



# ENROLMENT APPLICATION PACK

*Kindergarten 2019*





## Application - St Agnes' Parish Schools 2019

Dear Parents

Thank you for applying for enrolment in St Agnes' Parish Schools. We welcome your application for the 2019 school year.

All applications will be processed at Parish Administration and based on the current zoning system, will be forwarded to the appropriate School Principal for consideration. The school will contact you to advise you on the process for making an appointment for an interview.

Please complete the attached forms: Application for Enrolment, Agreement to Pay School Tuition Fees, Family Details and Direct Debit OR Centrepay Forms and return them to:

Coordinating Executive Officer  
Parish Administration Centre  
49 Hay Street  
PORT MACQUARIE NSW 2444

As indicated on the 'documentation checklist', it is necessary to submit supporting documentation. If you need to obtain copies of these documents, please do so as soon as possible so that they can be lodged with your application. *Please remember to sign all the forms.*

Thank you for your cooperation in this matter. We look forward to receiving your application.

Applications close Thursday, 31 May 2018.

Yours sincerely



John McQueen  
**Coordinating Executive Officer**





## A LETTER TO OUR SCHOOL FAMILIES

Dear Friends

As we consider enrolment for your children, I would like to welcome you into the St. Agnes' Parish Schools. Our schools seek to meet the educational needs of the enrolled children and those needs can be many and varied.

We are acutely aware that the children in our schools are not just students. They are primarily persons and each is different and unique. The great human challenge is to become the fine person each of us can be and the years of schooling are crucial for the growth of each person towards that goal.

There is a famous marble statue by Michelangelo of David, the towering warrior king we read about in the Bible. If we had visited his workshop in Florence at the time he produced this work, we would have seen a great big block of marble, no different from any such piece of marble. But Michelangelo saw something else – he saw David in that marble and set to work to bring him out of that raw material. I often think that is a good paradigm for education. From that raw material that is a child, parents and teachers seek to bring out the potential person that each child can be. This requires that the child develop many and varied skills which the schools will seek to provide in order to achieve the child's potential as an adult.

In the end however, this responsibility of parents and teachers needs a clear vision of what that person should be like. It is not about being something but someone. The Catholic School puts before its students the person of Jesus Christ as a model to aspire to. Surely a reach too far! Not really. That same Jesus provides us with a profile, which in a special way, defines the good human being. We call that profile the Beatitudes, which introduce the fifth chapter of St. Matthew's Gospel.

In our schools the children will have standards of conduct put before them and in doing so the school will simply be reinforcing the work of parents. It cannot, however, replace the profound influence of parents on their children.

I trust that this partnership between parents and the school will achieve the result that you sought when you enrolled your children in the schools of St. Agnes' Parish.

Yours sincerely

Fr Paul Gooley  
Parish Priest



**St Agnes' Primary**  
Principal: Mrs Ginaya Yarnold



**St Joseph's Primary**  
Principal: Mrs Leisa Fisher



**St Peter's Primary**  
Principal: Mr Geoff Leary



## Background

The first Sisters of St Joseph arrived in Port Macquarie in 1913 and established a Primary School in an old printing office in Horton Street. In 1926, the Primary School moved to new premises in Hay Street (Parish Administration Centre) and this site continued to be St Joseph's Primary School until 1980 when it became necessary to build a new school to accommodate the ever-increasing number of pupils.

From 1975 to 1980, building took place in Bay Street (now Warlters Street) and in November 1980, this new St Joseph's Primary was officially blessed and opened.

St Joseph's Primary remains a two stream school. St Agnes' Primary established in 1982 is a three stream school. St Peter's Primary established in 1993 is a three stream school.

## Mission

Each of these schools is seen to be a growth centre where a partnership between staff, parents, students and parish

- strives to create an environment which nurtures a Christ-centred community reflecting the Gospel Values
- enhances the learning and development of the whole child
- fosters an understanding of, and witness to, our Catholic faith by sharing in the evangelising Mission of the Church

## Zoning

St Joseph's Primary School encompasses the Settlement Point area, Clifton, the racecourse area, Lake Innes, Rawdon Island and Telegraph Point.

St Agnes' Primary School encompasses the coastal strip from Town Beach to the corner of Kennedy and Pacific Drives; the area West of Kennedy Drive through to the CBD; the area East of the Oxley Highway and out to Innes Lake / Brierley Hill.

St Peter's Primary School encompasses Green Meadows, Crestwood, Emerald Downs, Lighthouse Beach, South of Port Macquarie and Lake Cathie.

## Curriculum

NSW Education Standards Authority (NESA) sets the learning requirements for each Stage of primary school.

The four stages are:



The NESA syllabuses state what must be taught in these six key learning areas:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE) (History and Geography)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE).

As educators in Catholic schools, the person of Jesus Christ should be at the heart of what we teach and how we teach it. Religious Education is therefore another Key Learning Area (KLA).

The NESA syllabus requires that English and Mathematics make up about 50% of the school week – this is equivalent to at least 12 hours each week. The other subjects are spread across the remaining time.

## Teaching and Learning

The Contemporary Learning Framework (CLF) is a diocesan response to the challenge to clearly articulate what we value as our educative purpose, our agreed pedagogy. A contemporary learning approach is personalised, responding to the learning needs, interests and experiences of each student. Contemporary learning is different to the way many parents of today's students were taught. It offers teachers and students many more options than the old textbook driven approach to teaching. Contemporary learning aims to empower students with the knowledge, skills and capacities to respond creatively to the challenges of their world.

Learners thrive in environments that are safe, supportive and secure. Flexible and intentionally developed learning environments encourage innovation and inquiry and help create a sense of belonging and purpose that strengthens the learning culture. These environments are stimulating and appropriately resourced. They promote high expectations and respect diversity and difference, facilitating learning for all students. Adaptive learning environments have no conventional boundaries because, being ICT rich, they are connected to the world beyond the classroom.



# 2019 SCHOOL TUITION

## FEE INFORMATION

### Estimates Only

The Parish Education and Finance Councils review the school tuition fees and structure annually and approve any increase or changes. Families are notified in December each year of the approved fees for the following year. Individual schools will send statements for subject and activity costs. These are payable directly to the school and are IN ADDITION TO the school tuition fees.

### 2019 School Fee Schedule

		per week (52 weeks)	per instalment (3 payments)	per year (1 payment)
Senior Secondary (years 11-12)	MacKillop College (Senior)	\$72.90	\$1263	\$3789
	St Joseph's Regional College	\$72.90	\$1263	\$3789
	Newman Senior Technical College	\$72.90	\$1263	\$3789
Junior Secondary (years 7-10)	St Joseph's Regional College	\$65.40	\$1133	\$3399
	MacKillop College (Junior)	\$65.40	\$1133	\$3399
Primary (years K-6)	St Agnes' Primary	\$45.65	\$791	\$2373
	St Peter's Primary	\$45.65	\$791	\$2373
	St Joseph's Primary	\$45.65	\$791	\$2373

### Payment Method & Frequency Options

Parish preferred payment method is Direct Debit

Weekly Instalments	Monday, Tuesday, Wednesday, Thursday or Friday
Fortnightly Instalments	Every 2 <sup>nd</sup> Monday, Tuesday, Wednesday, Thursday or Friday
Monthly Instalments	On the 1 <sup>st</sup> , 15 <sup>th</sup> or 25 <sup>th</sup> of the month
3 equal instalments per year	1 <sup>st</sup> instalment due on - Due dates to be advised 2 <sup>nd</sup> instalment due on - Due dates to be advised 3 <sup>rd</sup> instalment due on - Due dates to be advised
1 annual instalment	On the due date of the 1 <sup>st</sup> instalment. (early payment discount applies, see discount section below)
Centrepay deduction frequency	
Available fortnightly in accordance with payment of Centrelink Benefits. Go to <a href="http://humanservices.gov.au/Centrepay">humanservices.gov.au/Centrepay</a> or contact Parish Administration for more information.	
Other payment methods available on an annual or instalment frequency:	
BPAY, EFTPOS, cash/cheques & Direct Deposit	
If you have any questions regarding payment options, please contact Parish Administration	

**Discounts** – An early payment discount (% determined annually) applies if the annual fee is paid in **full** by due date. A discount applies to accounts with 3 or more students on that account.

<b>2019</b>	3 children = 16%	4 children = 29%	5 children = 35%	6 children = 38%
<b>2020</b>	3 children = 18%	4 children = 25%	5 children = 30 %	6 children = 33%

For all information concerning school tuition fees contact:

Education Team—Parish Administration Centre  
 49 Hay Street (PO Box 1736)  
 Port Macquarie NSW 2444

Phone: (02) 6588 7444  
 Fax: (02) 6588 7440  
 Email: [enrol@pac.stagnesparish.org.au](mailto:enrol@pac.stagnesparish.org.au)



Please read the enclosed information thoroughly and carefully complete the required forms. Use the checklist below to ensure that all necessary documents are provided/completed.

Please complete the checklist and return with your enrolment application.

Name of student applying

Enrolment Form	Completed	Signed	
<b><i>To be signed by all parents/ guardians/ persons enrolling the student</i></b>			
Photograph / Video Permission	Signed		
<b><i>Located within the Enrolment Form</i></b>			
COPY of most recent school report	Enclosed	Not applicable	
COPY of most recent NAPLAN results	Enclosed	Not applicable	
COPY of Birth Certificate	Enclosed		
<b><i>*Please note the original Birth Certificate must be sighted at the enrolment interview</i></b>			
COPY of Immunisation Records	Enclosed	Not applicable	
COPY of Baptism Certificate	Enclosed	Not applicable	
COPY of Medical / Specialist reports	Enclosed		
<b><i>If you ticked Additional Needs on the Enrolment Form</i></b>			
COPY of Court Orders	Enclosed	Not applicable	
Agreement to Pay School Tuition Fees	Completed	Signed	
<b><i>To be signed by all parents / guardians / persons enrolling the student</i></b>			
Family Detail Form (double sided)	Completed		
Direct Debit / Centrepay Form	Completed	Signed	N/A - BPay

**We are unable to accept an enrolment if information is missing or it has not been signed.  
Thank you for your assistance in this process.**

Office Use Only

Accepted

Contact Made

Enrolment Interview

Date:    /    /

Time:    am/pm

Zoned School:

St Agnes' Primary

St Joseph's Primary

St Peter's Primary



Student Name

**ENROLMENT APPLICATION FORM**

The information sought on this form is required by the school for its own purposes and to answer questions from various Government and Educational Authorities.

