



Pittwater House

Payment of Fees

All people indicated as fee payers must sign this form.

School staff will only be able to provide accounts and invoicing information to people who have signed this form. Only people who have signed this form will have access to invoices and account details on the school's electronic portal. Where fees are the responsibility of more than 2 people please complete additional copies of this form.

Invoice instructions for: _____
(Student Name)

- Please issue one invoice only, for 100% of all fees under the responsibility of the contact/s listed below; **OR**
 Please split fees and charges and send separate invoices to the contacts listed below with charges allocated as detailed in the Fee Responsibility % fields.

Details of person/s taking responsibility for payment of tuition fees and incidental charges.

1. Surname: _____ Given Name: _____

Relationship: Parent Step-Parent Guardian Grandparent
 Other (please specify): _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Phone: _____ Email: _____

Delivery: Invoice to be sent directly to me
 Do not send invoices to me. Contact 2 named below will receive invoices on our behalf.
(I understand I will still have access to my invoices on the school's electronic portal.)

Fee Responsibility % (Split Invoicing Only): _____% Tuition Fees* _____% Incidental Charges*
(*fees must be split by whole percentage numbers only – no decimals)

Signature: _____ Date: _____

2. Surname: _____ Given Name: _____

Relationship: Parent Step-Parent Guardian Grandparent
 Other (please specify): _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Phone: _____ Email: _____

Delivery: Invoice to be sent directly to me
 Do not send invoices to me. Contact 1 named above will receive invoices on our behalf.
(I understand I will still have access to my invoices on the school's electronic portal.)

Fee Responsibility % (Split Invoicing Only): _____% Tuition Fees* _____% Incidental Charges*
(*fees must be split by whole percentage numbers only – no decimals)

Signature: _____ Date: _____