Business Office Handbook 2016

Issued: October 2015
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CONTRACT OF ENROLMENT

The copy of the Contract of Enrolment (Version 2014/10.1) on the following pages contains the current Conditions of Enrolment and supersedes the conditions in the Contract signed at the commencement of your child/children’s studies at the College.

This update is brought to your attention and is in line with the advice in Paragraph 44 of the Contract – ‘that it may be amended from time to time’. Please refer to College Website for latest version.
CONTRACT of ENROLMENT

The parties are:

Parent/Guardian

and

Citipointe Christian College
The Christian Outreach College Brisbane

By choosing to accept the offer of a place in the College for your student, you the parents commit, under this Contract of Enrolment, to work with the College in a supportive, positive relationship conducive to the best interests of the children and the College. Please read the contractual conditions carefully.

I/We agree to the following conditions:

MATTERS OF FAITH
1. I/We accept that the College is a faith-based school. I/We understand that the College is founded on the basis of Biblical Christian values with the Bible as the inerrant word of God.

2. I/We confirm that I am/we are seeking a Biblical Christian education for the student and will support the College in its faith endeavours and accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the College.

ACADEMIC ATTAINMENT
3. The College does not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual talents of the student and the student's willingness to work for their own education. We will act in the best interests of the student and student body generally. This may mean we do not always act in accordance with the parents' requests.

4. It is the expectation of the College that parents will be responsive to the informed educational recommendations of the school in regard to the student's educational progress.

COLLEGE CORE VALUES
5. The 5 core values of Citipointe Christian College are Uncompromising Christian values, High quality education, Academic rigour, College pride and Caring environment. Students and parents agree to uphold the core values of the College and not to bring the College into disrepute.

RELATIONSHIP
6. I/We agree to:
   • work in partnership with the school in support of College policies and expectations that are available to us either in hard copy (e.g. parents handbooks, students handbooks, business handbooks and other publications) as well as on the College website;
   • support and comply with published College policies and expectations, in the best interests of our student and the other students;
   • encourage the student to uphold College policies and expectations;
   • accept that any failure by us or our student in this commitment may lead to serious enrolment consequences;
   • accept that we are liable to indemnify the College for any damage that may arise from such breach, including any arising from wilful defiant behaviour of the student or refusal to follow reasonable directions;
   • accept that the policies and rules may need to change from time to time in line with the best interests of staff and students.
• It is expected that, except in exceptional circumstances, the student will live in the care and control of the parents/guardians while enrolled at the College.

7. I/we accept that the College is obliged under law and ethos to act in the best interests of the individual student and the student body generally. Although the College values consultation with parents and guardians, this may mean that the College may not always act in accordance with parent/guardians preferences and requests.

**UNIFORM**

8. I/we support the College uniform policy, and accept that the student must present appropriately and must wear the correct College uniform as a proud student of the College and to implement the College motto: “I press towards the goal in all aspects of College life”.

**DISCIPLINE**

9. I/we accept that the Headmaster (or by delegation the Head of School) has authority to:

• apply whatever reasonable disciplinary measure is deemed necessary in relation to the conduct of the student both inside and outside the College precincts;
• require the removal of the student for any cause judged by the Head to be sufficient;
• discipline any students should they, at any time, bring the College into disrepute, including through the misuse of social media and other technologies.

10. Disciplines may range from classroom disciplines to expulsion and will include mandatory reporting of behaviours to State Authorities, Police and Department of Communities (where matters of child harm are involved).

11. Where discipline may involve suspension or expulsion of the Student, the Headmaster or Head of School (or Delegate) will not expel or suspend the student until the allegations of misconduct have been put to the student and the student has been allowed an adequate opportunity to respond.

12. The College may search lockers, bags and property, including electronic devices in the possession of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may therefore confiscate forbidden or dangerous property.

13. The College reserves the right to exclude any person, irrespective of whether they are a parent or not, from entering on or remaining on College property or participating in College activities, where the College reasonably believes it is in the best interests of the student or the College that the person be excluded.

**DISCLOSURE OF INFORMATION**

14. I/we have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:

• Full and frank disclosure of the student’s previous education or interrupted education, disabilities and learning difficulties
• Behaviour issues
• Medical condition and safety issues
• Court orders and parenting arrangements

15. I/we accept where the College needs to make adjustments to support a student’s learning, the College has the prerogative to include the student’s details in the government’s data collection relating to students with special needs (“disability”)

16. During the course of the student’s enrolment, I/we acknowledge that the process of identifying, diagnosing and verifying of student’s special needs (“disability”) is the mutual responsibility of the parent/guardian and College.

17. I/we accept that failure to disclose all relevant information may result in cancellation of an enrolment.
18. We accept that we have an obligation to keep the school informed of any changes that may affect the student’s life at the College, including:

- changes to family circumstances (eg separation or divorce);
- changes to the address or addresses or contact details of the parents/guardians;
- changes to emergency contacts;
- any court orders, including Family Court orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one parent or other person has with the student.

19. Changes in marital circumstances can cause confusion for the College when dealing with parents or guardians. The College will presume that, at all times, parents (including step-parents) are entitled to participate in College activities (whether or not those activities involve the student).

20. However, if there is a Court Order or other agreement which specifically alters or prevents a person/parent from spending time with, communicating with or otherwise having contact with the student, that Order must be provided to the College. The obligation of providing such a Court Order lies with parents.

21. Despite the College being provided with copies of any such orders, the College does not assume responsibility for the parents complying with those orders.

COMMUNICATION

22. The College will provide information about the student to the parents/parties signing this contract of enrolment, residing at one address. You may request or approve other arrangements relating to the provision of information about the student by giving written notice to us, and paying any additional fees that may be required. We will provide such information to natural birth parents on request unless reasonable justification (Court Order) is provided for doing otherwise.

23. Where the College seeks to communicate with the entire College community or with identifiable sections of the College community, we may communicate through mail, any electronic medium (e.g. College website, SMS) or via our regular newsletter.

FEES/LEVIES PAYMENT

24. At the time of application, a non-refundable Application Fee is payable.

25. At the time of acceptance, a non-refundable Acceptance Fee is payable.

26. We understand that under this contract both parents/guardians are jointly and severally liable for payment of College fees and levies. The College relies on the payment of fees to fund its educational services to students.

27. Parents who have difficulty in paying fees must inform the College Business Manager as soon as possible to discuss options.

28. The following guidelines and rules apply:

- the College determines the fees for each year before the commencement of the year to which the fees relate;
- fees must be paid in advance of the term to which they apply;
- if fees are not paid by the due date for payment, interest may be charged on the fees from the due date for payment until they are paid;
- non-payment of monies owing will also entitle the College to cancel this contract of enrolment and terminate your student’s enrolment;
- any fees or monies outstanding will remain the liability of both parents or guardians, jointly and severally;
- should unpaid or overdue fees be referred externally for debt collection, parents/guardians will be liable for the costs of such fee collection;
- if fees for a year are increased by more than 10% of the fees payable for the preceding year, parents/guardians may terminate this contract of enrolment without penalty and by notice in writing to us within fourteen (14) days of the date on which we notify you of the increase.

Christian Outreach Centre trading as Citipointe Christian College The Christian Outreach College Brisbane and Citipointe Christian College International CRICOS Provider Code: 00996F
LEAVING THE COLLEGE
29. Written notice of a student leaving should be provided to the Head of College at the earliest opportunity,

30. I/We acknowledge that if I/ we do not provide the College with 8 tuition weeks’ notice, we may be required to pay 8 weeks tuition fees. The College commits resources on the basis of confirmed and continuing enrolments and will most likely suffer loss from early termination. The College may have difficulty filling the student’s position at short notice.

In the event of cancellation of enrolment by the College, fees are payable for the whole of the term in which the student’s enrolment is cancelled.

The condition of 8 tuition week notice would not apply if this contract of enrolment is terminated for a breach by the College, or if 14 days notification of withdrawal is received following an annual increase in tuition fees greater than 10%.

REFUND POLICY
31. Refunds, if applicable, will be calculated using school tuition weeks remaining in the year. An adjustment will be applied to take into account failure to provide sufficient notice of withdrawal.

TERMINATION
32. The College may terminate this contract when:
   • the student is excluded or enrolment cancelled;
   • mutual trust and the condition that both we and you work in partnership and co-operation in the best interests of the College breaks down;
   • there is a breach of contract by parents/guardians (including non-payment of fees and failure to support the faith or ethos of the College);
   • there is a failure of the student to attend College on a regular basis.

33. Parents/Guardians may terminate when:
   • written notice is provided to the College;
   • they consider the College is not providing the educational experience or opportunities they contracted for;
   • they fail to, or are unwilling to pay fees or to honour payment options entered into.

It is expected that termination by either party would follow only after communications and efforts to remedy the issues of concern.

PARTICIPATION
34. Students are required to participate in all College activities unless reasonable excuse is provided.

35. Parents/Guardians agree to make every effort to ensure that the Student will not be absent (including lateness) from the College without leave of absence being granted by the College and that the term dates, as advertised by the College will be strictly adhered to.

36. Students absent from College without leave being granted may forfeit any credit for assessments missed during their absence. The College office should be advised before 9:30 am on any day of absence and a note sent to the College on the student’s return to school.

EMERGENCIES
37. In the event of any medical or other emergency arising, in which the College considers it impossible or impractical to communicate with the parents/guardians of the student or any other nominated emergency contacts, I/We authorise the staff responsible to act as they may think necessary or expedient. I/We accept that the College will have no liability for its reasonable actions.

38. The College will take all reasonable care of the student but will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our child including attention provided at the College Health Bay.
IDENTIFICATION OF STUDENTS
39. I/We consent to the student being identified (photographed/videoed and/or named) in College-related publications, including the College Annual/Year Book, Newsletters and celebrations of achievement.

YES ☐  NO ☐

40. A separate consent will be sought from parents if a student is asked to be identified for promotional or marketing purposes.

PRIVACY
41. The College is bound by the Australian Privacy Principles and collects personal information about students at the school, their parents and people who care for them. The primary purpose of collecting the information is to enable the College to use the information for all actions connected with educating our students.

42. The College may engage a third party service provider for storage of data (example: Microsoft Cloud). These third party servers may be located outside of Australia. Due diligence will be exercised in the process to identify and engage providers who are reputable to provide secure facilities. The College will endeavor to ensure that information is held securely with these providers.

43. The Privacy Policy may be viewed on the College website. A hard copy of the Privacy Policy will be provided to anyone who requests it.

GENERAL
44. This contract of enrolment is governed by the law of Queensland and represents the entire agreement between the Parents/Guardians and the College relating to the student’s enrolment. Any warranty, representation, guarantee or other term or condition not contained in this contract is of no force or effect.

45. This contract (as amended from time to time) will be binding and remain in force for the duration of the student’s enrolment at the College.

<table>
<thead>
<tr>
<th>Name of student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father/Guardian’s signature:</td>
</tr>
<tr>
<td>Mother/Guardian’s signature:</td>
</tr>
<tr>
<td>Signature of Headmaster (or delegate):</td>
</tr>
</tbody>
</table>

(Version 2014/10.1)
NOTICE OF STUDENTS WITHDRAWING

The College anticipates that students in Years P-11 will continue their studies at the College the following term/year, unless we receive notice in writing that they will be leaving.

Please return this form to Grace House, or notify by email to suem@brisbane.coc.edu.au

Not returning

STUDENT NAME: ________________________ YEAR/CLASS: ________

STUDENT NAME: ________________________ YEAR/CLASS: ________

STUDENT NAME: ________________________ YEAR/CLASS: ________

STUDENT NAME: ________________________ YEAR/CLASS: ________

The reason for leaving is

..........................................................................................................................

The name of the new school is

..........................................................................................................................

If you are unsure as to whether your child will be returning to CCC next year, please contact the Registrar on 3347 5864.

Please note: The College requires 8 tuition weeks’ notice of withdrawal, otherwise fees may be charged to your account.

PARENT’S SIGNATURE ____________________________ / /

Mrs Sue Moore
REGISTRAR
1. The College is bound by the Australian Privacy Principles and collects personal information about students at the school, their parents and people who care for them. The primary purpose of collecting the information is to enable the College to use the information for all actions connected with educating our students.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the church, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities, photographs and video material and other news is published in College newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.

9. The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the College in fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and College Directory. If you do not agree to this you must advise us now.

11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

12. The College may engage a third party service provider for storage of data (example: Microsoft Cloud). These third party servers may be located outside of Australia. Due diligence will be exercised in the process to identify and engage providers who are reputable to provide secure facilities. The College will endeavour to ensure that information is held securely with these providers.
CREDIT POLICY

1 Introduction
This policy updates and replaces previously published Credit Policies; authorised from January 2010.

2 Level of set fees and charges
An Application Fee of $110.00 (non refundable) applies for all mainstream College applications. The acceptance fee for new students is $200 (non refundable) per student. This payment is to be forwarded to the College with the signed Contract of Enrolment agreement sent with the acceptance letter.

