Melbourne Archdiocese
Catholic Schools

Split Billing Request

1. Purpose

The default school billing arrangement is one invoice per family for all children currently enrolled at the school.

This Form allows parents/carers to request a change to the school's standard invoicing arrangements. If approved, the school may issue separate invoices, effective from the date of the school's approval to nominated parents/carers in accordance with the agreed apportionment set out in this Form.

This Form must be read together with the Enrolment Agreement for MACS schools, and, if approved, will vary the invoicing arrangements applying under that Enrolment Agreement from the effective date specified in this Form.

Unless expressly agreed otherwise by the school in writing, this Form does not change or reduce any parent's or carer's liability under the Enrolment Agreement. Parents/carers remain liable for school fees, levies and charges in accordance with the Enrolment Agreement.

2. Student Details

STUDENT 1 DETAILS
Full Name:
Current Residential Address:

STUDENT 2 DETAILS
Full Name:
Current Residential Address:

STUDENT 3 DETAILS
Full Name:
Current Residential Address:

CURRENT ACCOUNT HOLDER(S) UNDER ENROLMENT AGREEMENT/S (Fees / Levies / Charges)	
Account holder 1	**Account holder 2**
Title:(Dr./Mr./Mrs./Ms./Mx.)	**Title:**(Dr./Mr./Mrs./Ms./Mx.)
Family name:	**Family name:**
Given name/s:	**Given name/s:**

REQUESTED SPLIT BILLING ARRANGEMENT	
Reason for request:	
Effective Date: This takes effect prospectively from ____/____/_____	
Account holder 1	**Account holder 2**
Title:(Dr./Mr./Mrs./Ms./Mx.)	**Title:**(Dr./Mr./Mrs./Ms./Mx.)
Surname:	**Surname**
Given name/s:	**Given name/s**
Percentage Apportionment of Fees/Levies/Charges:	
Fees %	**Fees %**
Levies %	**Levies %**
Charges %	**Charges %**
Contact details (if changed)	**Contact details (if changed)**
Address:	**Address:**
Telephone:	**Telephone:**
Email:	**Email:**

COURT ORDERS (*if available and relevant)*	
Are there any current court orders relating to the student? Yes ☐ No ☐	
If yes, copies of these court orders/parenting orders (e.g. Family Law Orders, Intervention Orders or other relevant court orders) must be provided.	
Is there any other information you wish the school to be aware of?	

We, the undersigned, acknowledge and agree:

- Approval of this request is at the sole discretion of the school. The school may decline or withdraw approval of this arrangement at any time upon reasonable notice. The school may approve, refuse, vary or discontinue this arrangement at its discretion.
- Separate invoices are issued for administrative convenience only. Unless otherwise agreed in writing, liability under the Enrolment Agreement remains unchanged.
- Where the Enrolment Agreement provides for joint and several liability, either parent/carer may be required to pay part or all of any outstanding school fees, levies or charges. It

remains the responsibility of each parent/carer to ensure school fees are paid in accordance with the Enrolment Agreement.

- Where fees become overdue, the school may notify any parent or carer who remains liable under the Enrolment Agreement of the amount outstanding. The school may provide information regarding fees, balances and arrears to any person who remains liable under the Enrolment Agreement.
- Where this request relates to multiple students, the parents/carers acknowledge that the request applies separately to each student's Enrolment Agreement identified in this Form.
- That this arrangement does not supersede or replace any/or all other conditions contained in the original Enrolment Agreement.

3. Signing requirements:

- The form is required to be signed by all parents/carers who are liable for school fees under the relevant Enrolment Agreement(s) must sign this Form.
- For changes to an existing split billing arrangement, where only one parent/carer signs this form, the parent/carer responsible for the higher proportion of fees must sign and acknowledge the terms and conditions of the request.

Name:	**Name:**
Signature:	**Signature:**
Date:	**Date:**

Disclaimer: Personal information will be held, used and disclosed in accordance with the Collection Notice – Students and Parents and Privacy Policy enclosed in the enrolment pack and available on the school's website.

Outcome of Request:

Request:
☐ Approved
☐ Declined

Approval effective from: _____

Principal or Delegate Name:

Signature:

Date: