



ST JOSEPH'S COLLEGE YEAR 7 2022 IMPORTANT INFORMATION

Dear Parents/Carers

Please find enclosed in this pack, important information relating to the 2022 academic year.

Separate to this booklet are the following:

- Transition Workbook
- Year 7 Booklist order form and guide
- Immunisation Cards
- Reply Paid Envelope

We ask that all pages flagged with a **red tick** in the top corner are completed and returned in the supplied envelope.

We also ask that the immunisation card and canteen info be returned at the same time.

Checklist

- | | |
|--|--------------------------|
| All important dates noted | <input type="checkbox"/> |
| Uniform fitting has been done/scheduled | <input type="checkbox"/> |
| Bus information understood | <input type="checkbox"/> |
| Fee payment arrangement form completed | <input type="checkbox"/> |
| Fees Direct debit request completed | <input type="checkbox"/> |
| Building Fund Direct debit request completed | <input type="checkbox"/> |
| Family discount form completed (if entitled to it) | <input type="checkbox"/> |
| Canteen Volunteer form completed | <input type="checkbox"/> |
| Immunisation Card | <input type="checkbox"/> |

Orientation Program

When:	Tuesday 7 December 2021
Time:	8.30am – 1.15pm
Where:	To be confirmed (due to current restrictions further information will be sent to you via the Operoo App)

Booklist

All College booklist information is enclosed in this pack.

Uniform

Bellarine Uniforms is our uniform supplier. If you haven't already scheduled a fitting please contact them on 5221 9199. Second hand uniforms may also be purchased from Second-Hand School Supplies, the Sustainable School Shop and Second-Hand School Specialist. Please refer to the back-page title "Extra Information" of the 'A Guide to Year 7 Booklist' sheet. Please ensure the sports tracksuit jacket IS THE NEW VERSION.

Laptops

Boys will collect their laptops on the first day of school. In their Homeroom, they will participate in a laptop training session to familiarise themselves with the device, set up the eTexts and organise their files. Laptops are to be returned at the end of each year to undergo maintenance and upgrades.

Handbook

The Year 7 2022 Handbook is found on the College website under the Our Learning tab. In this handbook you will find useful information about the College including expectations, behaviour, subject descriptions and information regarding uniform, attendance and use of the student diary.

Operoo

Operoo is a secure application where parents/carers store all the medical information for their child. Parents and carers share this information with the school. All excursions, camp permissions and information forms are distributed through the Operoo App and parents/carers sign permission forms via their smart phone or computer. Time consuming medical information forms are no longer required for college events as staff have access to the most up-to-date information available for each student via their phone for the duration of the event. Parents can update their details and their child's medical status at any time.

Parent Access Module (PAM)

PAM is used for Parents/Carers to access student reports as well as recording and maintaining student medical information.

Families will receive an invitation with instructions, via email to create both a PAM and Operoo profile in the coming weeks. This is to be completed by Friday 22 October. If you have problems accessing this site please email the College IT Department on helpdesk@sjc.vic.edu.au.

Once created the College does not have access to update your profiles. Therefore, it is important that both Operoo and PAM are kept up to date with current medical information for your son. As email is our main form of communication, please ensure the College has your current email address.

Immunisations

In 2022, Barwon Health Immunisation Service will offer vaccines to Year 7 students. There are cards enclosed in this package that should be completed (even if your son does not require the immunisation). Should your son be anxious about the immunisations, we would encourage you to take him to a Barwon Health Clinic for the immunisation. Please return these cards to the College in the reply-paid envelope by Friday 3 December.

Fees and Charges

College fees are invoiced in January each year. The Fee Payment Arrangement Form (attached) needs to be completed and returned to the College in the reply-paid envelope along with any other relevant fee forms.

Bus Travel

Families eligible for bus conveyance (claimable bus travel) were identified on the letter of offer and should have completed and submitted their forms to the College. For further information regarding bus routes, and travel times please contact the service provider for your area.