School fees are set annually by the College Board, appointed by the Committee of Management of Citipointe Church Brisbane. Fees for each year are announced around November for the following year.

The schedule of fees is available at any time from the College Office (Grace House).

3 Issuing of fee accounts
The College will issue one annual account at the start of the year for tuition and bus fees. The first statement of account is issued at the beginning of January and then monthly statement issued throughout the year.

4 Payment of fees
STRICTLY: All school fees are payable in advance in line with the payment terms and method selected separately for 2016, using the enclosed form (refer to list on page 16)

5 Action on overdue accounts
5.1 The College Board has determined that the school will not be able to continue to educate students whose fees are unpaid, except where special arrangements for payment have been made in writing.

5.2 The Business Manager will report monthly to the Headmaster on all overdue accounts.

5.3 If the school fees remain unpaid and no special arrangements have been made, the student's enrolment will be cancelled and appropriate debt recovery action commenced.

6 Arrangements for deferred payments
The Business Manager may be approached by parent(s)/guardian(s) of students if the school fees cannot be met by the due date for payment. These requests will be treated on a case by case basis according to the procedure outlined below. It is the policy of the College Board that this procedure be followed, and the Headmaster does not have authority to deviate from this procedure without the express consent of the College Board.

6.1 The initial request by the parent(s)/guardian(s) can be made in writing to the Business Manager.

6.2 The Business Manager may issue a form to the parent(s)/guardian(s), which must be completed by them and signed. The form will require the reason why the request for alternative payment arrangements has been made to be stated, and may require a statement of the parent(s)/guardian(s) financial affairs.

6.3 The form will be returned to the Business Manager who will discuss the request with the Headmaster. The Business Manager (or the Business Manager's representative) will notify the parent(s)/guardian(s) of the decision whether or not to allow alternative payment method.
6.4 It is entirely within the discretion of the Headmaster as to what arrangement will be made (if any) and those arrangements may include
   6.4.1 instalment payments
   6.4.2 deferral for a period of time

6.5 As is the case for unpaid accounts, the Business Office shall maintain a file and keep the Headmaster informed as and when required by the Headmaster of the progress of payment of school fees under the alternative scheme allowed by the Headmaster.

6.6 If the situation facing the parent(s)/guardian(s) changes such that they are able to meet the normal requirements of the College in relation to the payment of school fees, then the parent(s)/guardian(s) must inform the College of the change in their situation.

7 Fee concessions

7.1 Fee concessions for parent(s)/guardian(s) who have more than one child at the school are published on the Schedule of Fees.
7.2 The Headmaster has discretion to grant a fee concession to parent(s)/guardian(s) at any time on a financial needs basis, provided the procedure outlined in paragraph 6 above is followed.

8 Change in the relationship between parent(s)/guardian(s)

Parent(s)/guardian(s) must inform the Headmaster in writing if there is a change in their relationship with each other since signing the application form (eg. divorce or separation). Unless otherwise directed, the signatories on the original Conditions of Enrolment will be jointly and severally liable for the payment of fees. All information given will be treated in confidence.

9 Withdrawal of Students from the College

Eight (8) Tuition weeks notice in writing must be given when withdrawing a student from the College otherwise eight (8) weeks tuition will be charged. If notice of less than eight (8) tuition weeks is given then a charge will be applied for the difference between the notice period given and the eight (8) weeks required e.g. five (5) weeks notice would result in a three (3) weeks tuition charge.

10 Withdrawal of Students from College Bus

Four (4) weeks notice in writing must be given when withdrawing a student from the Bus otherwise one (1) weeks fees will be charged.

11 Refund Policy

Refunds, if applicable, will be calculated using school tuition weeks remaining in the year on the final day of the week in which the student last attends class. An adjustment will then be applied to take into account penalties applying to insufficient notice of withdrawal.
Schedule of Fees for Domestic Students

In 2016 the College’s Schedule of Fees will continue to be an all-inclusive tuition fee.

The tuition fee quoted, in the vast majority of cases, will be the ONLY payment required, and this can be paid annually, by term, or monthly etc. through all the usual methods of payment. No refunds can be made for events not attended.

No additional levies will be charged for
- day excursions
- weekly sport
- year level camps
- secondary curriculum camps
- examination fees charged by government
- academic competition fees

Items that will continue to be charged separately, that is, items outside the all-inclusive fee include
- certain extra-curricular sports and activities
- tutoring through Citipointe Christian College Academy (not to be confused with the College’s Academy of Arts)
- International travel under the International Student Outreach Programme
- Musical instrument hiring

NB: These services may not be available for billing if your fee account is not up to date.

Text Books and Stationery

- Stationery items are not included in the tuition fees, and parents purchase these separately.
- Parents are not required to purchase secondary text books due to the College’s text book hire scheme

TUITION FEES 2016

<table>
<thead>
<tr>
<th>Tuition Fees</th>
<th>Preparatory to Year 3</th>
<th>Years 4-6</th>
<th>Year 7</th>
<th>Years 8-9</th>
<th>Year 10-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$6915</td>
<td>$6915</td>
<td>$8375</td>
<td>$8985</td>
<td>$9810</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Fee rises are usually kept within the range 5 - 10%

The College operates its own bus service and the fee is for a place on the bus:

2016 Transportation to and from school

<table>
<thead>
<tr>
<th>1 child</th>
<th>2 children</th>
<th>3 children</th>
<th>4 children</th>
<th>5 children</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 2735 per year</td>
<td>$ 3715 per year</td>
<td>$ 4045 per year</td>
<td>$ 4175 per year</td>
<td>$ 4300 per year</td>
</tr>
</tbody>
</table>

If one-way transport is required, the cost will be 50% of the above fee, subject to availability.
BILLING POLICY 2016

The College will issue one invoice per year in January for the 2016 tuition and bus fees (or within 14 days where a student commences during the year).

A statement of account will be sent each month to show balances outstanding, including any new charges for Academy Tutoring etc. that may be added throughout the month, less any payments that have been received.

Payment of fees will be based on your preferred arrangements as selected.

Issuing of Accounts

The College issues one invoice for tuition fees in January. Discounts for lump sum payments in advance paid by the due dates will still apply.

