



Change of Address and/or Family Circumstances

Once completed please return to Main Administration Office. Changes can also be submitted online through Parent Lounge.

- Change of Address Only
- Change of Family Circumstances
- Change of Financial Arrangements

Student's Name _____	Class/Year Group _____	Child lives with _____
Student's Name _____	Class/Year Group _____	Child lives with _____
Student's Name _____	Class/Year Group _____	Child lives with _____
Student's Name _____	Class/Year Group _____	Child lives with _____

Preferred Address for all Correspondence – **MOTHER**

		Home Phone	
		Mobile	
		Email	
Suburb		Work number	
Postcode		Absentee Mobile	

Preferred Address for all Correspondence – **FATHER** – if the same address as Mother write 'as above'

		Home Phone	
		Mobile	
		Email	
Suburb		Work number	
Postcode		Absentee Mobile	

Residential Address (complete **ONLY** if different from Correspondence) - **MOTHER**

		Home Phone	
		Mobile	
		Email	
Suburb		Work number	
Postcode		Absentee Mobile	

Residential Address (complete **ONLY** if different from Correspondence) - **FATHER** – if the same address as Mother write 'as above'

		Home Phone	
		Mobile	
		Email	
Suburb		Work number	
Postcode		Absentee Mobile	

Email Billing Address (if different to above)

		Contact Name	
		Home Phone	
		Mobile	
Suburb		Email	
Postcode		Work number	

Mother's/Guardian's Signature

Father's/Guardian's Signature

Printed Name

Date

Printed Name

Date

Has there been a change to the living arrangement of the child/ren? Yes No . If yes, please contact Director of Enrolments, Mary Pearse (5573 8603 / mpearse@ssc.qld.edu.au) to discuss.

Change of Financial Arrangements ONLY

I/We acknowledge that I am/We are liable for all College fees (including tuition fees, capital levy and other school charges as per the current Fee Schedule), interest and charges stated in each account relating to the child/ren listed below.

I/We have read the statement of College Fees Payment Conditions printed below and agree to be bound by the provisions set out therein and by any variations to the fees structure adopted by the College from time to time, of which I/We may receive written notice, until the child/ren complete his/her/their education at the College. The Business Manager is authorised by the Principal to take any legal steps deemed necessary to recover unpaid fees or accounts from the parent or other person(s) signing this form.

Student's Name _____	Class/Year Group _____
Student's Name _____	Class/Year Group _____
Student's Name _____	Class/Year Group _____
Student's Name _____	Class/Year Group _____

Full name of Mother/Guardian or person responsible for payment of College fees (please print)	Signature and date	% of school fees to pay
Full name of Father/Guardian or person responsible for payment of College fees (please print)	Signature and date	% of school fees to pay
Proposed date for change of financial arrangements (<i>please note that previous payment arrangements will apply until such time that the agreed change are received by the College, dated and signed by both parents</i>)		

Conditions of College Fee Payment

1. Payment of school fees and other costs is required to be paid in full by the designated date (five days after the commencement of each term, unless otherwise stated in writing).
2. The College will charge an administration fee of \$55 (including GST). This fee is payable if school fees and other charges have not been finalised at the end of the term or no acceptable arrangements have been entered into by that time.
3. Overdue accounts, including those where agreements for the payment have not been honoured, will result in a review of the student's continuing enrolment at the College.
4. All Year 11 students school fees account must be finalised before students are allowed to proceed into Year 12.
5. Default in payment of fees and other charges render the parents/guardians/person responsible for payment of College fees liable to legal action for recovery of the unpaid fees or other charges. Liability for payment of fees and charges is joint and several.
6. **Ten school weeks' notice (one whole term)** in writing to the Director of Enrolments is required of intention to withdraw a student from the College, otherwise ten week's tuition fees will be charged.
7. In the event that a student is asked to leave the College, all incurred fees and charges will be non refundable and any outstanding fees and charges will be immediately payable.
8. Parents who are experiencing difficulties maintaining payment of fees and charges should contact the Principal through the College's Business Manager.

The College makes limited short term fee relief available to those parents experiencing financial hardship. Parents/guardians applying for fee relief must prove they are experiencing genuine financial hardship.