Transition Workbook

Please complete your Transition booklet and bring with you on Orientation Day.

Grade 6 Testing

Grade 6 Testing Sunday 10 October 2021 - The College intends to go ahead with the testing, however if restrictions prevent this from happening we will be exploring an online testing system, which will be completed at home. Parents will be notified of these arrangements, first week back of Term 4 via Operoo.

Important Dates

Sun 10 Oct	Compulsory Grade 6 testing day (information above)
Fri 22 Oct	Families to be signed up to Operoo and PAM.
Fri 3 Dec	All required forms returned to the College (via Reply paid envelope)
Tue 7 Dec	Year 7 Orientation Day – session times to be confirmed.
Wed 15 Dec	All Campion book orders to be finalised.
Mid Jan	Student concession travel applications for public bus travel available from VLine train stations, PTV hub Geelong (Westfield shopping centre near Target entrance), online at www.ptv.vic.gov.au or from College Reception.
Mon 17 Jan	College Reception opens at 8.00am.
Wed 5 Jan – Tuesday 25 Jan	All online Campion book orders to be delivered via Australia Post.
Tue 1 Feb	First day of school for all students.

BUS INFORMATION

GEELONG REGION AREAS OUTSIDE 4.8km – INCLUDING BELLARINE AND THE SURFCOAST

If your child lives in one of the following suburbs AND the address is further than 4.8km (shortest practical route Bing Maps) from St Joseph's College, you may be eligible to claim a conveyance refund from the Department of Education. The process to purchase a claimable Geelong Regional Student Pass (MYKI) for travel as outlined below.

Current students all receive a PTV approved student ID card, please take this with you when you purchase your child's Geelong Regional Student Pass. You will not require a concession form to be completed or passport photos.

If you are a new student to the College and do not have your PTV approved student ID card, a Public Transport Student Concession Form will be required to be completed. Public Transport Students Concession forms are available via the College office, train stations and www.ptv.vic.gov.au from around mid-January.

Cost of the concession card is approximately \$10 and requires two passport sized photos. This form must be verified by College Reception prior to purchasing the Geelong Regional Student Pass from any train station or PTV Hub. The cost of a yearly Geelong Regional Student Pass is approximately \$370.

Once you have purchased the pass, Complete a Student Conveyance Allowance Application. [CONVEYANCE APPLICATION FORM](#). Submit the receipt of the Geelong Regional Student Pass (MYKI) and a Student Conveyance Allowance Application to the College to make any eligible claim.

Funds received will be reimbursed to you via your school fee account. Claims cannot be made for the top up or replacement of the MYKI.

Examples of Geelong Region areas:

Armstrong Creek	Indented Head	Ocean Grove
Barwon Heads	Jan Juc	Portarlington
Bell Park	Grovedale	Pt Lonsdale
Bell Post Hill	Lara	Queenscliff
Charlemont	Leopold	St Albans Park
Clifton Springs	Lovely Banks *	Torquay
Connewarre	Moolap	Wandana Heights *
Corio	Mt Duneed	Wallington
Curlewis	Newcomb	Waurm Ponds
Drysdale	Norlane	Whittington

**only some areas*

AREAS WITHIN 4.8km

If your son will be travelling on the bus to school, you can purchase a yearly or half yearly MYKI, as explained above. Unfortunately, there is no reimbursement available for travellers who reside within 4.8kms.

Alternatively, you may obtain a MYKI card and load money onto this card as needed.

If your son is 17 years or over he will also need to carry his student ID card or if new to the College, complete and purchase a Public Transport Student Concession card, in order for him to travel at a concession rate.

