



Responsibility for College Fees

Your application for enrolment of (“the student”) in Academic Year, 20..... is acknowledged. Before enrolling the student we require you to read and complete this document so that the person(s) responsible for payment of College fees is/are identified. We are unable to enrol any new student or amend an existing Responsibility for College Fees form at Stella Maris College ABN 88 058 323 827 (“the College”) until such time as this form is completed and returned to the College for signing by the College.

It is understood and agreed between the College and the person(s) whose details and signature(s) appear on this sheet (“the responsible person(s)”) that:

1. The current College fee structure and payment policy has been explained fully by the College to the responsible person(s) as part of the application for enrolment of the student; and
2. The responsible person(s) is/are student and liable for all College fees and associated education expenses incurred by the student which are invoiced by the College whilst the student is enrolled at the College; and
3. The responsible person(s) acknowledge and accept that should the student leave the College, one full term’s notice of this intention is to be provided in writing to the school, and in the absence of the notice, the responsible person(s) will be billed for one full term’s notice.
4. The College will only change the name of the responsible person(s) and/or their address details upon receipt of a written request from the responsible person(s) whose details and signature(s) appear on this sheet; and
5. Should the responsible person(s) require the person responsible for the College fees to be changed, then the new person responsible for payment of College fees will be required to complete this form (or its equivalent at the time) and return it to the College before the request can be processed; and
6. Upon receipt of the documentation required by clauses 4 and 5 the College will write to the responsible person(s) and the new responsible person(s) confirming the change of the person responsible for payment of College fees. The responsible person(s) will remain liable for all College fees and associated expenses incurred for the student prior to written notification of the change of the responsible person(s) being given by the College; and
7. The responsible person(s) acknowledge that they have the financial capacity to pay the fees, unless notified in writing to the contrary as part of this document.
8. All College fees are to be paid in full by the due date at the start of the school year. Alternatively, if paying by monthly instalments, the College will agree to payment, using credit card or EFTPOS, conditional upon a bank authority form being put into effect by the responsible person(s). If paying by quarterly instalments, payments are to be made prior to the commencement of each term.
9. The responsible person(s) understand and accept that if the student fee account is overdue, and the College decides to recover the debt using a debt collection agency or legal process, the total cost to recover the debt will be borne by the responsible person(s).

Person 1 - Full Name

Relationship to Student

Address

Suburb **Post Code**.....

Home Phone **Work Phone** **Mobile**

Email Address

Signature..... **Date**

Person 2 - Full Name

Relationship to Student

Address

Suburb **Post Code**.....

Home Phone **Work Phone** **Mobile**

Email Address

Signature..... **Date**

Signed for and on behalf of Stella Maris College

Signature..... **Date**

Zita Briones, Director of Business Services