1st November 2016

Dear Parents

Today you will receive the 2017 School Fee Package which includes the following:

- School Fees 2017 Information Sheet
- Calculation Sheet
- Flowchart – Fee Collection and Payment Policy
- Direct Debit Authority Request Form
- Authority for Recurrent Payment by Credit Card
- Extra-Curricular Activities 2017

We value you as a member of our community and the contributions you are making towards the success of St. Joseph’s, and therefore your child’s education.

School Fees are set annually, in consultation with the Fr Bob Harwood, Priest in Charge Kangaroo Point/East Brisbane, the Parish Finance Council, School Board and myself, as part of the process of setting a yearly budget. It takes into account the priorities highlighted within our School Renewal Plan and the fee and levy recommendations from the Catholic Education Council for the 2017 school year. I am happy to report again in 2017 we have kept the increase in fees and levies to a minimum.

As St Joseph’s is a Parish School within the Archdiocesan Catholic Education system, no one is ever turned away through inability to pay. Special consideration is available for families with financial difficulties and arrangements can be made with the School Principal. Once again in 2017 we have chosen to simplify our School Fee Statements across the year by adding levy amounts to the total School Fees package, rather than the ad hoc addition of various amounts on a month by month basis; I envisage that there will be no additional charges added to fees throughout the year, however students enrolled into our Music Program will be billed quarterly at the beginning of each term. Fees are set for twelve months, and accounts will be sent home monthly from February to November (10 billing cycles).

Commonwealth and State Governments provide Catholic Schools with approximately 84% of the average annual cost of educating a student. This is done by determining the average amount spent by government to fund a state school student then applying the percentage. Fundraising, donations and other income raised by state school communities are not taken into account when determining the amount. Fees and levies charged by Catholic schools go towards making up the difference, and more importantly, to help ensure we can provide a high quality Catholic education for your child.

The tuition fees include an amount remitted centrally, the Archdiocesan Education Levy, which provides shared resources to all schools within the Archdiocese. Also included is a levy of $20.00 per family to provide for the purchase of land for future school development within the Archdiocese. This is a vital investment in the future of Catholic schooling within the Archdiocese.

To assist with administration we ask that all Direct Debit Authority forms be returned prior to the end of the year.
The details of other levies are:

1. The **Resource Levy** of $300.00 per student which covers the purchase of all Art Specialist materials, stationery, consumable items, photocopying, and art and craft supplies used within the various year levels. This amount will also cover Subscriptions to various websites such as Mathletics, Reading Eggs and World Book Online, which is available to all students.

2. The **Sports Levy** of $160.00 per student supports our comprehensive Sporting Program. This levy assists with the costs of running buses to interschool sports events which have significantly increased over the past twelve months, sports development initiatives, Interschool Sports Years 4-6, a Professional Swimming Program facilitated by Mark & Vicki Lorrimer from Lorrimer Swim School for Term 4 (6 x 45 minute lessons in Term 4) and Dance Cart lessons (a comprehensive, quality, outcomes based dance program) for all students.

3. The **IT Levy** of $120.00 per student will contribute to the upkeep of our infrastructure, establish a Replacement Cycle for instructional computers, and establish a Technology Replacement Budget. The challenge before us is to select technology that will enhance student learning. It is also very clear that the options are constantly changing as technology improves and we learn more about how to manage it to provide learning opportunities for students.

4. The **Incursion & Excursion Levy** of $175.00 per student covers the cost of both on-site and off-site educational activities that are an important part of your child's education and help enrich class programs and include: excursions and incursions, end of year breakup excursions, visiting artists and a variety of educational activities throughout the year. This levy alleviates the need to collect these small amounts of money on a continual basis. In line with School Policy there is no refund on the excursion & incursion levy where students do not attend a prescribed activity.

Further information on the Extra Curricula Program for 2017 is also attached.

Families may wish to make a voluntary contribution to a 100% tax deductible Library Fund or School Building Fund. Once payment has been received, parents will be given a tax receipt. All families are encouraged to make this contribution to support the school in the purchase of resources needed in the library and contribute to ongoing infrastructure for students.

In determining fees for the coming year I am mindful of being fair and equitable to school families. Our community uses family fee payments to meet significant loan commitments and for utility costs such as insurance, electricity, rates etc as well as the costs associated with ensuring that adequate resource levels are maintained. I encourage you to communicate with me regarding any concerns or issues you may have with fee payments.

With kind regards,

![M.P.O'Sullivan](signature)

Micheal O'Sullivan
Principal
School Fees 2017

<table>
<thead>
<tr>
<th>School Fees &amp; Levies</th>
<th>1 Child</th>
<th>2 Children</th>
<th>3 Children or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$1,500 ***</td>
<td>$2,010 ***</td>
<td>$2,380 ***</td>
</tr>
</tbody>
</table>

***See Additional Charges

**SCHEDULE OF SCHOOL FEES AND LEVIES**

This covers:-

- Tuition Fees, Key Learning Area budgets and contribution to Catholic Archdiocesan Education Levy for salaries, Repayment of loans, Catholic Futures Fund
- Payment of recurrent operating expenditure e.g. rates, insurance, electricity, telephone, security etc.

***Additional Charges***

- **Resource Levy** - $300.00 per student
  Website subscriptions, purchase of stationery and consumable items, photocopying, consumable texts, art materials used in specialist lessons and classroom craft supplies. **School Care Insurance Cover** includes insurance cover for school camps, school sports, camps, travelling to and from school or school activities. It includes any activity organised/authorised by the school. It also covers before and after school care. All parents, when they pay their fees, receive accident insurance for their children which covers them, for any school activities for the entire year.

- **Sports Levy** - $160.00 per student
  To cover the cost of buses to interschool sport, swimming and various other sporting initiatives.

- **IT Levy** - $120.00 per student
  This levy will contribute to upgrade classroom technology, establish a replacement cycle for instructional computers, contribute to Network Infrastructure Upgrades, and establish a Technology Replacement Budget.

- **Excursion & Incursion Levy** - $175.00 per student
  Book week Speakers, Sexuality Education Programs, End of Year Excursions, visiting artists and a variety of educational activities inside and outside of the school throughout the year.

- **Prep Levy** - $300.00 per child
  To cover the cost of consumables used in Prep across the year.

- **Building Fund Levy** - $620.00 per family
  Loan repayments, maintenance costs, grounds person salary, contract cleaning etc.

- **P & F Levy** - $260.00 per family
  P&F Federation Levy which is passed on to the P&F Queensland Association and to assist with the repayment of loan commitments.

**Additional Charges Yrs. 3 – 6 only** (These amounts will be billed on the February Statements)

- **Strings Program Yrs. 3 – 6 only.** The Provision of a Violin which will be taught during Music Lessons for all Yrs. 3 to 6 students. $100.00 per student (One off charge Feb 2017)

- **1:1 Laptop Program Yrs. 5 – 6 only** $463.00 per Student
  - Provision of Surface Pro 3 ($250.00)
  - Portable Keyboard ($163.00)
  - Surface Pro 3 Protector ($50.00) (One off charge Feb 2017)

  Please note: An excess of $1000.00 is payable on any insurance claim.

- **Camp Charges – Yrs. 4 – 6**
  - Year 4 $ 130.00 (day camp)
  - Year 5 $ 270.00 (3 day 2 night camp)
  - Year 6 $ 270.00 (3 day 2 night camp)

**Optional and Additional Charges:**

- **Extra Curricula Activity Levies:** These vary depending on the activities chosen. Separate flyers are provided with these details.

- **Tax Deductible Library Fund Contribution:** We ask that you consider making a donation to the Tax Deductible Library Fund. This may be made as a lump sum payment or on a monthly basis via the direct debit system. It is used to add further resources for the Library which are not able to be funded by the school budget or government grants.

- **Concessions:** In recognition of each family's differing capacity to pay school fees, we provide fee concessions for families in difficult financial circumstances. Please ask for a concession package. A system 'index' is applied to ensure equity for all.

**Discounts and Credits:**
A $50.00 discount will be granted if full payment of the annual school fees and levies are received by **Friday 3rd February 2017.**
PAYMENT METHODS for 2017

- **DIRECT DEBIT AUTHORITY**
  
  *This is the school’s preferred method of payment.*
  
  The appropriate authority form accompanies this note. **Forms need to be completed and returned to School by the end of this School year or otherwise by 3rd February, 2017** at the latest. The 2017 Direct Debit Form allows for Parents to auto fill in the form electronically.

- **BPAY - BPAY** is an available option for payment. All details for use of BPAY will be shown on the 2017 February Statement of Fees and Levies.

- **CASH OR CHEQUE**
  
  Payment may be made by cash (always pay in person) or by cheque. Fee payments may be made weekly, fortnightly, monthly or yearly in advance.

- **CREDIT OR DEBIT CARDS**

  Payment may be made by filling in your Credit Card details on the School Fee Statement and returning it to the school for processing. Full EFTPOS facilities are available for Debit Cards at the Office. The option for a recurrent payment by credit card is also available. **Forms need to be completed and returned to School by the end of this School year or otherwise by 3rd February, 2017** at the latest. The 2017 Credit Card Form allows for Parents to auto fill in the form electronically.

**SCHOOL FEES BY DIRECT DEBIT**

Direct Debit is St Joseph’s School’s preferred method of fee payment

Direct Debit Authority allows the Archdiocesan Development Fund (ADF) to deduct from your account an agreed amount weekly, fortnightly, monthly or quarterly, on behalf of St Joseph’s School, to cover any or all of the School Fees mentioned on the front of this form. If you use direct debit as your method of payment it is important that you read the Service Agreement on the reverse of the Direct Debit Form.

**BENEFITS**

- Transmission occurs automatically each month
- Transmission is secure – no cash changes hands
- This is a **FREE** service
- The ADF guarantees complete confidentiality on behalf of St Joseph’s School.

**CONSIDERATIONS**

- The rejection of a direct debit by your bank due to insufficient funds will incur charges by your bank. These charges are completely outside the control of the ADF or St Joseph’s School. In addition, the ADF will charge the school a rejection fee for every direct debit that is rejected due to insufficient funds being available in the family’s nominated bank account. The School will in turn pass on to the family the cost of rejection, namely $15.00.

- You will need to contact your bank or financial institution to establish if your account is suitable for direct debiting to occur. Credit card and passbook accounts cannot be used for direct debits.

**HOW TO BECOME A DIRECT DEBIT USER**

- Complete the Auto Fill Direct Debit Request Form forwarded with all necessary information.
- Return the completed form to the school office by the end of the school year or if that is not possible NO LATER THAN 3rd February, 2017.

**PLEASE NOTE:** A NEW Direct Debit Request Form or Credit Card Authority Form need to be renewed and provided EACH year.

**FEE COLLECTION & PAYMENT POLICY**

- Fee Statements are issued at the commencement of each month, usually by the end of the first week.
- Parents are required to pay the account by the due date which is always shown on the fee statement.
- A reminder notice is forwarded for accounts that are unpaid after the due date.
- Should accounts still remain outstanding a letter will follow setting out options available for payment and the date by which one of these options must have taken place.
- Following the date mentioned in the last item if the account still remains unpaid final notice will then be sent giving a further seven days to pay.
- Music lessons can be suspended if school accounts are unpaid.
- Should an account remain unpaid after sending a Final Notice then the School is reluctantly forced to engage the services of a professional debt collection agency. Please be aware that all debt recovery costs associated with such services will be passed onto the families concerned. Once accounts have been handed to the debt collection agency the matter effectively passes out of the School’s control. Your credit rating may also be affected.

**PAYMENT DIFFICULTIES**

If you are experiencing difficulties in paying your account please contact the school Principal as soon as possible, before the due date. All requests are treated with complete confidentiality by the Principal, at this time, any assistance such as extending the time to pay or offering a payment by installments is an option.

**CONCESSIONS**

In cases of financial hardship the School will consider offering a concession on Tuition Fees. Concession applications are accepted at the commencement of each year or when the hardship occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of each new school year. Appointments should be made with the Principal to discuss this matter. Concessions are means tested in line with Federal Government Poverty Guidelines under which all income is taken into consideration including wages, Centrelink payments etc as well as housing costs eg rent or mortgage.
To assist you in calculating the amount for 1, 2, 3 or more children, we have listed below the basic costs involved. This also includes instrumental music program charges.