- 5% discount on the full year’s tuition and bus fees only, if paid in advance by Friday 5 February 2016 (Please self-assess and pay the reduced amount and your account will be adjusted accordingly)

- $25 discount per term per fee paying student on the full term’s tuition and bus fees only if paid in advance by:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>(Please deduct term discount of $25 from your payment and your account will be adjusted accordingly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 27 January 2016</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 11 April 2016</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 18 July 2016</td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 10 October 2016</td>
<td></td>
</tr>
</tbody>
</table>

Discounts or bursaries

- Sibling discount off tuition fees only

<table>
<thead>
<tr>
<th>Child</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>12%</td>
</tr>
<tr>
<td>3rd</td>
<td>26%</td>
</tr>
<tr>
<td>4th</td>
<td>100%</td>
</tr>
</tbody>
</table>

- Concessional Discount Bursaries
  (On application only, for parents experiencing genuine hardship and to be completed each year prior to school commencing. For further information, contact the Business Office.)

Goods and Services Tax (GST)

All fees and other charges quoted are exclusive of GST. Generally, tuition fees are exempt; however, a proportion of some levies and charges may attract GST at the rate of 10%.
Selection of Payment Method

Please complete the School Easy Pay Parent Registration forms on the following pages if you are a new parent to the College for 2016 or you are a current parent and would like to take advantage of the School Easy Pay Direct Debit option. When completed, these forms should be returned to the Business Office by 27 November 2015

Due to the issuing of only one invoice for 2016 College tuition and bus fees, the following are options for payment arrangements.

Frequency of Payment

- Annually – full fees per invoice less 5% discount paid on or before before Friday 5 February 2016
- Term in Advance – one quarter of annual invoice less $25 discount per fee paying student paid on or before commencement of first day of term
- Fortnightly – payments – Jan – Oct 2016 (Fridays only)
- Weekly – payments – Jan – Oct 2016 (Thursdays only)
- Other – must be approved by the Business Manager in writing before the commencement of the school year – please attach your application in writing advising in detail your proposed payment terms to pay the 2016 including approximate dates and amounts with reasons why you cannot agree to one of the above payment schedules

Method of Payment

- Cash – payments at Business Office only
- Cheque – payment at ☐ Business Office or ☐ by post
- EFTPOS – payment at Business Office only
- Bpay – actioned by you (using Bpay & Customer Ref No from the invoice/statement)
- Direct Debit – actioned by the College (via School Easy Pay) as per details on the attached direct debit request form
- Credit Card (Visa/Mastercard only) - actioned by the College (via School Easy Pay) as per details on the attached direct debit request form
- Credit Card (Visa/Mastercard only) - actioned by you at ☐ Business Office or ☐ by phone
- Direct Credit – actioned by you (using Account Code & bank details from the invoice/statement)
## DIRECT DEBIT INFORMATION

### Parent Set Up Form

**PARENT/GUARDIAN DETAILS**

*Please fill in all fields and complete in CAPITALS.*

<table>
<thead>
<tr>
<th>Parent Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Family ID</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
</tbody>
</table>

**Preferred Contact**

- [ ] Email
- [ ] Mobile
- [ ] Home

### TUTION INSTALMENT FREQUENCY (Please choose one of the following)

Choose a selection from option A or option B - Your selection continues every year unless updated by you.

**Option A:** Payments are processed on specified dates or next working day.

- [ ] Full Year Fees Process on **5th February 2016**
- [ ] Terms Fees: Process on **the first day of each Term**
- [ ] Monthly Fees: Last working day of each month **commencing January through to October**

**Option B:** Please debit $________ every:

- [ ] Week: **Thursday - commencing January through to October**
- [ ] Fortnight: **Friday - commencing January through to October**
- [ ] Month: **Last working day of each month commencing January through to October**

### CARD OR BANK DETAILS:

**Credit / Debit Card** Earn reward points— and utilise interest free days#

<table>
<thead>
<tr>
<th>Card Details</th>
<th>Expiry Date:</th>
<th>Name on Card:</th>
</tr>
</thead>
</table>

**Bank Account**

<table>
<thead>
<tr>
<th>BSB:</th>
<th>Account Number:</th>
</tr>
</thead>
</table>

**Account Holder Name:**

### SIGNATURE:

5. **Account Holder Declaration:**

I/we hereby register with School EasyPay ("SEP") and authorise the College ("College") and SEP to process payments from the bank or card account nominated above in accordance with the Statements provided by the College, this Parent Set Up form (PSF) and the School EasyPay Terms & Conditions (SEPTC) which are available from the College, on www.schooleasypay.com.au or by emailing info@schooleasypay.com.au. By signing this PSF, I confirm the information above is true and correct, that I have read and understood the PSF and SEPTC, that I agree to be bound by the PSF and the PSF and SEPTC and that I agree that henceforth I am required to maintain at all times an appropriate Direct Debit Authority with the College authorising the College to initiate the direct debit of School fees and other charges payable. I understand that this arrangement will remain in place until such time as it is cancelled by me in writing, or by the College or by SEP. I understand and agree that all payment related queries or disputes should be resolved with the College.

**Account Holder Signature (Are 2 signatures required?)**

| X | Date: | X |

### SUBMIT COMPLETED FORM BY:

- **Scan & Email:** accounts@brisbane.coc.edu.au
- **In Person/Mail:** To the Business Office
- **Fax:** (07) 3347 5900
- **Mail:** 322 Wecker Road, Carindale QLD 4152
## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Zenith Payments Pty Ltd t/a School EasyPay (User ID: 428563) ABN 49 002 693 656. 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.
- **College** means the college or school payments are forwarded to.
- **debtor day** means the day that payment by you to us is due.
- **debtor payment** means a particular transaction where a debtor is made.
- **direct debit request** means the Direct Debit Request between us and you.
- **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

1.3 If the debtor 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 You 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 your school or us with at least 3 days notification by writing to:

- School EasyPay, Reply Paid 79683, Balmain, NSW 2041
- or by telephoning us on 02 93523117 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 02 93523117 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:

   School EasyPay, Reply Paid 79683 Balmain, NSW 2041

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.
Pay School Fees The Easy Way
Spread fees into easy weekly, fortnightly or monthly payments.

- **Makes your personal budgeting easier:**
  Spread your fees over the payment frequency that best suit you.

- **Earn reward points:**
  Earn credit card reward points on one of your largest expenses.

- **Utilise interest free days:**
  Up to 55 days interest free with many credit cards.

- **Save time with automatic monthly payments:**
  Pay school fees automatically, as you may pay other bills now.

- **Use your credit card, debit card or bank account:**

- **Email payment confirmations:**
  Be informed every time a payment is made.

- **No cost:**
  There are NO processing fees to you.

- **Easy:**
  Only one form to complete until graduation – no longer required yearly.

---

Start benefiting now: complete
FROM THE DEVELOPMENT OFFICE
CITIPOINTE CHRISTIAN COLLEGE

The Development Office was established to support the College in fundraising and philanthropic giving by the College community, develop business contacts and Corporate Business Alliances with the College and to build community relations through the many networks associated with Citipointe Christian College.

