



ST PETER APOSTLE PRIMARY SCHOOL
CHANGE OF FAMILY STATUS FORM

Family Name: _____

Father's/Guardian's Name: _____
Address: _____
Home Phone: _____ Bus. Phone: _____ Mobile Phone: _____
Email Address: _____

Mother's/Guardian's Name: _____
Address: _____
Home Phone: _____ Bus. Phone: _____ Mobile Phone: _____
Email Address: _____

Residential Guardian of Students:

Name of student: _____ Mother/Guardian Father/Guardian Dual Guardianship during Weekdays
Name of student: _____ Mother/Guardian Father/Guardian Dual Guardianship during Weekdays
Name of student: _____ Mother/Guardian Father/Guardian Dual Guardianship during Weekdays

Responsibility of Payment of School Fees and Levies: Mother: _____% Father: _____%

To apply to: **Current balance** and/or **Future charges (Date to take effect.....)**

(For more information please see over)

Are there any Court Orders in Place? Yes No If Yes, please provide a copy to the School. If there are no court orders in place the non residential guardian is entitled to a copy of the student report. This will be available upon request.

Signature (Mother/Guardian): _____ **Date :** _____

Signature (Father/Guardian): _____ **Date :** _____

There is information we hold about students and parents which should be regularly updated. This information includes comprehensive contact details for parents and other authorised contacts, student medical details and details of health insurance coverage. Please take this opportunity to ensure these details are up to date for your children.

FOR OFFICE USE: Date Received at School: _____
Copy supplied to person submitting form if requested (Signature): _____
Original To Secretary and filed in student file
Distribution 1. Finance Office 2. Secretary 3. Wellbeing

Please Turn Over

Change of Family Status – Fee Information

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It is the practice of St Peter Apostle School that, until written advice is received by the Principal via the completed and signed 'Change of Family Status' form, no changes will be made to existing information in relation to the family's contact or fee account details. Both parents will remain jointly and severally responsible for the current outstanding fee balance. All correspondence including students' reports, fee accounts and other School documents will continue to be issued in joint names to the postal or email address currently on file.

As at the date of receiving the completed "Change of Family Status" form, the fee payers' account will be split between both parents in accordance with the details in the form, provided that the form has been signed by both parents.

If a percentage has not been nominated on the form, the fee accounts will be split 50/50 between both parents. The current balance of outstanding fees as well as any future fees and charges will be allocated on a 50/50 basis. The 50/50 percentage split will remain until further written advice is received, either by signed agreement from both parents or by Court Order.

The parents will become separately liable for the balance of any outstanding fees and charges as at the date of the re-allocation of the joint fee account.

Details of your current account balance and payment details can be provided to you by contacting the Office on 9749 1055.

In circumstances where the School has been authorised to set up a Direct Debit arrangement for the periodic payment of fees from an account held jointly, the School will continue to process these periodic payments and will receipt them against the joint fee payers' account until the completed and signed "Change of Family Status" Form has been received by the Principal.

It is the responsibility of either parent to advise the Office at least two working days prior to the next scheduled periodic payment if this Direct Debit arrangement is to be cancelled (for example, if the joint bank account is no longer to be used or if the funds are not available within that account).

If any fees are incurred by the School as a result of periodic payments being stopped by the Bank, the School will pass these fees onto the joint fee payers' account.

Please sign here to confirm that you understand the terms and conditions regarding the 'Change of Family Status' process as outlined above:

Mother/Guardian: _____ **Date:** _____

Father/Guardian: _____ **Date:** _____