Please remember to bring your original birth certificate (must be sighted) along with Passport and Visa for students who are not Australian Citizens

**Family Information**

Family Surname



Mail to: (e.g. Mr &amp; Mrs Smith)

Residential Address

Suburb

Postcode

Postal Address (if different to residential)

Suburb

Postcode

Phone (home)

Mobile

**Student details**

First Name

Preferred First Name

Surname

Gender

☐ Male ☐ Female

Date of Birth

Commencement Year (eg 2017)

Entry Year/Grade (eg Year 7)

Previous School

Level Previous School (eg Year 6)

Address

 Kindergarten Enrolments - Name of Pre-School attended  
 (Note HOME if no preschool attended)

I/We give permission for the school to contact the Previous School/Pre-School

☐ Yes ☐ No

Religion

ENROLMENT APPLICATION FORM

**OFFICE USE ONLY**

Family code	Student No	Certificates sighted
Application received	Interview date/time	Enrolment date
Offer sent	Offer accepted	Enrolment fee paid
Birth position	Religion	Residency status
Roll Class/Home group	House	Year level
For students who are not Australian citizens		
Passport or travel docs	Country of issue	Visa Subclass

Student Nationality	
Government Requirement	<b>Country of Birth:</b> <b>Australia</b> <input type="checkbox"/> <b>Other, please specify</b> ..... <small>(Note: being born in Australia does not mean a student is an Australian citizen. If the Birth Certificate indicates that neither parent was born in Australia, further evidence must be provided to determine residency/citizenship)</small>
	<b>Nationality</b>
	Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Aboriginal but NOT Torres Strait Islander origin <input type="checkbox"/> Torres Strait Islander but NOT Aboriginal <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/>
	Does the student speak a language other than English at home? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If so please, specify (if more than one other language, indicate the one that is spoken most often) .....
Student Residential Status <span style="float: right;">(original documents to be sighted and copies to be retained by school)</span>	
<b>Australian Citizen</b> (Naturalisation Certificate or Passport if country of birth is not Australia) <input type="checkbox"/> <b>Permanent Resident</b> (Passport if country of birth is not Australia) <input type="checkbox"/> <b>Temporary Resident</b> (Passport and visa) <input type="checkbox"/> <b>Foreign National with residential status</b> (Passport and visa) <input type="checkbox"/> <b>Other/Visitor/Student/Passport/Other/Visa</b> (Passport and visa) <input type="checkbox"/>  <b>Does the student live independent of Parents/Guardians?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>If yes, please provide details</b> .....	
Student Visa <span style="float: right;">(original documents to be sighted and copies to be retained by school)</span>	
<b>Does the student have a Visa?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>If yes, arrival date in Australia</b>
<b>First school year in Australia</b>	<b>Former Name</b> (If applicable)
<small>(School must verify eligibility for enrolment of all VISA students with CSO – Human Services Officer <b>prior to an offer of enrolment being made</b>)</small>	
<b>Passport Number</b> <b>Passport Nationality</b> <b>Passport Expiry Date</b>	<b>Visa Type/Subclass</b> <b>Visa Expiry Date</b> <small>(original documents to be sighted and copies to be retained by school)</small>
Medical Information	
<b>Doctor's Name</b>	<b>Doctor's Phone Number</b>
Schools need to access information from health professionals about how to manage any allergy or medical condition experienced by the student.	
<b>Allergies</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <small>(please specify any known allergies eg allergy to nuts, penicillin, insect stings, etc)</small>	
<b>Medical Conditions</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <small>(please specify any medical conditions of which the school should be aware of including any medication taken by the student (Asthma, diabetes, vision, hearing and /or prescribed medication)</small>	
<b>Asthma</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Anaphylaxis</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Carries EpiPen or similar</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Parents are required to provide the school with an Anaphylaxis/Asthma Plan upon commencement at school and every year for students diagnosed with those conditions. You should also let the school know as soon as you are aware of any new allergies or other medical conditions that arise.	
<b>Dentist's name</b>	<b>Dentist's Phone Number</b>
<b>Dental Conditions</b> (please specify any significant conditions the student has had that the school should be aware of)	

Immunisations - Has your child been immunised against: (NB: Provide a copy of Immunisation Certificate)					
Measels/Mumps	<input type="checkbox"/> Yes <input type="checkbox"/> No	Meningococcal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Polio	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rubella	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tetanus/Diphtheria	<input type="checkbox"/> Yes <input type="checkbox"/> No	Whooping Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Needs					
Indicate whether the student applying for enrolment has any known or emerging Additional Needs:					
Physical	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medical	<input type="checkbox"/> Yes <input type="checkbox"/> No	Educational	<input type="checkbox"/> Yes <input type="checkbox"/> No
Behavioural	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mental Health	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Special	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered Yes to any of the above, please provide full details of those needs and any intervention/support that the student may be currently receiving (Supporting documentation must be provided)					
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
<p><b>Please note:</b> If this application is successful it is an essential part of the enrolment contract that the school is advised promptly of any changes to the needs of the student over the course of his/her enrolment. The school will also regularly re-evaluate the student's needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the school.</p> <p>This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.</p>					