Tax Deductible Funds

Voluntary Building Fund (VBF)

This fund is one of the avenues for parent support of the School's building program. These funds support areas of our capital works program that are not covered under the normal College budget. Citipointe Christian College is able to provide a 100% tax-deductible receipt for VBF donations. A voluntary donation of $200 per family/ per year is invited.

Over many years the College has received generous support through philanthropic donations from families and has therefore been able to support the College building program contributing to the many facilities throughout the College.

Annual Giving Appeal

The Annual Giving program, as the name implies, is conducted once a year (generally before June 30), and seeks financial support in the form of gifts to specific building projects. Every gift, no matter the size, makes a difference. The size of the gift is not as important as the fact that you choose to participate.

Scholarship Fund

The Scholarship Fund is a public fund established for charitable purposes to provide money for eligible scholarships, bursaries and prizes.

The scholarships bursaries and prizes will be:-

a) Awarded to Australian citizens or permanent residents only
b) Open to individuals or groups of individuals throughout Australia, a state, territory or region of at least 200,000 people.

c) For the purposes of promoting the recipients education
   • In approved Australian education courses
   • At educational institutions overseas to study as a component of an approved Australian course
   • Awarded on merit or for reasons of equity

Library Fund

The School Library fund is for purchase of books and other library resources such as DVDs & CDs.
The role of the Development Office is to:

- Engage & build relationships with the College community (parents, staff, alumni, sponsors & suppliers, friends of Citipointe)
- Encourage the community to make donations through our Annual Giving Program or through the Voluntary Building Fund (VBF), both of which are tax deductible funds
- Encourage major philanthropic gifts towards the Citipointe Christian College Strategic Plan
- Raise income through advertising within the Business Directory, Our Citipointe magazine and the Review magazine
- Support the business networking of the Citipointe Christian College community
- Obtain sponsorship to support major fundraising activities
- Maintain a register of sponsors associated with College activities
- Encourage communications through a coordinated and collaborative approach within the College community
- Provide community support through community events
- Weekly social networking opportunities
- Reunion support to our growing Alumni
- Maintain Alumni relationships through our online communication tool
- Support Major Events and activities
- Apply for Grant funding and liaise with businesses to gain Corporate Alliances for the Citipointe Christian College community
- Support the Parent Connect fundraising events and communication pathways in the College

Business advertising in the College publications is available:

- Our Citipointe printed three times a year distributed to current families
- eNews emailed once a month to current families
- Review (alumni magazine) distributed to alumni and current families
- Online Business Directory. Apply online to be a part of the business network http://brisbane.coc.edu.au/community/business-network/

Please contact the Development Office if you would like to discuss any of the above

Email: devoffice@brisbane.coc.edu.au or Phone: 3347 5899
VOLUNTARY BUILDING FUND
Return to the Business Office at CITIPOINTE CHRISTIAN COLLEGE
322 Wecker Road Carindale Qld 4122
or
Please Fax to 07 3347 5900

Herewith our VBF donation of $......................payment by:

- ☐ Cheque for $.............................. enclosed.
- ☐ Online Giving to www.brisbane.coc.edu.au/site/community/Give.asp
- ☐ Credit Card Please debit my Visa / MasterCard

(Tick Method)

<table>
<thead>
<tr>
<th>Number on card:</th>
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</thead>
<tbody>
<tr>
<td>Expiry date:</td>
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<tr>
<td>Name on card:</td>
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<tr>
<td>Signature:</td>
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</tr>
</tbody>
</table>

Name required on receipt.............................................................................................

Address ............................................................................................................................

Email ...............................................................................................................................

Students Name & Year ......................................................................................................

School Account Code ... ........................................... (refer to College fee statement)

Thank you
COLLEGE STORE OPENING HOURS

Back to School 2016

The College Store will be opening on 11th January for our Back to School trading. Please park on Wecker Rd. The store will have one register catering for EFTPOS purchases while the other will be CASH ONLY and backorder only collections.

11th-22nd January (Monday-Friday) 8:00am – 5:00pm
College Uniform Store, Wecker Road

Usual term time trading hours will commence on the 25th January 2016.

Mon, Tues, Wed, Fri 8:00am – 3:30pm
Thurs 9:30am – 5:30pm
Closed Daily 12:00 – 12:30pm

Uniform Fitout for New Students 2016

It is requested that all new Students entering the College for 2016 and current Year 6 students graduating to Year 7 in 2016 have their uniform fit out during Term 4 2015. To facilitate this, please phone the College Uniform Store on 33475921 (during the hours mentioned above) to make an appointment.

Fitting by appointment during Term 4 will help alleviate long queues and waiting times during trading prior to school commencing in 2016.

All Homework/Unit Workbooks etc for 2016 are also currently in stock

*Payment Options: Cash, Cheque, Eftpos, Credit Card (NOTE: Amex and Diners are not accepted). You can also place orders via fax or over the phone with your credit card.

*Lay-bys are available. They must be paid in full by the end of the semester in which the purchase is initiated.

Returns & Exchanges will not be accepted without the receipt. There are no exchanges or returns on second hand items.

Prices are subject to change without notice throughout the year. Please check the College’s website www.brisbane.coc.edu.au for a pricelist.
CITIPOINTE CHRISTIAN COLLEGE
PRIMARY UNIFORM LIST 2016

(All items listed are compulsory unless specified otherwise)
Prices current as from 20 October 2015
Prices are subject to change throughout the year without prior notice.

<table>
<thead>
<tr>
<th>DAY UNIFORM - GIRLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Girls Summer Dress</td>
<td>Size 4-18</td>
</tr>
<tr>
<td>Summer Socks</td>
<td>Navy/P Blue stripe Quarter Crew Sock</td>
</tr>
<tr>
<td>Bike Pants</td>
<td>Navy Cotton / Lycra (compulsory all Primary girls)</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
</tr>
<tr>
<td><strong>Winter - Terms 2 &amp; 3</strong></td>
<td></td>
</tr>
<tr>
<td>Pullover</td>
<td>Wool/Nylon Blend or Cotton Blend – Navy Sizes 4 - 8</td>
</tr>
<tr>
<td></td>
<td>10-14</td>
</tr>
<tr>
<td></td>
<td>16-20</td>
</tr>
<tr>
<td>Winter Long Socks</td>
<td>Navy</td>
</tr>
</tbody>
</table>

| **Winter - Optional** |  |
| Tights               | Dark Navy Cotton Lycra (optional for winter) all sizes | 14.00  |
| Scarf                | Dark Navy Cotton Lycra (optional for winter) | 18.00  |
| Navy Glove           | Navy Acrylic / Polyester Blend | 8.50  |
| Unisex Vest          | Size 4 – 8 – Wool knit | 63.00  |
|                      | Size 10 – 14 – Wool knit | 63.00  |