FAMILY ___________________ YEAR LEVEL _____________

### FEE PAYMENT TABLE

<table>
<thead>
<tr>
<th>Please select the appropriate charges</th>
<th>Base Charges</th>
<th>1 child</th>
<th>2 children</th>
<th>3 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fees</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Child</td>
<td>$1,500.00</td>
<td></td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td>2 Children</td>
<td>$2,010.00</td>
<td></td>
<td>$2,010.00</td>
<td></td>
</tr>
<tr>
<td>3 or more Children</td>
<td>$2,380.00</td>
<td></td>
<td>$2,380.00</td>
<td></td>
</tr>
<tr>
<td>Resource Levy (per child)</td>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Levy (per child)</td>
<td>$160.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Levy (per child)</td>
<td>$120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excursion/Incursion Levy (per child)</td>
<td>$175.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prep Levy</td>
<td>$300.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Building Fund Levy (per family)</td>
<td>$620.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P &amp; F Levy (per family)</td>
<td>$260.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1:1 Laptops (Years 5-6 Only)**

Yr 6 Students deduct keyboard & protector if not needing replacement - $213.00

*(Levied on February Fee Statement)*

| Years 3-6 (Strings Program)          | $100.00      |

*(Levied on February Fee Statement)*

<table>
<thead>
<tr>
<th>Camp (per child)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 4 (Day Camp)</td>
<td>$130.00</td>
</tr>
<tr>
<td>Year 5 (3 day/2 night Camp)</td>
<td>$270.00</td>
</tr>
<tr>
<td>Year 6 (3 day/2 night Camp)</td>
<td>$270.00</td>
</tr>
</tbody>
</table>

**Music Lessons (36 lessons per year)**

<table>
<thead>
<tr>
<th>Private Lessons</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20 minute [Drums] $25.00 per lesson</td>
<td>$900.00</td>
</tr>
<tr>
<td>30 minute $37.00 per lesson</td>
<td>$1,332.00</td>
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<tr>
<td>45 minute $55.00 per lesson</td>
<td>$1,980.00</td>
</tr>
<tr>
<td>60 minute $64.00 per lesson</td>
<td>$2,304.00</td>
</tr>
</tbody>
</table>

**Group Lessons** $27.00 per lesson $972.00

| TOTAL FOR THE YEAR                   | $            |

| PAYMENTS SCHEDULE PER WEEK/FORTNIGHT/MONTH | $ | $ | $ |
St Joseph’s Catholic Primary School
Fee Collection & Payment Policy

Family Fee Statements Issued
(Week 1 of each month)
(Due Date for Payment – within 14 days)

Is family paying by Direct Debit?

Yes

Is the Direct Debit amount sufficient to cover the account?

Yes

No Further immediate action. Account closely monitored.

No

No Further Action

No

Are Fees paid by due date?

Yes

Given 7 days final notice for payment in writing

Has payment been received or a payment plan negotiated?

Yes

No further action required. Account closely monitored

No

Account handed to debt collector

No

Follow up phone call to family

No

No Further Action

The finance department will contact the family either with:

- Reminder Notice for immediate payment, or
- Letter setting out options available to them e.g. increase direct debit, making additional payments or make an appointment with the Principal to discuss another payment plan that may suit their family budget including concession
- 7 days for family to undertake one of the suggested actions
  Has one of the above actions been taken?

No

Collection Fees are charged to families as follows:
- $15.00 (inc GST) for all dishonoured Credit Card and Direct Debit payments and cheques
- $25.00 (inc GST) administration fee for follow up of all accounts in arrears
- All fees paid by the school for the debt collection agency will be passed onto the families concerned
Extra Curricula Activities

Extra curricula activities are a means of enriching your child’s life and building on their skills. Parents should be aware that in planning a child’s year, a balance should be struck between commitments and available time, energy and finances.

After choosing an extra curricula activity for your child, it is important to remember that you and your child have made a firm commitment to participate in the chosen activity for the **full calendar year**. This is crucial as a student dropping out has various repercussions – the main one being changes to staffing arrangements and performances of the group at competitions/displays etc.