Health and Safety	
To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide a brief description: .....	
Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues:.....	
Does your child have any history of violent behaviour? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child have any history of behavioural problems (including verbal bullying)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your child ever been suspended or expelled from any previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, was this for:	
Actual violence to any person <input type="checkbox"/> Yes <input type="checkbox"/> No	Possession of a weapon or any item used to cause an injury <input type="checkbox"/> Yes <input type="checkbox"/> No
Threats of violence <input type="checkbox"/> Yes <input type="checkbox"/> No	Intimidation, bullying or harassment of students or staff at a school <input type="checkbox"/> Yes <input type="checkbox"/> No
Illegal drugs <input type="checkbox"/> Yes <input type="checkbox"/> No	Other (please specify) .....
I/We will provide written consent to the school on request to contact health professionals or other relevant agencies <input type="checkbox"/> Yes <input type="checkbox"/> No	

Sacramental Information (if applicable)			
Sacrament	Date	Parish	Town
Baptism			
Confirmation			
Reconciliation			
Communion			

## FAMILY DETAILS

### Residential Structure Details

☐ Married ☐ De Facto ☐ Divorced ☐ Partner ☐ Separated ☐ Single Parent ☐ Widow ☐ Widower

Number of children:

Male:

Female:

Parish (eg Sacred Heart Parish)

Health Fund

Fund Number

Medicare Number

Main Language Spoken at Home (Funding may be available to assist students where language other than English is spoken at home)

### Mother/Guardian Details

Title

Family Name

First Name

Address (leave blank if same as student)

Does the student reside at this address? ☐ Yes ☐ No

Phone Work

Mobile

Would you like to receive SMS alerts (i.e. last minute changes to excursions, emergencies etc)

☐ Yes ☐ No

Email

Occupation

### Mother's Occupational Group

Please select from list of parental occupational groups on page 8.

(Home duties/not been in paid employment for last 12 months – Group 8)

Group 1 ☐

Group 2 ☐

Group 3 ☐

Group 4 ☐

Group 8 ☐

Country of Birth: Australia ☐ or Other, please specify

Nationality

Religion

Government Requirement

What is the highest year of primary or secondary school that the mother/guardian has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below")

Year 9 or equivalent or below ☐

Year 10 or equivalent ☐

Year 11 or equivalent ☐

Year 12 or equivalent ☐

What is the highest level of qualification that the mother/guardian has completed? (Mark one box only)

☐ No Non-School Qualification

☐ Advanced Diploma/Diploma

☐ Certificate I to IV

☐ Bachelor Degree or above

Does the mother/guardian speak a language other than English at home?

No, English only ☐

Yes, other please specify



### Father/Guardian Details

Title	<input type="text"/>	Family Name	<input type="text"/>	First Name	<input type="text"/>
Address (leave blank if same as student)		<input type="text"/>			
Does the student reside at this address?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Phone Work	<input type="text"/>	Mobile	<input type="text"/>		
Would you like to receive SMS alerts (i.e. last minute changes to excursions, emergencies etc)		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Email	<input type="text"/>				
Occupation	<input type="text"/>				

### Father's Occupational Group

Government Requirement	Please select from list of parental occupational groups on page 8. (Home duties/not been in paid employment for last 12 months – Group 8)			
	Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	Group 3 <input type="checkbox"/>	Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>
	Country of Birth: Australia <input type="checkbox"/>		or Other, please specify <input type="text"/>	
	Nationality	<input type="text"/>	Religion	<input type="text"/>
	What is the highest year of primary or secondary school that the father/guardian has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below")			
	Year 9 or equivalent or below <input type="checkbox"/>		Year 10 or equivalent <input type="checkbox"/>	
	Year 11 or equivalent <input type="checkbox"/>		Year 12 or equivalent <input type="checkbox"/>	
	What is the highest level of qualification the father/guardian has completed? (Mark one box only)			
<input type="checkbox"/> No Non-School Qualification <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> Bachelor Degree or above				
Does the father/guardian speak a language other than English at home?				
No, English only <input type="checkbox"/>		Yes, other please specify <input type="text"/>		

### Non Residential Parent/Guardian's Details (if applicable and where the student lives between two homes – shared access)

Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Home Phone	<input type="text"/>	Home Phone	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>

**Emergency Contact Information**

(To be used in the event of an emergency if parents cannot be contacted, eg. Grandparents or friend)

**Contact 1**

Name

Relationship to student

Address

Phone Home

Phone Work

Mobile

**Contact 2**

Name

Relationship to student

Address

Phone Home

Phone Work

Mobile

**Siblings attending a School/Pre-School**

List all children in your family attending school or pre-school (from oldest to youngest), including applicant.

Name	School/Pre-School	Year/Grade (current calendar year)	Date of birth

**Court Orders (if applicable)**

Are there any current Court Orders relating to the student?

☐ Yes ☐ No

If yes, copies of these court orders eg AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided)

Is there other information you wish the school to be aware of?

**Special Circumstances (if applicable)**

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state)

☐ Yes ☐ No

If Yes, please provide a brief description of the circumstances.

**Fee Billing**

Fees will be billed to the father/guardian. If you wish to change the way your account is billed (eg father 50% and mother 50%) please indicate below.