For information on the whereabouts of your nearest bus stop and pick-up/drop-off times, please contact the bus company which services your area:

McHarry's Buslines www.mcharrys.com.au or call 5223 2111

CDC Victoria (formally Benders Buslines) www.cdcvictoria.com.au or call 5240 5000

COUNTRY AREAS

If your son lives in one of the following suburbs, you may be entitled to receive bus travel on a Government Contract Bus to and from school at no cost. A PVT Application for Permission to Travel – Eligible Students form must be completed and returned to the College. PVT Application for Permission to Travel on the Country bus link following [PTV-APPLICATION-FOR-PERMISSION-TO-TRAVEL-FORM.pdf](#)

Bus passes are not issued for this travel.

Parents receive information about bus routes and times by email, from the regional co-ordinating school after their application for travel is processed.

Examples of country areas are:

Aireys Inlet	Fairhaven	Lovely Banks (some areas)
Anglesea	Freshwater Creek	Meredith
Bannockburn	Fyansford	Modewarre
Barrabool	Gheringhap	Moriac
Batesford	Gnarwarre	Stonehaven
Bellbrae	Inverleigh	Teesdale
Bells Beach	Lethbridge	Winchelsea
Buckley	Little River	Wurdibolic

If at any stage during your son's enrolment at the College you have a change of address, the College must be notified immediately. New bus or conveyance forms will then need to be completed in order for your son to travel on the bus or claim conveyancing.

Please direct any further queries about bus conveyance to Lisa McDine at St Joseph's on 5226 8124 or email lmcdine@sjc.vic.edu.au.

*Please note that the information provided is a guide only.

Where is the closest bus stop and what time does the bus depart?

Most travel services to St Joseph's College are facilitated by McHarry's bus lines. The McHarry's website has information regarding St Joseph's school bus travel www.mcharrys.com.au – school bus information – search by school. Alternatively, email info@mcharrys.com.au or phone 5223 2111. If your area is not serviced by McHarry's bus lines please contact CDC Victoria (formally Benders) www.cdcvictoria.com.au or phone 5240 5000.

For Country bus travel, you will receive a letter from the Regional Contract Bus Coordinator, with details of bus routes and times prior to travel commencement.

How will my son know which bus to catch after school?

All buses depart St Joseph's College from the bus set down area, located around the tennis courts on the Aphrasia Street side of the College. For the first few weeks of Term 1, Year 7s are dismissed early to allow them more time to arrive at the bus set down and board the correct bus. Supervising Teachers are located at the bus set down area to assist students with this process.

What happens if my son misses the bus after school?

Supervising Teachers do not leave the bus set down area until all students have boarded buses. In the rare case that a student misses his bus he will be sent to College Reception to contact a parent/carer.

For more information, please refer to the General Bus Information link that was included with your enrolment offer, alternatively go to the College website <https://www.sjc.vic.edu.au/current-families/my-sjc/student-information>

PARENT PARTICIPATION / VOLUNTEERING

There are many ways parents, family members and carers can become involved at St Joseph's College, from our wonderful Canteen Volunteers who help with serving and preparing lunches, to our parents who lend us a hand at College events, perhaps cook a spare meal for our Care Group, help out at our working bees or inspire future generations by helping our Careers Centre. Volunteering is a great way to make connections with fellow parents and have some fun/ If you think you could share some of your time or experience with us - we would love to hear from you.

Some of these great opportunities are:

Parents & Friends Association: *Contact Natasha 5226 8122 natasha.solczaniuk@sjc.vic.edu.au*

The Parents and Friends is a group of parents providing social activities for the boys as well as being a huge support for major fundraising events and College functions. As parents, you may wish to either join the association and be a member of the committee (who meet once a month on a Tuesday evening) or just lend a hand by volunteering to help out at some events – any help is appreciated.

Men's Association: *Contact Pierre 5226 8128 pierre.belluzzo@sjc.vic.edu.au*

The Men's Association working bees are a great opportunity for fathers to become involved in College life. The group contributes to the maintenance and beautification of College grounds and buildings along with other hands on roles at the College. A team of volunteers work on a roster on a Sunday per month from 9.00am-11.00am, followed by a BBQ and refreshments. This group develops friendships between fathers, in some cases grandfathers of students, as well as past students of the College. A great opportunity to meet some of the men of SJC, lend a hand and become involved.