If a child is to withdraw from an activity it would be possible **ONLY** at the end of a term (**after giving 3 week's notice to the Teacher of the activity**). Not turning up on the first day of the next term is not acceptable, and full fees for that term would be charged. Please note that unless notice is provided to the provider, fees will continue to be charged.

| **String Ensembles** | Membership in our String Ensemble provides great benefits of fulfilment, shared achievement and involvement with music camps, performances and special events which are significant positives for a child. Should your child show a desire to be part of the String Ensemble he/she will be tested for instrument suitability. Instrument choice is determined by preference, suitability and balance within the ensemble. Each individual must be prepared to practice regularly at home, if they are to enjoy their ensemble and keep pace with others in the group. |
| **Sr Mary Ancilla** | Cost: **FREE** |
| **Sr Mary Regina** |  |
| **Year Levels: 1 to 6** |  |

| **Sr Mary Justine Choir Yrs 3 – 6** | The St Joseph’s Choral program has been very successful and popular. The children develop confidence, improve their singing skills and have a great deal of fun. The children will sing a mixture of popular songs and special occasion songs. The Choir has a 30 minute lesson once a week. Assemblies, Music Festivals, Eisteddfods, School Liturgies and end of year performances are part of the program. |
| **Cost: **FREE |  |

| **Keyboard/Piano** | All aspects of keyboard playing are taught including reading, writing, rhythm and aural skills in a fun and relaxed manner. These skills also provide an excellent basis for learning a band instrument later on. All students receive progress report and examinations are catered for if required. Lessons are conducted in small groups or privately. Lesson times are before, during and after school. Actual lesson days will be determined based upon the level of interest. This will be advised early in 2017. |
| **Year Levels : Prep to 6** | Cost: Please refer to the 2017 Music Handbook available from the School Office |

| **Strings Violin, Viola, Cello & Double Bass** | The string program at St Joseph’s is ever expanding and the violin is a perfect instrument for children to learn and consequently gain the fundamental knowledge required to allow them to go on and learn any of the other String Orchestra instruments too (these include the viola, cello and double bass). Our specialist teachers provide tuition on all of these instruments in 30-minute small group lessons or one-on-one private lessons (a waiting list may apply for private lessons) While it is desirable for students to supply their own instruments (especially smaller children in Prep/Year 1 who require smaller sized instruments), the school does have a number of ½ and ¾ sized violins and ¼ sized stringed instruments available to hire on a term-by-term basis. When students reach the desired skill level, our Music Specialist Teachers will ask them to be a member in the Sr Mary Ancilla or Sr Mary Regina String Ensemble. As it is with all students who receive Instrumental Music Tuition, students learning a stringed instrument are provided with a progress report at the end of semesters 1 and 2. |
| **Year Levels: Prep to 6** | Cost: Please refer to the 2017 Music Handbook available from the School Office |
**Guitar**  
*Year Levels: Prep to 6*

The Acoustic and Electric guitars are popular instruments to learn at St Joseph’s with tuition being offered by our music specialist teachers in 30-minute small group lessons or one-on-one private lessons (a waiting list may apply for private lessons). Students learn to read and play Classical and Popular style melodic songs as well as chord-based, strumming accompaniments. As a result of reading and learning about the rhythmic and melodic aspects of guitar playing, students also develop literacy and numeracy skills that are transferrable across all areas of schooling. As it is with all students who receive Instrumental Music Tuition, students learning the guitar are provided with a progress report at the end of semesters 1 and 2.

**Cost:** Please refer to the 2017 Music Handbook available from the School Office & Mr Richards.

**Speech & Drama**  
*Year Levels: Prep to 6*

Mr Joshua Richards and Mrs Katrina Hohn, conduct Speech & Drama lessons during school each week. The aim of these lessons is to assist children in the development of self-confidence, clear articulate speech, confidence in public speaking and skills for acting. Extra tuition for children wishing to participate in Eisteddfods and speech exams may be provided for an additional cost. Lessons are conducted during, before and after school. Actual lesson days will be determined, based upon the level of interest & will be advised early in 2017. Being involved in Speech and Drama can make a positive difference to a child's academic and social development. When learning Speech and Drama it is hoped that increased group dynamics and social interaction between children will result.