Fees billed to:

.....%

Fees billed to:

.....%

If address for fees billed is different to family postal address

Parental Occupation Definition	
Government Requirement	Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than 1 job, report their main job.
<b>Group 8</b>	Home duties. If the person has not been in paid work in the last 12 months. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
<b>Group 1</b>	Senior management in large business organisation, government administration and defence, and qualified professionals. Senior executive/manager/department head in industry, commerce, media or other large organisation. Public Service Manager (Section head or above), regional director, health/education/police/fire services administrator. Other Administrator, school principal, faculty head/dean, library/museum/gallery director, research facility director. Defence Forces Commissioned Officer. Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others. Health, Education, Law, Social Welfare, Engineering, Science, Computing professional. Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer. Air/Sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.
<b>Group 2</b>	Other business managers, arts/media/sportspersons and associate professionals. Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business. Specialist manager finance/engineering/production/personnel/industrial relations/sales/marketing. Financial services manager, bank branch manager, finance/investment/insurance broker, credit/loans officer. Retail Sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency. Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official. Associate professionals generally have diploma/technical qualifications and support managers and professionals. Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional. Business/administration recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager. Defence Forces senior Non-Commissioned Officer.
<b>Group 3</b>	Tradesmen/women, clerks and skilled office, sales and service staff. Tradesmen/women generally have completed a 4year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group. Clerks, bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, and admissions clerk. Skilled office, sales and service staff: Office secretary, personal assistant, desktop publishing operator, switchboard operator. Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher. Service aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel Agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.
<b>Group 4</b>	Machine operators, hospitality staff, assistants, labourers and related workers. Drivers, mobile plant, production/processing machinery and other machinery operators. Hospitality staff, hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper. Office Assistants, sales assistants and other assistants: Office typist, word processing/data entry/business machine operator, receptionist, office assistant. Sales, sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker. Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant. Labourers and related workers. Defence Forces ranks below senior NCO not included above. Agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand. Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

## Standard Collection Notice

<b>1</b>	The school (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the pupil and to enable them to take part in all the activities of the school.
<b>2</b>	Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
<b>3</b>	Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.
<b>4</b>	Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
<b>5</b>	If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
<b>6</b>	The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Schools New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
<b>7</b>	The school from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the school's legal obligations under Part 5A of the <i>Education Act 1990</i> (NSW).
<b>8</b>	The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
<b>9</b>	Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a pupil of the school
<b>10</b>	Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
<b>11</b>	The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
<b>12</b>	Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil or where pupils have provided information in confidence.
<b>13</b>	The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
<b>14</b>	The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
<b>15</b>	On occasions information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines and on the school's intranet. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and magazines and on our intranet. The school will obtain separate permissions from the pupils' parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as the internet.
<b>16</b>	If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

## Photograph/Video Permission Form



**SCHOOLS**  
Enrol in Excellence

\_\_\_\_\_  
School Name

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, to promote the school in newspapers and other media.

The Catholic Schools NSW (CSNSW), the Catholic Schools Office Lismore (CSO) and St Agnes' Parish Port Macquarie may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

Student Name \_\_\_\_\_ Year/Level \_\_\_\_\_

I give permission for my child's photograph/video and name to be published in/on:

- The school and/or Parish website
- Social media
- Promotional materials
- Newspapers and other media

I authorise the CSNSW, the Catholic Schools Office Lismore (CSO) and St Agnes' Parish Port Macquarie to use the photograph/video in material available free of charge to schools and education departments around Australia for the CSNSW, the CSO Lismore and St Agnes' Parish's promotional, marketing, media and educational purposes.

I give permission for a photograph/video of my child to be used by the CSNSW, the CSO Lismore and St Agnes' Parish, in the agreed publications without acknowledgement, remuneration or compensation.

I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian (please circle) \_\_\_\_\_

Signed – Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

If a student is aged 15+, student must also sign:

Signed – Student (15+): \_\_\_\_\_ Date \_\_\_\_\_

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012

### Office Use Only

Date of Photograph/Video:  
(month & year)

## AGREEMENT

### Agreement between the Trustees of the Roman Catholic Church for the Diocese of Lismore on behalf of

**School**

**And**

**Parent/Carer**

*Please insert school name*

*Please insert parent/carers name*

In dealing with this application, it may be necessary for the school, or any part of the Catholic Schools Office, to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the *Privacy Act 1988, Health Records and Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012*. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

#### Consent to Access Documents

1. I/We consent to the \_\_\_\_\_ (school) and the Catholic Schools Office gaining access to relevant information about the student to be enrolled held by previous schools, health care professionals or other government agencies.
2. I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
  - ☐ Full Birth Certificate \*
  - ☐ Baptism Certificate and any other Sacramental Certificates to date (if applicable)
  - ☐ Passport, visa, citizenship documentation (if applicable) \*
  - ☐ Most recent previous school reports and external test results
  - ☐ Current Family Court Orders (if applicable) \*
  - ☐ Relevant medical and/or additional needs information (if applicable)
  - ☐ Immunisation certificate
  - ☐ Reports of assessment your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable).
3. I/We understand the school may approach these bodies directly. The information they request may include information related to any of the questions I/we have answered above.

