



# Admission Form Variation Authority

This form grants authority for a variation to the existing Admission Form(s) for the current or prospective students listed below, and alter the billing arrangements for the annual Tuition Fee and all other charges relating to the family fee statement.

**Please Note:** This form must be either signed by both parties listed on the current Admissions Form as being responsible (joint and several) for the payment of all fees and charges; or separate signed forms received from both parties listed. Please refer to St Mary Star of the Sea School's Fees and Collection Policy for details on payment options and standard terms and conditions relating to school fees.

Please contact the Bursar for any questions regarding a variation to an existing Admission Form on 99411328, or email [accounts@smc.wa.edu.au](mailto:accounts@smc.wa.edu.au)

Amended Details of Parent/Guardian 1			
Family Name	First Name	Title	
Address		Phone (H)	
Address	Postcode	Phone (W)	
Postal Address (if different from above)			
Email:		Mobile	
Amended Details of Parent/Guardian 2			
Family Name	First Name	Title	
Address		Phone (H)	
Address	Postcode	Phone (W)	
Postal Address (if different from above)			
Email:		Mobile	
Details of Student(s) Attending			
Family Name	First Name	Year	
Family Name	First Name	Year	
Family Name	First Name	Year	
Family Name	First Name	Year	
Changes to Custody / Access Restrictions Details			
Child(ren) now reside with: Mother & Father      YES Mother Only          YES Father Only          YES Other                    YES		<b>Please circle:</b> Permanent / Shared / Never Permanent / Shared / Never Permanent / Shared / Never Permanent / Shared / Never	<b>Do amended Custody or Access Restrictions now apply?</b>  YES / NO  If YES please attach all relevant documentation
Please Detail: _____ _____			
Details of Split Billing Special Fee Arrangements Request – please tick box as appropriate. Split Billing must add up to 100%			
<b>Equal Split</b> [ 50:50 ]      YES / NO	<b>Effective Date:</b> _____		
<b>Other Split:</b> Parent 1: _____ % Parent 2: _____ %	<b>Effective Date:</b> _____		
Office Use ONLY:			
<b>Date Received:</b>	<b>DF Key</b>	<b>ALT DF</b>	<b>Date Reply Sent:</b>
<b>Principal's Authorization:</b>			<b>Date:</b>

**DECLARATION : Split Billing Arrangement**

I / We give St Mary Star of the Sea School authority to vary the existing Admission Form and implement amended billing arrangements for the students listed above, to cover all tuition fees and other charges included on the family fee statement. This authority approves the division of the family fee account into two separate accounts in the names of the Parents/Guardians and in the ration listed above, for the duration of our student's enrolment at St Mary Star of the Sea.

By signing this authority I / We acknowledge that I / We have read and understand the School Fees Setting and Collection Policy. I / We agree to the payment of fees and charges as per the School's Policy.

**Parent / Guardian Declaration**

I / We declare that I / We have the authority to request a variation to the Admission Form and/or change to the billing arrangements as detailed above, and that the information provided is accurate and true in every particular.

\_\_\_\_\_  
Parent / Guardian 1 Signature

\_\_\_\_\_  
Parent / Guardian 2 Signature

\_\_\_\_\_  
Parent / Guardian 1 Full Name

\_\_\_\_\_  
Parent / Guardian 2 Full Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_