps to ensure currency of documents that I/we provide to the school and/or CEDWW and to ensure primacy of the obligations arising under the Enrolment Agreement and the Financial Agreement.
- 25) I/we will reimburse the School or CEDWW for any reasonable costs, without limitation, including debt collection fees and/or court and other legal costs that are incurred in the recovery of any amounts due and outstanding by me/us under this Financial Agreement and the Enrolment Agreement.
- 26) I/we have read and understood and agree to be bound by the **CEDWW School Fee Management Policy**, the **CEDWW Privacy Collection Notice** and the **CEDWW Privacy Policy**.

Acceptance of the Financial Agreement

By signing this Agreement, you confirm that you have read and understand all of the above terms, conditions and warranties and you confirm that all of the information is true, correct and complete. You also confirm that you understand that the terms, conditions and warranties outlined in this Financial Agreement are effective and legally binding from the date signed and supplement the terms and conditions agreed to in the Enrolment Agreement that continues to be in force beyond the end of each school year.

Parent / Legal Guardian 1

Parent / Legal Guardian 2

Date

Date

APPENDIX A

Direct Deposit Details

Standing Authority for payment of School Fees by Direct Deposit

Please deposit school fees into the following bank account number

Account Number: Sacred Heart Koorringal

BSB Number: 062-614

Account Number: 10017636

Reference Details:

Please use your School Fee Account Number and surname (ie: 1234Smith) as per School Fee Statement, top right hand corner.