#### Declaration

4. I/We understand and support the Catholic ethos of the school and agree to abide by the rules and regulations of the school including those pertaining to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school.
5. I/we undertake not to engage in social media or allow our children to engage in social media that disparages or brings the school or its employees into disrepute. Furthermore, I / we acknowledge the right of the school to suspend or terminate my/our child(ren)'s enrolment from the school in the event that social media statements are made that defames or disparages the school, employees or the Roman Catholic Church.
6. If this enrolment application is successful, I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
7. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment eg, Change of address, court orders.
8. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
9. I/We agree, if my/our child should require urgent medical treatment, the school staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs.
10. I/We agree to the school's pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.

I/We have read all of the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful.

I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

I/We declare that the information provided in this Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed, amended or revoked.

Mother/Guardian	Father/Guardian
Full name	Full name
Address	Address
Date of Birth	Date of Birth
Occupation	Occupation
Signature	Signature
Date	Date

Please Note- Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee  
Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

It is recommended you fill out this form using the latest version of Adobe Acrobat or Reader.

St Agnes' Parish Schools incorporates MacKillop College, St Joseph's Regional College, Newman Senior Technical College, St Agnes' Primary School, St Joseph's Primary School and St Peter's Primary School.

**Agreement to pay school tuition fees for (student's full name):**

- This Agreement to Pay School Tuition Fees is between the signatories and St Agnes' Parish. St Agnes' Parish authorises the Parish Administration and/or School Support Staff, to administer and collect school tuition fees for St Agnes' Parish Schools on behalf of St Agnes' Parish.
- This Agreement to Pay School Tuition Fees applies for the duration of the above student's enrolment with St Agnes' Parish Schools or until such time as a new agreement is entered into.
- I/we understand that school tuition fees are revised annually and these are communicated in writing.
- I/we understand that school tuition fees are payable according to my nominated payment frequency in the year in which they arise.
- I/we understand that St Agnes' Parish or the Principal of the school must be contacted to make alternate payment arrangements:
  - in the event of financial difficulties;
  - in the event of other circumstances arising that make payment according to nominated payment frequency difficult.

Failing the above:

- I/we understand that if I/we nominate to pay by 3 equal instalments or annually and the annual or 1st instalment payment is not received by Term 1 due date, then the full year's fees immediately become due and payable.
- I/we understand that if I/we nominate to pay on a weekly/fortnightly/monthly basis and payments fall into arrears, then the remaining balance becomes immediately due and payable in full.
- I/we understand that failure to pay school tuition fees according to my/our nominated payment frequency, payments falling into arrears, or failure to communicate with the School or St Agnes' Parish, may result in enrolment being reviewed and/or cancelled and debt collection procedures (including legal action) being implemented.
- All fees and charges incurred in connection with the implementation of such debt collection procedures will be payable by me/us and added to the amount outstanding.
- I/we agree to inform St Agnes' Parish of any change to my/our personal and contact details in a timely manner to ensure communication regarding school fees is being received. I/we acknowledge that any correspondence that is not returned to St Agnes' Parish undelivered is deemed to have been received.
- I/we understand that information provided on enrolment paperwork may be used by St Agnes' Parish in relation to the collection of school tuition fees.
- I/we understand that in the event of a family/marital breakdown, the person(s) who have signed this Agreement to Pay School Tuition Fees remain jointly and severally responsible for the payment of school tuition fees and St Agnes' Parish may, at its discretion, elect to pursue any signatory for the full amount owed.
- This Agreement to Pay relates to school tuition fees only and I/we understand that subject and activity costs (for such things as, but not limited to elective subject costs, sporting activities, school excursions etc.) may be payable by me/us from time to time and such subject and activity costs will be as advised by the School and payable by me/us direct to the School. I/we further understand that failure to pay any such subject and activity costs will entitle the Parish to exercise the rights arising under this Agreement in the event of non payment of school tuition fees.

Parent, Guardian or responsible person 1 (full name)      Signature

Date

Parent, Guardian or responsible person 1 (full name)      Signature

Date



Have you previously had children enrolled with St Agnes' Parish Schools?

Yes

No

Years Attended

Schools Attended

**Responsible Person 1 Details:**Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐

Relationship to Student

Surname			Given Names	
Residential Address				Post Code:
Postal Address (if different from above)				Post Code:
Telephone	Home:	Work:	Mobile:	
Religion			Email Address	
Occupation			Employer/Business Name	

**Responsible Person 2 Details:**Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐

Relationship to Student

Surname			Given Names	
Residential Address				Post Code:
Postal Address (if different from above)				Post Code:
Telephone	Home:	Work:	Mobile:	
Religion			Email Address	
Occupation			Employer/Business Name	

**Payment Details:**

Please indicate your preferred payment method (CHOOSE ONE ONLY). Parish policy for payment of school fees is by Direct Debit or Centrepay deduction from your Centrelink benefits. Bpay is accepted for annual or 3 instalment payments ONLY (or as approved in writing by the Finance Officer).

