

# Change of Financial Responsibility Form

## Section A: Relevant child enrolled at Woodleigh School (the School)

Surname: .....

Given name(s): ..... Date of birth: .....

Preferred name: ..... Year level: .....

## Section B: One parent/guardian wishes to be solely liable for payment of all school fees

Tick if applicable

Please provide an explanation for why both parents should not be jointly and severally liable:

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.....  
.....  
.....  
.....

*@ Please attach any relevant parenting plans, parenting agreements, or orders made by a court of competent jurisdiction.  
The relevant parent must complete and sign this form where marked below.*

Title:  Mr  Ms  Mrs  Miss  Dr  Other

Surname: .....

Given Name(s): ..... Work Phone: .....

Preferred Name: ..... Home Phone: .....

Relationship to Student: ..... Mobile: .....

Occupation: ..... Email: .....

Address: .....

### Signature of parent

By signing this form, you agree:

- to be liable for the payment of all School Fees & Charges (as defined in the School's current Terms and Conditions of Enrolment) imposed by the School during the child's enrolment, in accordance with the School's current Terms and Conditions of Enrolment (a copy of which is available on the School's website);
- to pay all School Fees & Charges imposed by the School by the due dates, and in accordance with the payment terms, set out in the relevant fee schedule which applies during the child's enrolment; and
- that School Fees & Charges imposed by the School are payable during any period in which the child is enrolled and absent from the School.

Signature: ..... Date: .....

### Section C: A third party has agreed to be solely liable for payment of all school fees

Tick if applicable

Please provide an explanation for why both parents should not also be jointly and severally liable.

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*Please attach any relevant supporting documents or orders made by a court of competent jurisdiction. The relevant third party must complete and sign this form where marked below.*

Title:  Mr  Ms  Mrs  Miss  Dr  Other

Surname: .....

Given Name(s): ..... Work Phone: .....

Preferred Name: ..... Home Phone: .....

Relationship to Student: ..... Mobile: .....

Occupation: ..... Email: .....

Address: .....

#### Signature of third party

By signing this form, you agree:

- to be liable for the payment of all School Fees & Charges (as defined in the School's current Terms and Conditions of Enrolment) imposed by the School during the child's enrolment, in accordance with the School's current Terms and Conditions of Enrolment (a copy of which is available on the School's website);
- to pay all School Fees & Charges imposed by the School by the due dates, and in accordance with the payment terms, set out in the relevant fee schedule which applies during the child's enrolment; and
- that School Fees & Charges imposed by the School are payable during any period in which the child is enrolled and absent from the School.

Signature: ..... Date: .....

### Section D: Please include the following documents with this form:

Copy of relevant parent/third party's driver's licence

### Section E: Decision by the School

Does the School approve this Change of Financial Responsibility?

Yes

Only parent/third party signatory above liable for payment of all School Fees (as defined in the School's Terms and Conditions of Enrolment) imposed by the School during the child's enrolment.

Signature: .....

No

(pre-enrolment) offer of enrolment withdrawn

(post-enrolment) previous financial obligations continue

Date: .....