The Heritage Centre: *Contact Susan 5226 8272 susan.belluzzo@sjc.vic.edu.au*

The College Heritage Centre has volunteers to sort, file, label and display items relating to the history of the College. It is a fascinating area of the College filled with stories.

Care Group: *Contact Adele 5226 8119 principal.pa@sjc.vic.edu.au*

Our Care Group provide meals for our families who are experiencing difficulty either through illness, bereavement or other circumstances. Care group members on occasion provide a meal which will then later be delivered to needy families. We ask all the College community to feel welcome to contact us should you be experiencing ill health or difficult circumstances.

Careers Centre: *Contact Karen 5226 8143 karen.shum@sjc.vic.edu.au*

You can help out by providing work experience opportunities for senior students who are keen to spend a week in different workplaces or you may wish to talk to students during careers week about your own career journey and share your own working experiences.

Canteen: *Contact Danielle 5226 8138 canteen@sjc.vic.edu.au*

Canteen volunteers are always appreciated. If you can spare some time to help and enjoy a cuppa and a lunch. Please complete the attached Canteen Volunteer form and return with this paperwork.

If you would like to know a little more about how you can help please don't hesitate to contact any of the staff listed.

At the start of the school year the Director of Community and Development will email all families inviting them to be a part of the many parent participation opportunities we offer here at the College.

IMPORTANT FEE AND ADMINISTRATIVE MATTERS

Detailed below is important information pertaining to fees and other administrative matters for the 2022 school year.

Fees and Charges indicative schedule

The College proposes to issue the College fees statement around the end of January 2022. The annual tuition fee per student incorporates the hire of a notebook computer. In addition, the College magazine 'Virtus', a Digital Booklist Resource (per student) and the voluntary Edmund Rice Foundation contribution will be added to your fee account. In some instances, other charges may apply which will also be added to your account as appropriate.

College Building Fund

The College's Building Fund has financed a number of new buildings and facilities such as the Westcourt Campus and Paul Tobias Centre. Your donations are vitally important in 2022 to assist in the funding of future building projects such as the construction of new classrooms to accommodate increasing student numbers. Our excellent College facilities are made possible through the ongoing financial support of past and present parents. The expected contribution is \$450 per family per annum and may be incorporated into your regular fee payments or paid separately. All donations to the College Building Fund are voluntary and therefore tax deductible and a receipt will be issued. We cannot upgrade and maintain facilities without your contribution to the Building Fund and your ongoing support in this regard is greatly appreciated.

Edmund Rice Foundation

The Edmund Rice Foundation works to support the vision and mission of the Christian Brothers in the developing world and among socially and financially disadvantaged children, youth and families within Australia. This is made possible through your voluntary contribution of \$80 which will be included on your fee statement.

Fee Payment Arrangement Form

It is a requirement that all families have a payment arrangement in place. All **new** families must complete a Fee Payment Arrangement Form and return it to the College in the reply-paid envelope. Please note that the days leading up to 3 December are often very busy for the accounts department and College Reception, therefore if you have any queries regarding your fee payment arrangement we encourage you to contact us as soon as possible to discuss.

The College offers various options which include Monthly Direct Debit, Credit Card or Bpay. Fortnightly, Monthly or Term by Term.

The dates specified in the following 2022 Fee Payment Options, must be adhered to, unless alternative payment dates have been arranged with the College.

Payment via direct debit remains the College's preferred method of payment which consists of 10 monthly instalments commencing in February and ending in November 2022 (this is always deducted on the 25th of each month). All banking institutions are accepted.

Please email the College accounts office: fees@sjc.vic.edu.au should you require assistance in completing the forms. **Families who currently have a payment arrangement in place are not required to complete new forms.**

Should you wish to discuss any other arrangements for payment of the College fees please contact the Business Manager, Andrew Dowd (Ph: 5226 8123; E: andrewd@sjc.vic.edu.au).