- ☐ **New Direct Debit** Please complete the enclosed form.  
☐ **Existing Direct Debit** Tick here if you want the current details to continue.  
☐ **Centrepay Deduction** Please complete and sign the enclosed form. Payments are fortnightly in accordance with the payment of benefits. A new form is required each year.  
☐ **BPAY** ☐ **3 equal instalments** due on the dates advised in January each year.  
☐ **1 Annual instalment** due each year on 1st instalment due date

**Student Details:**

Surname				
Given Names				
Date of Birth	Male	Female	Religion	
School Enrolling			Grade Entering	Existing Student Y N

**Please list all other children who currently attend St Agnes' Parish Schools:**

Full Name	Grade	School Attending





# School Fees

## Direct Debit Request

It is recommended you fill out this form using the latest version of [Adobe Acrobat or Reader](#)

**Request and Authorise to debit the account named below to pay ST AGNES' PARISH SCHOOLS PORT MACQUARIE**

### Request & authority to debit.

Responsible Person 1 (full name)

Responsible Person 2 (full name)

St Agnes' Parish Schools **069092** to arrange, through its own financial institution, a debit to your nominated account the amount indicated below. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

### Details of account to be debited.

Financial Institution Name:

Financial Institution Address:

Name/s on account:

BSB number (must be 6 digits):

Account number:

For a credit/debit card please select (x) and provide details (only VISA or MasterCard accepted).

Credit/Debit Card

Card Expiry Date:

Account number:

### Payment Schedule - please select ( x ) a frequency and day below for the agreed fee to be debited from your account listed above.

Weekly

Monday

Tuesday

Wednesday

Thursday

Friday

Fortnightly (odd weeks)

Monday

Tuesday

Wednesday

Thursday

Friday

Fortnightly (even weeks)

Monday

Tuesday

Wednesday

Thursday

Friday

Monthly

1<sup>st</sup> of the month

15<sup>th</sup> of the month

25<sup>th</sup> of the month

3 annual instalments

3 equal payments per annum, due dates advised annually.

1 annual instalment

Due dates advised annually. Annual payment attracts a discount defined annually.

By signing and/or providing us with a valid instruction with respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and St Agnes' Parish Schools as set out in this Request and in your Direct Debit Request Service Agreement.

### Responsible Person 1

Signature

Date

Address

### Responsible Person 2

Signature

Date

Address

### Family details

Family Code - for existing students, this number appears on School Fee invoices:

Alternatively list eldest students full name & school attending:



## School Fees Direct Debit Request Service

This is your Direct Debit Service Agreement with St Agnes Parish Schools Port Macquarie. 069092

The agreement explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<b>Definitions</b>	<p><b>Account</b> means the account held at your financial institution from which we are authorised to arrange for funds to be debited.</p> <p><b>Agreement</b> means this Direct Debit Request Service Agreement between you and us.</p> <p><b>Banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>Debit day</b> means the day that payment by you to us is due.</p> <p><b>Debit payment</b> means a particular transaction where a debit is made.</p> <p><b>Direct debit request</b> means the Direct Debit Request between us and you.</p> <p><b>Us or we</b> means St Agnes Parish Schools Port Macquarie (the Debit User) you have authorised by requesting a Direct Debit Request.</p> <p><b>You</b> means the customer who has signed or authorised by other means the Direct Debit Request.</p> <p><b>Your financial institution</b> means the financial institution nominated by you on the DDR at which the account is maintained.</p>
<b>1. Debiting your account</b>	<p>1.1 By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.</p> <p>1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request, or</p> <p>We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, an advice which specifies the amount to be paid by you to us and the agreed day of payment.</p> <p>1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask us at St Agnes' Parish Port Macquarie.</p>
<b>2. Amendments by us</b>	<p>We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days' written notice.</p>
<b>3. Amendments by you</b>	<p>You may change*, stop or defer a debit payment, or terminate this agreement by providing us with at least 2 days notification by:</p> <p><b>Writing to:</b> St Agnes' Parish PO Box 1736 PORT MACQUARIE NSW 2444</p> <p><b>OR</b> by telephoning us on 02 6588 7444 during business hours 8:30 am - 4:30 pm Mon-Fri</p> <p><b>OR</b> arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising St Agnes Parish of your new account details.</p>

<b>4. Your obligations</b>	<p>4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.</p> <p>4.2 If there are insufficient clear funds in your account to meet a debit payment:</p> <p>(a) you may be charged a fee and/or interest by your financial institution;</p> <p>(b) you may also incur fees or charges imposed or incurred by us; and</p> <p>(c) you can arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.</p> <p>4.3 you should check your account statement to verify that the amounts debited from your account are correct</p>
<b>5. Dispute</b>	<p>5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 02 6588 7444 and confirm in writing with us as soon as possible so that we can resolve your query. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.</p>
<b>6. Accounts</b>	<p>You should check:</p> <p>(a) with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS on all accounts offered by financial institutions.</p> <p>(b) your account details which you have provided to us are correct by checking them against a recent account statement; and</p> <p>(c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.</p>
<b>7. Confidentiality</b>	<p>7.1 We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about you:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this agreement (including disclosing information in connection with any query or claim)</p>
<b>8. Notice</b>	<p>8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:</p> <p>St Agnes' Parish, PO Box 1736 PORT MACQUARIE NSW 2444</p> <p>8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us.</p> <p>8.3 Any notice will be deemed to have been received on the third banking day after emailing or posting.</p>



**centrelink**

**PLEASE COMPLETE HIGHLIGHTED SECTIONS ONLY**

Centrepay is a free direct bill paying service available to customers who receive an Australian Government Department of Human Services Centrelink payment, family assistance payment or Parental Leave Pay.

**Note:** If you use this form for family assistance lump sum payments or Parental Leave Pay provided by us, you MUST lodge this form with your completed claim OR before your family assistance lump sum payment has been made.