Drama can increase a child's self-confidence, in and out of the classroom, and such self-assurance will continue throughout their schooling. Creative and analytical thought and physical expression will be further developed, and allowed to evolve through Drama. Practical skills such as reading, oral presentations, and public speaking will also be improved through the art of Speech and Drama. St Joseph's students have participated in the Brisbane Eisteddfod, AMEB. (Australian Music Examination Board) Drama Exams and school-based activities. In all of these areas the students have received very pleasing results. However, whether students wish to participate in such public activities is completely optional.

Small personalised classes of four to six students will be conducted, and these group lessons run for one hour. All lesson times will be arranged in accordance with the classroom teacher’s preferences for times suitable for children to attend. The price is in line with the Queensland Speech and Drama Teachers Association fee schedule, each hourly lesson will be $14.00 per student. A 5% discount for students of the same family will apply. Individual half hour lessons can be arranged, at a different fee.

*If you have any questions please contact the school office.*

**Chess – Mondays**  
*Year Levels: Prep to 6*

The Chess Club invites any children with an interest and love of Chess to join the St Joseph’s Chess Club.

Classes give students an opportunity to take part in Regional and School Competitions.

**Cost:** To be confirmed/Minimum Number of Participants Required

**Cricket**  
*Term 1 & 4 – Thursday*  
*Year Levels: Prep to 3*

The MILO in 2 CRICKET Program offers children aged 5 to 8 years the opportunity to kick start their cricket career, learn lots of new cricket skills like batting, bowling catching and throwing, as well as social skills allowing them to make new friends and most importantly - HAVE FUN!

All participants receive a structured program which provides each participant with the opportunity to develop: cricket skills, physical fitness, social skills, sportsmanship and an understanding of the game of cricket.

On top of that everyone receives an exciting giveaway pack exclusive to the program.

**Cost:** To be confirmed/Minimum of Participants Required
### Auskick

**Term 2 – Thursday**  
**Year Levels:** Prep to 6

The NAB AFL **Auskick Rookie program** is where it all starts. Children aged from five to eight learn the fundamental skills required to participate in Australian football. Rookie sessions usually consist of a warm up, followed by skill activities designed to improve and familiarise participants with the necessary skills of the game.

Weekly sessions end in a modified game where children can hone their skills in a safe, controlled environment. The NAB AFL **Auskick Pro Program** encourages children to build on the skills they’ve learned throughout the Rookie program. Simulated match activities and drills offer children a more advanced and challenging environment to test their drop punts, handpasses and marks.

Modified match practice is a feature of the NAB AFL Auskick Pro sessions and is important in preparing children for the progression to the next step in the AFL pathway; AFL Junior.

**Cost:** To be confirmed/Minimum Number of Participants Required

### Brisbane Roar Development Squad

**Tues Terms 2 & 4**

Some of the things that football players can do with a round ball is truly breathtaking, and the language of football is one that reaches even the furthest corners of the world!

You’ll improve your skills, build your stamina and have a great time while you learn in your six-a-side games. With constant rotation, everyone will get plenty of touches on the ball, time to run at their players and of course a chance to bury a few goals!

**Cost:** To be confirmed/Minimum Number of Participants Required

### Rookies to Red

**Term 3 Wednesday**

Through St George Rookies2Reds, boys and girls aged between five and eleven are taught the basics of Rugby while also learning about the benefits of a healthy and active lifestyle which is promoted throughout the sessions along with Rugby’s key values of teamwork, fairness and respect. Lessons are structured around the needs of the age groups; Little Legends (ages 5-7), Junior Champs (ages 8-9), and Future Stars (ages 10-11).

As well as professional coaching, participants also receive a special St George Rookies2Reds pack which includes a variety of gear including a backpack, Rugby ball, ball pump, lanyard, member benefits of 10% off Reds merchandise and Reds tickets as well as either a lunch, box, slap watch or hat.

**Cost:** To be confirmed/Minimum Number of Participants Required

### Tennis

**Year Levels:** Prep to 6

Tennis coaching is conducted both before school each Tuesday and Thursday. Children will be graded early in the first term so that groups of similar ability and age are formed. Tennis competitions will be held during the year.

