



Enrolment Check & School Charge Form 2018-2019

Salesian College is part of the “Free Second Level Education Scheme”. Unfortunately the funds made available from the Department of Education & Skills are not sufficient to meet the school’s financial needs and consequently voluntary schools like Salesian College are under funded by approximately 25%. The Board of Management of Salesian College requests that the **School Charge of €125** is paid for all students. This school charge is required to cover the cost of: School Journal, 24 Hour Personal Insurance, Photocopying, Postage, Administration, Student Testing (CAT), House Exams, Parents Association, Sports, PE, Games, Buses, Career Guidance & Counselling Services, Materials for Practical & Optional subjects & ICT, Locker Rental & Maintenance. All students avail of these materials and resources in the school.

*Two years ago we introduced an instalment payment facility. However the level of the non-payment of the second instalment has impacted on our overall school budget. The late payment of this school charge has also caused considerable administrative difficulties at the beginning of the school year as we have not been able to organise correctly our school journals, locker numbers and 24 Hour Personal Insurance. **Therefore in order to ensure a well organised new school year we ask for this school charge to be paid in full by August 2018.** Students who have only paid the first instalment or who have not made any payment, will not be issued with their school locker at the beginning of the school year.*

I enclose cash/cheque for € _____ in respect of school charge for 2018/19

Payment Type	Single Student (please tick)	Two Students (please tick)
Full Payment	<input type="checkbox"/> €125	<input type="checkbox"/> €230
Instalments	<input type="checkbox"/> €75 (due 28/05/18) <input type="checkbox"/> €50 (due 10/08/18)	<input type="checkbox"/> €115 (due 28/05/18) <input type="checkbox"/> €115 (due 10/08/18)
Scientific Trust	<input type="checkbox"/> Completed & Signed Scientific Trust bank mandate attached	<input type="checkbox"/> Completed & signed Scientific Trust bank mandate attached

Please ask your son to collect a receipt from the School Bursar

I wish to confirm my son _____ (First Name) _____ (Last Name)

will continue / will not continue enrolment in Salesian College for the year 2018-2019.

He is currently in _____ (Present Class 2017/2018)

If your son is not returning to Salesian College please indicate if he is:

Attending	Name: School / Apprenticeship / Youth Reach / Other
Another School	
Apprenticeship	
Youth Reach	
Other / Please Specify	

Signed: _____ **Date:** _____
(Parent / Guardian)

Office Use Only / Receipt Number: _____ Amount : _____ Date: _____

Salesian College Scientific Trust

Salesian College, Celbridge, Co. Kildare.

This direct debit form should only be used for contributions to the Scientific Trust fund. The Board appreciates the generous contributions parents/guardians make annually.

The Salesian College Scientific Trust was set up to raise funds for educational purposes in the school. As a school we have a charitable status, therefore we can avail of the government's tax rebate system where the school can claim the tax refund on donations over €250 in a fund-raising capacity. Parents/Guardians may arrange to make their financial contribution to the school by setting up a direct debit to the Salesian College Scientific Trust Fund. **€25 Monthly = Annually €300.**

SEPA Direct Debit Mandate

Unique Mandate Reference (UMR)

Unique Mandate Reference (UMR) – For Office Use Only

By signing this mandate form, you authorise (A) Salesian Secondary School Scientific Trust to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from Salesian Secondary School Scientific Trust.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields marked *

Charity Names

S	A	L	E	S	I	A	N	S	C	S	E	C	O	N	D	A	R	C	Y							
S	C	H	O	O	L																					
T	R	U	S	T																						

Charity Identifier

I	E	9	7	S	D	D	3	0	2	6	7	2														
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Charity Address
City
County

M	A	Y	N	O	O	T	H			R	O	A	D													
C	E	L	B	R	I	D	G	E																		
C	O	U	N	T	Y			K	I	L	D	A	R	E												

Type of payment

Recurrent payment Of €25 per month
(Annual Contribution €300)

Donor Name *

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Donor Address *

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City *

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Eircode *

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Telephone Number *

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Email Address *

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Donor PPSN *

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Donor account number – IBAN *

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Donor bank identifier code – BIC*

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Date of Signature *

D	D	M	M	Y	Y
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Signature(s)

Please sign here *

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Please return this mandate to the School Bursar, Salesian College, Celbridge, Co. Kildare.