To arrange your deduction, choose one of the following options:

- go online [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay) to register and to find out more information.

- call us on your usual payment number:

ABSTUDY	<b>1800 132 317</b>
Disability and Carers	<b>132 717</b>
Employment Services	<b>132 850</b>
Families	<b>136 150</b>
Seniors	<b>132 300</b>
Youth and Students	<b>132 490</b>

**Note:** Call charges apply – calls from mobile phones may be charged at a higher rate.

To speak to us in languages other than English, call **131 202**.

- fax the completed form to **1300 766 412**.
- lodge your form online. To access online services or to find out how to register, go to [humanservices.gov.au/submitdocumentsonline](http://humanservices.gov.au/submitdocumentsonline)
- complete this form and return it to us in the reply paid envelope provided or post to:

**Department of Human Services  
Centrepay Services  
Reply Paid 7813  
CANBERRA BC ACT 2610**

This form **cannot** be used for:

- government housing authority deductions. Contact your local housing authority to start deductions,
- court fine deductions (except Tasmania). Contact the relevant Court Administration Office to start a new deduction, **and**
- employer provided Parental Leave Pay.

**Please use black or blue pen.**

**Note:** Do not attach any bills to this Centrepay form.

**PART A — Your details**

Family name

Given name(s)

Your date of birth

 /  / 

Phone number

 (  ) 

Your Centrelink Reference Number

 -  -  - 

**PART B — Type of request**

(For more than one deduction a separate form needs to be completed)

If you want to:

- START**  
a new deduction ☐ You must complete **PARTs C, D and G**
- CHANGE**  
a current deduction ☐ You must complete **PARTs C, E and G**
- CANCEL**  
a current deduction ☐ You must complete **PARTs C, F and G**

**PART C — Service provider's details**

(MUST be completed to start, change or cancel a deduction)

Service provider's name

St Agnes' Parish Schools

Service provider's address

49 Hay Street

Port Macquarie NSW

Postcode 2444

Service provider's phone number

( 02 ) 6588 7444

**Service provider's Centrepay Reference Number**

**Note:** You will need to get the Centrepay Reference Number from the service provider you are making payments to. This number always starts with 555.

5 5 5 - 0 5 5 - 5 2 5 - L

Your **account number** with the service provider

Reason for payment (e.g. gas, electricity, water, private rent)

**PART D — to START a new deduction**

**From which payment do you want the deduction to be taken**

(e.g. Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

**What amount do you want deducted?**

The minimum amount for most deductions is \$10 per fortnight.

You should check with your service provider to find out what amount you should be paying.

 \$

One off payment ☐ Fortnightly ☐

**Which payment date do you want the deductions to start from?**

Your next available payment date ☐ OR A future payment date

 /  / 

**Do you want to specify a target amount?**

Regular deductions will be made until the total (target) amount is reached or this deduction is cancelled.

No ☐

Yes ☐

Target amount

 \$

Go to PART G



CLK0SA325 1407

## PART E — to CHANGE your current deduction

**CHANGE your current deduction permanently** by providing a start payment date, the amount and the Centrelink payment type.

Start payment date

New deduction amount

Payment type

**Change your current deduction temporarily** by also providing an end payment date. Your deduction will revert back to your regular amount after the end payment date nominated has been reached.

**Note:** The temporary period you specify can only be for a **maximum of 13 weeks**.

End payment date

## SUSPEND your current deduction temporarily

You have the option to suspend your regular deduction for a temporary period. Your deduction will restart after the end payment date nominated has been reached.

**Note:** The period you specify can only be for a **maximum of 13 weeks**.

Start payment date

End payment date

## CHANGE your current TARGET AMOUNT for deductions

We will send you a letter to let you know your target amount has been reached or less than \$2 remains and your deductions will stop.

New target amount

**Do you want to change your deduction amount?**

No ☐

Yes ☒

New deduction amount

▶ Go to PART G

## PART F — to CANCEL your current deduction

**Note:** You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required. If you would like to start this deduction again in the future, a new Centrepay request will need to be submitted.

**From which payment date do you want the cancellation to take effect?**

Your next available payment date ☐ OR A future payment date

## PART G — Authorisation – read, sign and date the statement (MUST be completed)

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).

**I give permission for:**

- the information I have provided on this form to be given by Human Services to the service provider (or their agent).
- the service provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

**I understand that:**

- if my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increased by up to \$2 to cover the final amount.
- if I have a current Centrepay deduction and I lodge a new claim, that the existing deduction(s) will not be carried over to the new payment.
- if I have a current Centrepay deduction and I transfer to another eligible Centrelink payment in the future that my deductions will continue.
- it is my choice to have this amount deducted from my Centrelink payments, and I can change my Centrepay deduction at any time.
- if I stop using the service provider but do not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.
- if I change service providers, I may also need to advise Human Services to stop my previous deduction.
- when a payment has been made to a service provider after my deduction authority has been cancelled or suspended, Human Services may be able to assist me to recover the Centrepay deduction.
- if my deduction is for rent, any updates I make to my Centrepay deduction for rent will not automatically update my rent assistance. I will need to contact Human Services and update this separately.

**Your signature**

Date

## IMPORTANT INFORMATION

### Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at [humanservices.gov.au/privacy](https://humanservices.gov.au/privacy) or by requesting a copy from the department.