<table>
<thead>
<tr>
<th>DAY UNIFORM - BOYS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Boys S/Sleeve Shirt</td>
<td>Poly / Cotton Chambray/Pale Blue Fly Front Size 4 – 20</td>
</tr>
<tr>
<td>Shorts</td>
<td>Ink Blue Poly/Viscose/Navy Size 4-16</td>
</tr>
<tr>
<td>Academic Socks</td>
<td>Ink Blue Cotton/Nylon Lycra Crew length College Stripes</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
</tr>
<tr>
<td><strong>Winter Terms 2 &amp; 3</strong></td>
<td></td>
</tr>
<tr>
<td>Trousers</td>
<td>Ink Blue Poly/Viscose Sizes 4 – 10J</td>
</tr>
<tr>
<td></td>
<td>Ink Blue Poly/Viscose Sizes 12 – 16Y</td>
</tr>
<tr>
<td>Pullover</td>
<td>Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 4 - 8</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 10-14</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 16-20</td>
</tr>
<tr>
<td>Unisex Vest</td>
<td>Size 4-8 – Wool knit</td>
</tr>
<tr>
<td></td>
<td>Size 10-14J – Wool knit</td>
</tr>
</tbody>
</table>

| **Winter – Optional** |  |
| Scarf                | Navy | 18.00  |
| Navy Glove           | Navy Acrylic / Polyester Blend | 8.50  |
| Unisex Vest          | Size 4 – 8 – Wool knit | 63.00  |
|                      | Size 10 – 14 – Wool knit | 63.00  |
### SPORTS UNIFORM - GIRLS AND BOY

<table>
<thead>
<tr>
<th>Season</th>
<th>Item</th>
<th>Color/Brand</th>
<th>Size/Option</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td>Polo</td>
<td>Cotton Back Polyester/ Ink Blue</td>
<td>Size 4 - 14</td>
<td>$46.20</td>
</tr>
<tr>
<td></td>
<td>Micro Shorts</td>
<td>Ink Blue 100% Microfibre</td>
<td>4 - 10</td>
<td>$35.00</td>
</tr>
<tr>
<td></td>
<td>Bike Pants</td>
<td>Cotton / Lycra Girls (optional)</td>
<td>14-16</td>
<td>$38.00</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Sports White Cotton/Nylon Lycra</td>
<td>College Stripe</td>
<td>$10.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Football / Soccer</td>
<td></td>
<td>$12.00</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td>Track Top</td>
<td>Microfibre / Ink Blue / Pale Blue / Gold</td>
<td>4 - 14</td>
<td>$60.90</td>
</tr>
<tr>
<td></td>
<td>Track Pants</td>
<td>Microfibre/ Ink Blue / Pale Blue Piping</td>
<td>Size 4 - 14</td>
<td>$44.10</td>
</tr>
<tr>
<td></td>
<td>Polar Fleece Vest</td>
<td>Polyester / Navy / Pale Blue</td>
<td>Size 6 - 14</td>
<td>$56.00</td>
</tr>
<tr>
<td></td>
<td>Beanie</td>
<td>Dark Navy Polar Fleece / Pale Blue Polar Fleece</td>
<td></td>
<td>$22.00</td>
</tr>
</tbody>
</table>

### ACCESSORIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Size/Option</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bags</td>
<td>Lite Pak – Extra Small/Small</td>
<td>$56.00</td>
</tr>
<tr>
<td></td>
<td>Lite Pak – Medium</td>
<td>$59.00</td>
</tr>
<tr>
<td></td>
<td>Lite Pak - Large</td>
<td>$62.00</td>
</tr>
<tr>
<td>Chiropractic Bags</td>
<td>Medium</td>
<td>$82.00</td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td>$86.00</td>
</tr>
<tr>
<td></td>
<td>Extra Large</td>
<td>$94.00</td>
</tr>
<tr>
<td>Homework Bag</td>
<td>Prep – 6 (compulsory)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Chair Bag</td>
<td>Grades 3 – 6</td>
<td>$12.00</td>
</tr>
<tr>
<td>Reading Bag</td>
<td>Grades Prep – 3</td>
<td>$12.00</td>
</tr>
<tr>
<td>Library Bag</td>
<td>Waterproof with draw string</td>
<td>$14.00</td>
</tr>
<tr>
<td>Scientific Calculator</td>
<td>Texas Instruments TI-30XB Grades 6 – 12 (includes engraving)</td>
<td>$26.50</td>
</tr>
<tr>
<td>Art Smock</td>
<td>Grade 1 (waterproof)</td>
<td>$17.50</td>
</tr>
<tr>
<td>Yamaha Recorders</td>
<td>Grade 4</td>
<td>$15.00</td>
</tr>
<tr>
<td>Charts</td>
<td>Alphabet, Married Phonograms, Speller Helper – Vowels &amp; Consonants</td>
<td>$2.00 ea</td>
</tr>
</tbody>
</table>

For larger sizes please refer to Secondary Uniform price list

**SPECIAL ORDER SIZES - 6 – 8 WEEK NOTICE REQUIRED FOR ORDERING**

ACCESSORIES PURCHASED THROUGH COLLEGE STORE

**OPENING HOURS (During School Term 1 - 4 in 2016)**

- **Mon, Tues, Wed, Fri**: 8:00am – 3:30pm
- **Thursday**: 9:30am – 5:30pm
- **Closed Daily**: 12:00 – 12:30pm

* Prices subject to change without prior notification
* Lay-bys are available except on second-hand goods*
* Card Facilities available (except Amex & Diners Cards)
* No returns on second-hand goods. So please choose carefully
* Exchanges or refunds will not be processed without the original receipts

*Parents of NEW STUDENTS – Phone Uniform Store on 3347 5921 to make an appointment for a complete uniform fitout*
CITIPOINTE CHRISTIAN COLLEGE  
SECONDARY UNIFORM PRICE LIST 2016  
(All items listed are compulsory unless specified otherwise)  
Prices current as from 20 October 2015  
Prices are subject to change throughout the year without prior notice.