**Cost:** Various Costs Depending on Program.

Please contact Ace Tennis – Andrew Grocott 0403 128 235  
[www.acetennisaustralia.com/](http://www.acetennisaustralia.com/)

### Coding Kids

**Wednesday**  
**Year Levels:** Yrs 2-6

Want to build your first computer game?  

Have fun creating and exploring digital technology, create digital art and make an animated movie. Learning to code is a creative and productive after-school activity for girls and boys.

Computer programming is an empowering skill, enabling children to build and create. Coding is just another layer of literacy that enables expression, creativity and inventing.


**Cost:** To be confirmed/Minimum and Limited Number of Participants Required
Please access our Direct Debit & Credit Card Authority forms from the following link:


St Joseph's Catholic Primary School
26 - 36 Leopard Street, Kangaroo Point Qld 4169
PO Box 1856, NEW FARM Qld 4005
Telephone: 07 3391 5397
Email: pkangaroop@bne.catholic.edu.au

DIRECT DEBIT REQUEST (DDR)

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<thead>
<tr>
<th>Action (Please tick):</th>
<th>New request</th>
<th>Alteration</th>
<th>Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3 – DETAILS OF ACCOUNT AUTHORITY**

- **Name of Customer:** ARCHDIOCESAN DEVELOPMENT FUND
- **Authorise the:** ARCHDIOCESAN DEVELOPMENT FUND
- **APCA User ID Number:** 062782

To arrange for funds to be debited from my/our account at the Financial Institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement (see over page).

**SECTION 2 – DETAILS OF ACCOUNT TO BE DEBITED**

<table>
<thead>
<tr>
<th>BB No:</th>
<th>Account No.:</th>
<th>Branch Location:</th>
</tr>
</thead>
</table>

**SECTION 3 – READY RECKONER**

For assistance in calculating payment dates using the Ready Reckoner please refer to ADF website or follow the link https://adf.brisbanecatholic.org.au/ready-reckoner

**SECTION 4 – PAYMENT DETAILS**

I/we request that you debit my/our account in accordance with this Agreement and subject to one or more of the following conditions:

- Payment Frequency (Please tick): Weekly
- Number of Installments:
- Amount of:
- Start Payment Date (Day/Month): / /
- Final Payment Date (Day/Month): / /

**SECTION 5 – AUTHORITY**

I/we acknowledge the I/we have read and understood all terms and conditions as outlined in the Direct Debit Service Agreement. Please tick:

<table>
<thead>
<tr>
<th>Signature of Customer:</th>
<th>Date: / /20</th>
</tr>
</thead>
</table>

Credit ADF A/C: 24447 S16 KAN

OFFICE USE ONLY School Reference Code:
DIRECT DEBIT SERVICE AGREEMENT - SCHOOLS

1. DEBITING YOUR NOMINATED ACCOUNT

1.1. The Archdiocesan Development Fund (ADF), on behalf of your School, undertakes to debit your account on the nominated day each period as per the information provided. Please note the ADF will not issue billing advice to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated financial institution account.

1.2. When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the ADF on the next available Business Day. In the event that the due date for payment is the last day of the month and that the day is not a business day, the Debit will be processed by the ADF on the last business day of the month. If you are uncertain when the Debit will be processed to your account, please enquire directly with your Financial Institution.

1.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.

2. CHANGES BY US

2.1. The ADF will supply you through the School, in writing with 14 days notice if we change any of the terms of this Agreement or Direct Debit Request, including but not limited to:
   i) the direct debit amount
   ii) the direct debit date
   iii) the direct debit payment frequency.

2.2. In the event of any change in the charges for these goods/services, the ADF may alter the amount of your direct debit from the appropriate date in accordance with such change as advised by your School from time to time.

2.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.

3. CHANGES BY YOU

3.1. You may cancel, request deferment of, or alteration to your authority for us to debit the nominated account by advising your School in writing at least three (3) business days before the due date of the next debit. The School will then provide these details to the ADF for processing.

3.2. You can also temporarily suspend or cancel your direct debit arrangement by contacting your Financial Institution.

4. DISPUTES

4.1. If you believe there has been an error in debiting your account or you wish to dispute a transaction, you should notify your School in the first instance. The School will then provide this information to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.

