

REVISION OF FINANCIAL OBLIGATIONS FORM

This form is to be used when Enrolling Party financial arrangements change

Purpose

This form records updates to the person or persons responsible for paying all School Fees for a Student's enrolment. It should be read together with BCE's Enrolment Terms and Conditions. Select the option that applies and complete the related details.

Privacy Statement

BCE is bound by the *Privacy Act 1988* (Cth) and the thirteen (13) Australian Privacy Principles. The BCE [Privacy Statement](#) details BCE's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed through the School's website or the BCE [website](#).

To the extent that BCE collects, uses, and discloses credit information (relating to its billing practices), BCE's [Credit Reporting Statement](#) will also apply. The Credit Reporting Statement can be accessed through BCE's [website](#). A hard copy of either Statement can be provided on request.

1. Student Details

Student Full Name:	
School:	
Current Year Level:	
Commencement Year:	

2. Definitions used in this form

Unless stated otherwise, terms used in this form have the same meaning as in the Enrolment Terms and Conditions.

BCE means Brisbane Catholic Education.

Effective Date means the date the last Enrolling Party/Responsible Enrolling Party signs this form.

Enrolment Terms and Conditions means BCE's Enrolment Terms and Conditions published on its website.

Responsible Enrolling Party means an Enrolling Party who is to be responsible for paying School Fees for the Student under the option selected in this form and in accordance with the Enrolment Terms and Conditions.

Student means the student described in section 1 of this form.

3. Select the applicable financial obligation option

(Please select **one** of the following **three** options – A, B or C)

Option A — Ending an Enrolling Party's School Fee responsibility		
☒	When this applies: When two or more Enrolling Parties, with the School's consent, agree that only one will be solely responsible for paying all School Fees from the Effective Date. Acknowledgement: Once all Enrolling Parties have signed this form and the School has given its written consent, the Responsible Enrolling Party named below will be solely liable for all School Fees from the Effective Date under the Enrolment Terms and Conditions. From that date, the other Enrolling Party will remain a party to the Student's enrolment contract but will no longer be liable for School Fees.	
Responsible Enrolling Party (The Enrolling Party that will remain solely responsible for all School Fees from the Effective Date)	First Name:	
	Last Name:	

Option B — Change of existing arrangement to joint and several liability		
☐	When this applies: When, after enrolment has commenced and from the Effective Date, the Enrolling Parties agree to change an existing School Fee arrangement so they are jointly and severally responsible for paying all School Fees. Acknowledgement: Once all Enrolling Parties sign this form and the School has given its written consent, the Responsible Enrolling Parties named below will be jointly and severally liable for all School Fees from the Effective Date under the Enrolment Terms and Conditions.	
Responsible Enrolling Party 1 (The first Enrolling Party that will be jointly and severally responsible for all School Fees from the Effective Date)	First Name	
	Last Name	
Responsible Enrolling Party 2 (The second Enrolling Party that will be jointly and severally responsible for all School Fees from the Effective Date)	First Name	
	Last Name	

Option C — Parent or Guardian becomes Enrolling Party after enrolment commencement

☐	When this applies: When, from the Effective Date, a Parent or Guardian who was not previously a party to the Student's enrolment contract becomes an Enrolling Party and assumes joint and several responsibility for all School Fees, with the existing Enrolling Party's written agreement and the School's consent. Acknowledgement: Once this form is signed by the existing Enrolling Party and the Parent or Guardian named below, and the School has given its written consent, that Parent or Guardian will become an Enrolling Party under the Enrolment Terms and Conditions and be jointly and severally liable for all School Fees from the Effective Date.	
Responsible Enrolling Party (The Parent or Guardian being added to the enrolment contract and assuming joint and several responsibility for School Fees from the Effective Date)	First Name	
	Last Name	
If Option C is selected, the Responsible Enrolling Party named above must also provide the School with their additional contact details in the form or method notified by the School, inclusive of a signed BCE Information Collection Notice.		

4. Private financial arrangements

Child support arrangements, court orders and other separate financial arrangements between Enrolling Parties do not generally bind the School and do not change a Responsible Enrolling Party's responsibility to pay School Fees in accordance with the Enrolment Terms and Conditions.

If any Responsible Enrolling Party arranges for a third party to pay School Fees, that Enrolling Party remains responsible for ensuring those fees are paid on time. The School will not generally correspond with third parties about payment of School Fees and will direct fee-related correspondence to the responsible Enrolling Party.

5. Concessions and hardship

Responsible Enrolling Parties experiencing genuine financial hardship may apply for a concession in accordance with the School's Concessions Procedure. The School retains discretion to approve concession applications but will consider applications reasonably and in accordance with that procedure.

6. Acknowledgement

By signing this form, each Enrolling Party/Responsible Enrolling Party:

- confirms they have read and understood the contents of this form and the BCE Enrolment Terms and Conditions, including that:
 - o responsibility for School Fees is governed by clause 5 of the Enrolment Terms and Conditions;
 - o School Fees are payable in accordance with the School's published fee schedule or as otherwise reasonably notified by the School; and
 - o Compulsory School Fees may be varied with reasonable written notice, including by publication on the School's website;
- accepts responsibility for School Fees for the Student in accordance with the option selected above;
- understands that the arrangement selected in this form will remain in place until the Student's enrolment ends or a new arrangement is made under the Enrolment Terms and Conditions; and
- understands that any changes to existing contact details and/or new contact details must be provided to the School in the form or method notified by the School.

7. Signatures

(All Enrolling Party/Responsible Enrolling Party signatures are required)

ENROLLING PARTY 1		
Full Name	First Name:	
	Last Name:	
Relationship to Student:	☐ Parent ☐ Guardian ☐ Approved Carer ☐ Student (if the Student is signing themselves an Independent Student)	
Signature:		
Date Signed:		
ENROLLING PARTY 2		
Enrolling Party 2 Full Name:		
Relationship to Student	☐ Parent ☐ Guardian ☐ Approved Carer ☐ Student (if the Student is signing themselves an Independent Student)	
Signature:		
Date Signed:		

For School Use Only

Approved by School	☐ Yes ☐ No (The School cannot unreasonably withhold its consent to a request to change fee responsibility arrangements in accordance with any of the above options)
Position	
Signature	
Date	