<table>
<thead>
<tr>
<th>DAY UNIFORM - GIRLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Blouse</td>
<td>Pale Blue Poly/Cotton – Size 6W-22W</td>
</tr>
<tr>
<td>Skirt</td>
<td>Navy Wool Blend Mini Fleck Size 6W-12W</td>
</tr>
<tr>
<td></td>
<td>Navy Wool Blend Mini Fleck Size 14W-22W</td>
</tr>
<tr>
<td>Socks</td>
<td>Navy/P Blue Strip Quarter Crew Sock</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td></td>
</tr>
<tr>
<td>Bike Pants</td>
<td>Nylon/Lycra</td>
</tr>
<tr>
<td><strong>Winter - Terms 2 &amp; 3</strong></td>
<td></td>
</tr>
<tr>
<td>Tie</td>
<td>Compulsory Yr 7–12 Term 2 and 3</td>
</tr>
<tr>
<td>Blazer Senior Girls</td>
<td>Navy Wool Blend Size 6W-10W</td>
</tr>
<tr>
<td></td>
<td>Navy Wool Blend Size 12W-18W</td>
</tr>
<tr>
<td></td>
<td>Navy Wool Blend Size 20W-24W</td>
</tr>
<tr>
<td>Pullover</td>
<td>Wool/Nylon blend or Cotton blend - Sizes 10-14</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon blend or Cotton blend 16-20</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon blend or Cotton blend 22-28</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td></td>
</tr>
<tr>
<td>Tights</td>
<td>Dark Navy 70 Denier</td>
</tr>
<tr>
<td>Unisex Vest</td>
<td>Size 10–14 – Wool knit</td>
</tr>
<tr>
<td></td>
<td>Size 16–20 – Wool Knit</td>
</tr>
<tr>
<td></td>
<td>Size 22-24 – Wool knit</td>
</tr>
<tr>
<td>Long Pants</td>
<td>Poly/Viscose/Spandex Size 10J–14J</td>
</tr>
<tr>
<td>(Term 2-3 only)</td>
<td>Poly/Viscose/Spandex Size 6A–22A</td>
</tr>
<tr>
<td>Scarf</td>
<td>Navy</td>
</tr>
<tr>
<td>Gloves</td>
<td>Navy Acrylic/Polyester Blend</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAY UNIFORM - BOYS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Boys S/Sleeve Shirt</td>
<td>Poly/Cotton/Blue – Tab Front Size 10-18</td>
</tr>
<tr>
<td></td>
<td>Poly/Cotton/Blue – Tab Front Size 20-24</td>
</tr>
<tr>
<td>Shorts</td>
<td>Ink Blue Poly/Viscose/Navy Size 30-48</td>
</tr>
<tr>
<td>Trousers</td>
<td>Ink Blue Poly/Viscose Size 30–48</td>
</tr>
<tr>
<td>(Yrs 10/11/12 Term 2 &amp; 3)</td>
<td></td>
</tr>
<tr>
<td>Belt</td>
<td>Black leather – Embossed with metal buckle</td>
</tr>
<tr>
<td>Short Socks</td>
<td>Ink Blue Cotton/Nylon Lycra Crew length College stripes</td>
</tr>
<tr>
<td>Long Socks</td>
<td>Compulsory for 10, 11 &amp; 12 if wearing shorts</td>
</tr>
<tr>
<td><strong>Optional with shorts for Years 7, 8 &amp; 9; compulsory with shorts for Years 10/11/12</strong></td>
<td></td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Poly/Viscose/Navy</td>
</tr>
<tr>
<td><strong>Winter Terms 2 &amp; 3</strong></td>
<td></td>
</tr>
<tr>
<td>Tie</td>
<td>Navy</td>
</tr>
<tr>
<td>(Yrs 7-12 Term 2 &amp; 3)</td>
<td></td>
</tr>
<tr>
<td>Blazer Senior Boys</td>
<td>Navy Wool Blend Stripe Size Junior 14-22</td>
</tr>
<tr>
<td>(Yrs 10,11&amp;12 Term 2 &amp; 3)</td>
<td>Navy Wool Blend Stripe Size Senior 32-38</td>
</tr>
<tr>
<td></td>
<td>Navy Wool Blend Stripe Size Senior 40-46</td>
</tr>
<tr>
<td>Pullover</td>
<td>Wool/Nylon blend or Cotton blend - Sizes 10-14</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton blend - Sizes 16-20</td>
</tr>
<tr>
<td></td>
<td>Wool/Nylon Blend or Cotton blend - Sizes 22-28</td>
</tr>
</tbody>
</table>
## Optional

<table>
<thead>
<tr>
<th>Item</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unisex Vest</td>
<td>Size 10–24 Wool Knit</td>
<td>$63.00</td>
</tr>
<tr>
<td>Scarf</td>
<td>Navy</td>
<td>$18.00</td>
</tr>
<tr>
<td>Gloves</td>
<td>Navy Acrylic/Polyester Blend</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

## ACCESSORIES - GIRLS AND BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bags</td>
<td>Smart Pak - Medium</td>
<td>$59.00</td>
</tr>
<tr>
<td>Chiropractic Bags</td>
<td>Large</td>
<td>$86.00</td>
</tr>
<tr>
<td></td>
<td>Extra Large</td>
<td>$94.00</td>
</tr>
<tr>
<td>Satchel Bag Large</td>
<td>Years 7-12</td>
<td>$56.00</td>
</tr>
</tbody>
</table>

## SPORTS UNIFORM - GIRLS AND BOYS

<table>
<thead>
<tr>
<th>Item</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt</td>
<td>Cotton Back Polyester /Dark Navy Size 14-24</td>
<td>$46.20</td>
</tr>
<tr>
<td>Micro Shorts</td>
<td>Dark Navy 100% Microfibre 12-24</td>
<td>$38.00</td>
</tr>
<tr>
<td>House Shirt</td>
<td>Cotton Jersey Knit Polo – House Colours</td>
<td>$27.50</td>
</tr>
<tr>
<td>Swimming Cap</td>
<td>Latex (House swim cap)</td>
<td>$4.50</td>
</tr>
<tr>
<td>Socks</td>
<td>Sports White Cotton/Nylon Lycra Crew College Stripe</td>
<td>$10.50</td>
</tr>
<tr>
<td>Sports Hat</td>
<td>PE Cap</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