Family Discount Application

Discounts are offered to families who have three or more children attending Catholic schools in 2022 (please note that children at Catholic primary schools are treated as one enrolment). The rates of discount applied to the College fees are:

- 10% - three children attending Catholic primary or secondary schools
- 20% - four children attending Catholic primary or secondary schools
- 30% - five or more children attending Catholic primary or secondary schools

Please complete the form if you have three or more children attending Geelong Catholic schools and return to the College in the reply-paid envelope before **3 December 2021**. A new form is required to be completed and submitted each year.

CSEF (Camps, Sports and Excursion Fund)

If you hold a valid health care card, you may be eligible to receive CSEF from the government of approximately \$225 per student. Please tick where indicated on the Fee payment arrangement form if you are eligible.

CSEF application forms are available for download from the College Website in February 2022 or www.education.vic.gov.au/documents/about/programs/health/csefapplicationform.pdf

Public Transport – PTV School Student ID and Student Pass application forms

These forms will be available from www.ptv.vic.gov.au/tickets/fares/concession/school-students, the PTV hub at Geelong Westfield Shopping Centre, the College office or PTV train stations from mid-**January 2022**. Bus conveyance allowances for eligible students will be credited directly to fee accounts.

For eligible students, proof of purchase of yearly or half yearly pass must be returned to the College as soon as this is purchased in order to claim reimbursement.

Accident Insurance

Worldwide personal accident insurance is provided for all students 24 hours a day, 365 days of the year with the exception of non-Medicare medical fees where a Medicare benefit is payable. Details are available from the main office. Families are advised to ensure they have ambulance cover, as ambulance is not a part of our school insurance. If an ambulance is called it will be at the expense of the family.

Property Insurance

Personal property of students is not insured by the College against loss or damage. However, some householders' policies give a limited cover for the property of a householder and dependants while the property is temporarily removed from the home to another location. Parents are encouraged to examine their policies and, if in doubt, check with their insurance company

Withdrawal of a Student

Parents are obliged to give one month's written notification to the Principal of their intention to withdraw their son(s) from the College. Failure to do so may result in forfeiture of one term's fees and charges.



Andrew Dowd
Business Manager

2022 INDICATIVE SCHEDULE

Annual Tuition Fee approximately (per student) (including Notebook Computer hire)	\$6184.00
College Magazine 'Virtus' (one per family)	\$35.00
Voluntary Edmund Rice Foundation Contribution (per family)	\$80.00
Digital Booklist Resource (per student)	\$100.00
Tax Deductible Building Fund Donation (per family)	\$450.00
	\$6849.00

Please note other charges may apply for items such as:

- Specialist subject levies
- Music instrument hire
- VET levies and ancillaries
- Notebook repairs
- Outdoor Education ski camp/kayak camp charge
- Charges for library books not returned

Accounts may also vary if there is an entitlement to Conveyance Allowance, Family Discount or other entitlements and adjustments.

2022 FEE PAYMENT OPTIONS

The following provides details of the various payment options available and due dates.

Please note that payments must commence on the nominated date and must remain consistent.

Fee payment forms are included in this information pack and can also be found on the College Website.

Direct Debit Monthly

Commence: 25 February 2022 End: 25 November 2022 10 payments

Monthly Payments: direct credit card or BPay (Biller code and reference number *will show on fee statements*)

Commence: 4 February 2022 End: 4 November 2022 10 payments

Fortnightly Payments eg: direct credit card or BPay (Biller code and reference number will show on fee statements). Please note BPAY payments must be scheduled to ensure consistency.

Commence: 4 February 2022 End: 28 October 2022 20 payments

Term Payments

Payment 1: 4 February 2022 Payment 2: 4 May 2022

Payment 3: 4 August 2022 Payment 4: 4 November 2022



FEE PAYMENT ARRANGEMENT FORM

(ALL NEW families for 2022 must complete)

This form is to be returned to the College before **3 December 2021** in the reply-paid envelope.

