

## Joint accounts on Compass to manage permissions and payments

22 March 2022

The Catholic Schools Office recently transferred its finance systems to align with the Compass Student Information System used across our schools.

To ensure we have accurate information and accessibility for parents and carers to provide permissions for their child's schools activities, such as off-site school events and school excursions, it's important for families to have the correct access and where relevant, joint access.

For security reasons, Compass is established similar to other institutions where only one person has certain permissions. This form is for families that have a single debtor currently established with only one access to the portal for financial matters and we want to make this easier for you. We ask that you complete and return the information below and provide your consent for us to transition you to one jointly accessible account.

A jointly accessible account means that either of the named parties can provide their consent/ permission for school-related activities, view transactions or make payments. Updating your account to joint accessibility will not change your statement transactions.

If you choose not to provide your consent, your school can continue "as is" with only the one nominated parent or carer responsible for providing all consents and payments in the portal.

If you have any questions or concerns regarding this change, please contact your school.

**Please complete the below to enable us to update you to a joint account across All Schools your child/children are enrolled at. This form must be completed, signed and returned to [csso.sassupport@mn.catholic.edu.au](mailto:csso.sassupport@mn.catholic.edu.au).**

|   |                                      |
|---|--------------------------------------|
| <b>Insert name of parents/carers for joint accessible account</b> |                                      |
|   |                                      |
| <b>Insert Student Name/s</b>                                      | <b>Insert School Name and Suburb</b> |
|   |                                      |
|   |                                      |
|   |                                      |

We provide our permission to change the debtor title to be shown as a joint account i.e. with both names.

We understand the current transactions on this school fee account will not change, it is the title that is being altered to show both names.

We consent to transfer any outstanding fees to consolidate to a joint account.

We understand there is no change to the fee proportion of 100% per child.

We understand this change will allow all nominated persons the same access to the Compass portal.

We understand that with a joint account, we are jointly responsible and severally liable for the payment of all fees and expenses incurred while our child is enrolled within the Diocese of Maitland-Newcastle irrespective of Court Orders or personal agreements made between parents and carers.

We acknowledge that we will advise the school of any change in our circumstances and ensure contact details are up to date as soon as practicable.

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_