

Declaration made to Catholic Education Archdiocese of Canberra and Goulburn (CECG) Schools.

Family Relationship for enrolment priority and billing purposes

This form is used to notify CECG of a Family Relationship between students. It is often used when family circumstances have changed, and parents wish to claim sibling discount or enrolment priority for students that were not previously related (e.g. step-siblings).

Students have a Family Relationship if they:

- Have parents in common, AND
- The parents in common are financially responsible for all the students.

Parents in common means:

- parents/carers who reside at the same address (birth parents, adoptive or foster parents/carers, or married or de-facto partners/step-parents), or
- parents with parental responsibility under the Family Law Act who reside at different addresses (birth parents, adoptive parents, or other parents with legal responsibility under the Family Law Act)

Financial responsibility for students is established by signing the enrolment contract for a student, or this declaration.

You are only eligible to sign this declaration if at least one adult with parental responsibility under the Family Law Act has also signed an enrolment contract, parent commitment agreement or enrolment form for each of the children for whom a discount is claimed (for example, this declaration can be signed by one birth parent or adoptive parent, and one step-parent for each child named below).

In making the following declaration, you are acknowledging that you will be financially responsible for payment of the school fees for whom a sibling discount is claimed.

Declaration

WE,

Full Name Adult Declarant 1:

Address:

AND

Full Name Adult Declarant 2:

Address:

DECLARE THAT:

1. The children below have a Family Relationship, which allows CECG to apply a sibling discount and enrolment priority.
2. We acknowledge that in the event the sibling discount is applied, we will be financially responsible for payment of the school fees for all children for whom a sibling discount is claimed.
3. We acknowledge we are jointly and severally liable for the fees owed. This means that outstanding fees for any of the children below can be collected from either or both of us, subject to any split billing arrangements agreed by the children's parents.
 - a. If a split billing arrangement exists for any student below, signatories to this Declaration are jointly and severally liable for that student's fees as agreed on the approved split billing arrangement.
 - b. If no split billing arrangement exists for a student or students, signatories to this Declaration are jointly and severally liable for 100% of fees relating to the student(s).
4. We agree to a single bill being issued by CECG to us that will take account of existing obligations under enrolment contracts, parent commitment agreements and/or enrolment forms.
5. We understand CECG schools may at any time request evidence to support any claims of Family Relationship, including proof of current living arrangements, and that failure to provide information may result in discounts or enrolment priority being withdrawn or amended.

6. We understand CECG reserves the right to determine in its absolute discretion the terms on which sibling discounts are applied and CECG may withdraw or amend the discount at any time.
7. We declare we are Parents in Common and Financially Responsible for the following children attending a CECG school:

	Full name of child and current CECG school	Date of Birth	Relationship to child (eg: Step Mother, biological Father, other etc):	
			Adult Declarant 1	Adult Declarant 2
a.				
b.				
c.				
d.				
e.				

8. Where family circumstances change, we agree it is our responsibility to notify CECG of the change for billing purposes and that joint and several liability continues until notification in writing is received by CECG.

Adult Declarant 1 Signature

Adult Declarant 2 Signature

Date

Date

Upon completion, send a signed copy of this form to the eldest student's school, copying any other schools your students attend.