4.2. Alternatively you can contact your Financial Institution who may lodge a claim on your behalf.

5. YOUR OBLIGATIONS

5.1. Direct Debiting is not available on all bank accounts. You will need to check with your Financial Institution if you are uncertain whether your account is suitable for direct debiting. Credit Cards and some passbook accounts are not suitable for Direct Debits.

5.2. You should check your account details against a recent statement from your Financial Institution to ensure their correctness. If uncertain, check with your Financial Institution before completing the Direct Debit Request.

5.3. It is your responsibility to ensure that there are sufficient cleared funds available in your nominated account to allow a debit payment to be made. If there are insufficient funds in your nominated account:
   i) The payment will be rejected and returned as unpaid to the ADF;
   ii) The School will be advised by the ADF of the rejected debit and they will contact you directly;
   iii) The School will debit any processing charges incurred by the ADF;
   iv) You may be charged a dishonour fee by your Financial Institution.

6. CONFIDENTIALITY

6.1. Details of Customer records and account details will be kept in confidence and accessed only for the purpose of processing the Direct Debit Request. Please note we may be required to provide information to your Financial Institution in the case of a query or claim of wrongful debit.

6.2. The ADF collects personal information directly from you for the purposes of providing the direct debit facility, including the processing of payments, transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with this service.

6.3. The ADF collects, holds, uses and discloses personal information about you. The ADF may disclose personal information about you to your School, agencies within the Archdiocese, and external third parties, including other financial institutions that assist the ADF in providing this service. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure.

6.4. Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001. Email: privacyofficer@bne.catholic.net.au, telephone 1800 7 3324 3579.

7. DEFINITIONS

Nominated Account means the account held at your financial institution from which we are authorised to debit funds.

Financial Institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

Business Day means a day other than a Saturday or a Sunday or a listed public holiday in Queensland.

Us, We Our means the Archdiocesan Development Fund (ADF).

You and Your means the customer(s) who signed the Direct Debit Request.

Your School and the School means the school that your direct debit request is set up through and where your payment is being made to.

ADF means the Archdiocesan Development Fund

ARCHDIOCESAN DEVELOPMENT FUND
Tel: 07 3324 3777 Fax: 07 3229 8062 GPO Box 282, Brisbane QLD 4001 Email: adf@bne.catholic.net.au
adf.brisbanecatholic.org.au
AUTHORITY FOR RECURRENT PAYMENT BY CREDIT CARD

SECTION 1 – CARD DETAILS (ALL DETAILS MUST BE SUPPLIED)

Type of Card (Please tick): [ ] VISA [ ] MASTERCARD
Cardholder Name (As appears on card):
Card Number: ____________________________ Expiry Date (dd/mm/yyyy): / / 
Please black out this section after loading.

SECTION 2 – DESCRIPTION OF GOODS/SERVICES (FOR EXAMPLE, SCHOOL FEES)


SECTION 3 – READY RECKONER

For assistance in calculating payment dates using the Ready Reckoner please refer to ADF website or follow the link https://adf.brisbanecatholic.org.au/ready-reckoner

SECTION 4 – PAYMENT DETAILS

Payment Frequency (Please tick): [ ] Fortnightly [ ] Monthly [ ] Once Only

No. of Payments: ____________________________ Start Payment Date (dd/mm/yyyy): / / 
Amount per debit: $ ____________________________ Final Payment Date (dd/mm/yyyy): / / 

SECTION 5 – AUTHORITY

I hereby authorise the Merchant to debit my Card Account with the amount and at the intervals specified above for goods/services as described. In the event of any change in the charges for these goods/services, I/we authorise _______________ to alter the amount from the appropriate date in accordance with such change from time to time.

This authority shall stand, in respect of the above specified Card and in respect of any Card issued to me in renewal or replacement thereof, until I notify the Merchant in writing of its cancellation.

Cardholder’s Signature: ____________________________ Date: / / 

PLEASE NOTE: Form to be retained for your records. Do not forward to ADF.

OFFICE USE ONLY Reference: ____________________________

ARCHDIOCESAN DEVELOPMENT FUND
Tel: 07 3324 3777 Fax: 07 3329 8062 GPO Box 282, Brisbane QLD 4001 Email: adf@bne.catholic.net.au
adf.brisbanecatholic.org.au