Please do not submit this form if you have an existing payment arrangement in place. However, if you have a CSEF entitlement please tick and return.

Parent / Carer name	
Student/s name	
Parent code (if known)	

METHOD OF PAYMENT: (please tick your selection below)

Payment to include Building Fund?		<input type="checkbox"/> Yes	<input type="checkbox"/> No									
Direct Debit	MONTHLY ONLY on the 25th of each month (Direct debit forms attached must be completed)	<input type="checkbox"/>										
BPay	(Biller code and reference number will appear on your statement)	<input type="checkbox"/>										
Credit card	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Mastercard</td> <td style="width: 30%; text-align: center;">Visa</td> <td style="width: 40%;"></td> </tr> <tr> <td>Card number</td> <td>_____</td> <td>Expiry: _____</td> </tr> <tr> <td>Card name</td> <td>_____</td> <td>CCV: _____</td> </tr> </table>	Mastercard	Visa		Card number	_____	Expiry: _____	Card name	_____	CCV: _____	<input type="checkbox"/>	
Mastercard	Visa											
Card number	_____	Expiry: _____										
Card name	_____	CCV: _____										

FREQUENCY OF PAYMENT FOR THOSE OTHER THAN DIRECT DEBIT:

(Please tick your selection below - only applicable for BPAY or credit card payments)

Fortnightly	(Must be paid by dates as specified on 2022 Fee Payment Options)	<input type="checkbox"/>
Monthly	(Must be paid by dates as specified on 2022 Fee Payment Options)	<input type="checkbox"/>
Termly	(Must be paid by dates as specified on 2022 Fee Payment Options)	<input type="checkbox"/>

CSEF eligibility (please tick if you hold a current health care or Veterans affairs card)	<input type="checkbox"/>
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Signature: _____ Date: _____

* This arrangement will continue for the duration of your son's education at St Joseph's College unless we are notified otherwise.



Direct Debit Request COLLEGE FEES

Parent code (if known): _____

Request and Authority to debit the account named below to pay

St Joseph's College Geelong

Request and Authority to debit

Your Surname or company name _____

Your Given names or ABN/ARBN _____ "you"

Request and authorise St Joseph's College Geelong, user id 090736 to arrange, through its own financial institution, a debit to your nominated account any amount St Joseph's College Geelong has deemed payable by you.

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.

Insert the name and address of financial institution at which account is held

Financial Institution Name _____

Address _____

Insert details of account to be debited

Name/s on account _____

BSB Number (Must be 6 Digits) |_|_|_|_|-|_|_|_|_|

Account Number |_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Acknowledgement

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

Insert your Signature and address

Signature _____
(by inserting name above, you are authorising direct debit)

Address _____

Date ___ / ___ / ___

Second account signatory (if required)

Signature _____
(by inserting name above, you are authorising direct debit)

Address _____

Date ___ / ___ / ___



Direct Debit Request BUILDING FUND

Parent code (if known): _____

Request and Authority to debit the account named below to pay

St Joseph's College Geelong

Request and Authority to debit

Your Surname or company name _____

Your Given names or ABN/ARBN _____ "you"

Request and authorise St Joseph's College Geelong, user id 090744 to arrange, through its own financial institution, a debit to your nominated account:

\$112.50 per quarter - deducted on 25 February, May, August & November.

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.

Insert the name and address of financial institution at which account is held

Financial Institution Name _____

Address _____

Insert details of account to be debited

Name/s on account _____

BSB Number (Must be 6 Digits) |_|_|_|_|-|_|_|_|_|

Account Number |_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Acknowledgement

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

Insert your Signature and address

Signature _____
(by inserting name above, you are authorising direct debit)

Address _____

Date ___ / ___ / ___

Second account signatory (if required)

Signature _____
(by inserting name above, you are authorising direct debit)

Address _____

Date ___ / ___ / ___

Direct Debit Service Agreement

This is your Direct Debit Service Agreement with St Joseph's College Geelong, user id 090744, ABN 74 114 857 147. It 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.

