



ST THERESE'S PRIMARY SCHOOL

27 Albion Street, Kennington 3550

P: 5443 3200

E: debtors@stkennington.catholic.edu.au

SPLIT BILLING OF SCHOOL FEES & LEVIES

St. Therese's Primary School is committed to providing families with options for paying their school fees and levies. In circumstances where more than one person (payer) is responsible for paying, there is an option to apply split billing.

- Split billing provides each payer with a separate account number and statement for their portion of the bill only.
- To apply split billing, the Split Billing Authority below must be completed, signed by each payer and the percentage of the school fees and levies payable nominated and equal to 100%.
- As at the date of receiving authority, school fees and levies will be split between payers' accounts in accordance with the details provided. Both payers will then be separately responsible for their portion of outstanding school fees and levies as at the date of split billing.
- Once completed, the bill splitting arrangement remains in place. If a change to the arrangement is to be made, a new Split Billing Authority is required.
- Account balance and payment details are available by contacting the school by phone on 5443 3200 or emailing debtors@stkennington.catholic.edu.au This information will only be provided to the person responsible for the account, unless the school has been provided with written permission to do otherwise.
- Where court orders are in place regarding the payment arrangement of school fees and levies, a copy is to be provided to the school.

SPLIT BILLING AUTHORITY

PAYER 1

Name: _____

Address: _____

Email: _____

PAYER 2

Name: _____

Address: _____

Email: _____

- We wish to apply a split billing arrangement for the payment of school fees and levies for the following student/s:
(please insert full name/s of student/s below)

▶ _____

▶ _____

▶ _____

▶ _____

- We agree to pay the split amount billed for school fees and levies as per the percentage split amount set out below.
- We understand that we will be issued separate account statements that reflect the split billing arrangement.
- We agree that all future fees and levies we are responsible for will be billed in this same manner.
- We acknowledge that this authority will remain current whilst the student/s listed above are enrolled at St Therese's Primary School or until we notify the school in writing of any change.

PAYER 1

I agree to pay _____ % of all school fees & levies

Signature: _____

Date: _____ | _____ | _____

PAYER 2

I agree to pay _____ % of all school fees & levies

Signature: _____

Date: _____ | _____ | _____