



2024 SPLIT BILLING FORM

For the 2024 school year, Newport Lakes Primary School will again be offering the option of split billing. This means that if you and another parent/guardian wish to split the student charges and family contributions, you will each receive a separate invoice for the percentage nominated.

If you wish to split payment in this way, please fill out the form below and return it to the school by **30 October 2023**. The process for fee split billing needs to be completed before the 2024 school fee accounts are generated in mid-November, so we need this information ASAP.

If it is not possible for both parents to sign the same form, two separate forms may be submitted – one signed by each parent/guardian. However, both parents/guardians must consent to the split billing arrangement.

If you have any queries please don't hesitate to contact me on 9391 8942 or email the school at newport.lakes.ps@education.vic.gov.au

Kind regards,

Kellie Holdich
Business Manager

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Please return this form to the office by 20 October 2023

Student Name/s:	
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Parent / Guardian (Household A) – Full Name		Parent / Guardian (Household B) – Full Name	
Email:		Email:	
Mobile:		Mobile:	

Are there any court orders in place regarding the payment of fees?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes (<i>attach copy</i>)
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Please enter the percentage amounts, which must total 100%, which both parties agree to be responsible for. If a percentage has not been nominated, the future charges will be split 50/50 between both parents.

Household A		%
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Household B		%
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Parent / Guardian (Household A) signature

Parent / Guardian (Household B) signature