Definitions

account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between *you* and *us*.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by *you* to *us* is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between *us* and *you*.

us or **we** means St Joseph's College Geelong, user id 090744 (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

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*.

1.2 We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

or

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*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

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 *your financial institution*.

2. Amendments by us

2.1 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.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least 3 days notification by writing to **St Joseph's College** 135 Aphrasia Street, NEWTOWN, VIC 3220 or

by telephoning *us* on 03 5226 8111 during business hours; or

arranging it through *your own financial institution*, which is required to act promptly on *your instructions*.

4. Your obligations

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*.

4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:

(a) *you* may be charged a fee and/or interest by *your financial institution*;

(b) *you* may also incur fees or charges imposed or incurred by *us*; and

(c) *you* must 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*.

4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct

5 Dispute

5.1 If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on phone 03 5226 8111 and confirm that notice in writing with *us* as

soon as possible so that we can resolve *your query* more quickly. Alternatively *you* can take it up directly with *your financial institution*.

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.

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.

6. Accounts

You should check:

(a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.

(b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and

(c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

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.

7.2 We will only disclose information that we have about *you*:

(a) to the extent specifically required by law; or

(b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to St Joseph's College Geelong, 135 Aphrasia Street, Newtown, Vic, 3220

8.2 We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

8.3 Any notice will be deemed to have been received on the third *banking day* after posting.



2022 FAMILY DISCOUNT APPLICATION FORM (if applicable)

Please complete this form and return to the College before **3 December 2021** in the **Reply-paid envelope**.

A new form is to be completed and submitted each year.

Parent/s name:		Parent code: (if known)		Date:	/ /
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CHILDREN AT CATHOLIC SCHOOLS (including St Joseph's College):

Child's Name	School Attending	Year level in 2022

Three children – 10%, Four children – 20%, Five plus – 30%.

NOTE: Children at other Catholic Primary Schools are counted as one when applying for Family Discount.



HAVE YOU GOT WHAT IT TAKES TO WEAR THE SJC APRON? ✓



We look forward to welcoming your son to Year 7 in 2021. However we would also like to welcome YOU his parents and carers to come along and join us at the Edmund Rice Campus next year.

The most essential network of volunteers that we have at the College is the team that supports our Canteen. With their help we can continue to provide a daily affordable canteen service for our students.

We would very much appreciate a hand.

It's easy and fun, no previous experience is required as we will provide all instruction. You can dedicate as little or as much time as you like. A full shift runs for three hours from 10:30am - 1:30pm (to cover both recess and lunch) and you will be working in a team with other volunteers and canteen staff.

All volunteers efforts are rewarded with a healthy lunch and plenty of tea or coffee (and conversation!) All mums, carers, dads, grandmas, grandpas and family are welcome!

If you would like to donate some time to our canteen, we only ask that you have a current Working With Children Check. If you don't, you can apply as a volunteer for one for no cost at www.workingwithchildren.vic.gov.au

If you have any queries please feel free to contact our Canteen Manager, Danielle on 5226 8138, or drop in to the canteen for a chat!

Many thanks,
Bernie Carthew, Office Manager

Canteen Volunteer Registration

Yes, I would like to give volunteering at the College Canteen a go!

This information is kept confidential and secure. We understand circumstances may change, if you need to alter your availability you can do so at any time by contacting the College.

Volunteer Name:

Preferred Phone Number:

Email:

Son/s Name: Son/s Year Level/s:

Working With Children Check (WWCC) Number: WWCC Expiry Date:

I don't have a current WWCC but will be applying online for one

Day/s Available to Volunteer

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

How often would you like to Volunteer?

- Once a fortnight
- Once a month
- Once a term
- Other:

Return completed forms to College Reception. Any special requests such as particular dates, being rostered with friends etc. Feel free to let us know.