

This form is to be completed if a request to the fee allocation is required, changing the parent currently receiving the invoices to another enrolling parent or split between the two.

Fee Allocation refers to the designated parent(s) to receive invoices from the College.

Student Name/s	Year Level

Parent Name	Percentage per parent (tick relevant box per parent)
	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> 0%
	<input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> 0%
Date Effective	

Terms and Conditions
<p>For separated or separating families the College will not amend any details to the fee allocation without court orders or the written agreement of both parents involved to make changes to the fee allocation. The parent(s) who signed the student's enrolment forms are responsible for all payments unless the College is notified in writing of any amendments. Any action required to recover outstanding debt will be directed to the parent who signed the agreements.</p> <p>Upon enrolment the parent listed first will automatically have the fee allocation assigned to them ensuring all invoices are in that parent's name. Invoices already created will remain in the name of the original parent with fee allocation. Please be aware that if changes are made to fee allocations some invoicing may not be visible in QParents unless both parents have access.</p> <p>The parent who has the fee allocated to them to receive invoices must be the person who signs all financial paperwork and/ or must be a parent that has signed the enrolment paperwork.</p> <p>It is the parent's responsibility to ensure all details are maintained with the College to receive information regarding finances. The College Finance Policy is located on the College website.</p>

Parent / Guardian 1. Acceptance	
Name:	
Signature:	
Date:	

Parent / Guardian 2. Acceptance	
Name:	
Signature:	
Date:	

Office Use:	Processed in OneSchool <input type="checkbox"/>	Date: ____/____/____
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