## Optional

<table>
<thead>
<tr>
<th>Item</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polar Fleece Vest</td>
<td>Polyester/Navy/Pale Blue Size XS – 3XL</td>
<td>$64.00</td>
</tr>
<tr>
<td>Track Top</td>
<td>Microfibre/Ink Blue/Pale Blue/Gold</td>
<td>$72.45</td>
</tr>
<tr>
<td>Track Pants</td>
<td>Ink Blue Microfibre/Pale Blue Piping (Size XS-3XL)</td>
<td>$49.35</td>
</tr>
<tr>
<td>Socks</td>
<td>Football/Soccer</td>
<td>$12.00</td>
</tr>
<tr>
<td>Sports Bag</td>
<td>(for sports only)</td>
<td>$24.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netball Visor</td>
<td>Dark Navy Polar Fleece/P Blue Polar Fleece</td>
<td>$7.50</td>
</tr>
<tr>
<td>Beanie</td>
<td>Dark Navy Polar Fleece/P Blue Polar Fleece</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

## SUBJECT REQUIREMENTS (Compulsory)

<table>
<thead>
<tr>
<th>Item</th>
<th>Size/Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science and Lab Coat</td>
<td>Year 7–12</td>
<td>$32.00</td>
</tr>
<tr>
<td>Science subjects</td>
<td>Safety Glasses Year 7–12</td>
<td>$9.00</td>
</tr>
<tr>
<td>Maths &amp; Science</td>
<td>Texas Instruments TI 30-XB (incl. engraving) Year 7-12</td>
<td>$26.50</td>
</tr>
</tbody>
</table>

### THESE ITEMS CAN BE PURCHASED AT THE UNIFORM STORE

For larger sizes please refer to Secondary Uniform price list.

### SPECIAL ORDER SIZES - 6 – 8 WEEK NOTICE REQUIRED FOR ORDERING

## OPENING HOURS (During School Term 1 - 4 in 2016)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Tues, Wed, Fri</td>
<td>8:00am – 3:30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:30am – 5:30pm</td>
</tr>
<tr>
<td>Closed Daily</td>
<td>12:00 – 12:30pm</td>
</tr>
</tbody>
</table>

* Prices subject to change without prior notification
* Lay-bys are available except on second-hand goods*
* Card Facilities available (except Amex & Diners Cards)
* No returns on second-hand goods. So please choose carefully
* Exchanges or refunds will not be processed without the original receipts

*Parents of NEW STUDENTS – Phone Uniform Store on 3347 5921 to make an appointment for a complete uniform fitout*
Second Hand Clothing

All second hand uniforms can be sold via the School Seconds website which can be accessed using the information below.

SCHOOL SECONDS – your #1 Online School Classified Site specialising in recycled school essentials servicing all Australian families and Schools.
BUY or SELL your pre-owned school essentials 24/7 - school uniforms, school textbooks, sports apparel & equipment, hobbies, computers/IT, musical instruments, formal wear, UNI/TAFE, and more!
Your School is a member of School Seconds – earn rewards for your School for every listing you place!
www.schoolseconds.com.au
www.facebook.com/schoolseconds

“We hope that you will use our online classified site to buy and sell your unwanted school essentials to help out not only yourself, but others in your school community, as well as earning rewards for your School. And let’s not forget the positive effect on the environment in recycling.
TRAFFIC SAFETY

As a College we strive to provide a safe and healthy environment for our students and staff to attend each day.

To assist in attaining our goals we implement policies and guidelines to promote safe work practices for the protection of our staff and students. We thank you for doing your part to make the school a safe environment for students and staff.

One area of great concern to us is the daily morning and afternoon drop off and collection of students across the campus.

We provide below a list of College requirements for those bringing vehicles onto the College property.

DO be PATIENT, show RESPECT to other drivers and TAKE CARE.

DO NOT park on yellow lines. This decreases visibility and endangers our students. The yellow lines within the College and on Wecker Road have been designated as particularly hazardous areas requiring extreme caution. Please comply with traffic regulations accordingly.

DO NOT park in the drop zone bays in front of the Science Centre or outside Grace House between 8-9am and 3-4pm. This is a drop zone only, where you are able to pull in for up to 2 minutes to drop or collect your student/s and enable other parents to do the same. Please refrain from using it as a car park.

DO NOT double park. This causes frustration for parents who are unnecessarily blocked by your vehicle.

DO NOT stop anywhere on the roadway outside Grace House - this is not a drop zone. Parents often stop in the middle of the road to unload children, inhibiting other traffic trying to move through this area. Please pull up into the left lane designated drop off zone when unloading or picking up your student/s.

• DO NOT stop or park on the internal crossing.

• DO NOT park in the disabled parking bays unless this applies to you. Our wheelchair dependant and other incapacitated parents and students rely on these parks for easier access unavailable through normal parking bays. Please apply for a permit from the Business Office if you need to park in one of these bays. These may be available for a maximum period of six weeks.

• DO NOT park in reserved parking bays. These are designated spaces for staff and visiting guests who require quick access to and from the College.

Thank you for all your cooperation.
BUS USER’S POLICY

The bus service of Citipointe Christian College is provided to assist students’ travel to the College. The Transportation fee charged, contributes to but in no way covers the cost of the bus operation. Please be aware that four weeks’ notice in writing must be given when withdrawing a student from the College Bus otherwise one (1) weeks fees will be charged.

To assist in the smooth running of the service, please note and act on the following:

(a) The Bus Fleet Manager is responsible for establishing bus routes, pick-up and drop-off points.

After bus routes are finalised at the beginning of the year, there will be no changes to bus stops or bus routes unless absolutely necessary and this is to be at the approval of the Bus Fleet Manager only.

IMPORTANT NOTE: Should a student need to depart the bus at a different stop to their usual stop, their parents/guardians shall supply a signed note detailing and authorising this variation. This note is to be given to the Bus Driver for forwarding on to the Bus Fleet Manager.

**Casual Passenger:** A signed note from the parent/guardian is required authorizing travel on a bus. Note to be given to the Driver or the Bus Fleet Manager.

If a student enrolling mid-year wishes to catch a bus, and there is a vacancy, he/she must go to an existing stop unless bus stops and times can be changed without interrupting or changing route or timetable.

(b) The students will have set times and locations for morning pick-up. Students **must** be at that point 3-5 minutes **before** the set time. The bus will arrive within a minute or so of the set time, traffic permitting, but **will not wait** at the stop.

If the bus does not arrive the students should wait at their designated pick up point. Should the bus be more than 30 minutes late there are two options

1. Return home
2. Wait for a relief bus (ALL families will be contacted)

**A relief bus will be sent:** this may take some time, but it will come **to the designated stops**, not the students’ homes. (If both parents/carers are at work it is a good idea for the student to have access to a phone facility to call the school at 3347 5899 – the office is open from 8am)

(c) In the afternoon, students must be at the bus parking area prior to 3:30pm departure.
(d) If there is any major delay in the afternoons with the bus service, parents should contact the school office (3347 5899).

In all instances, if there is a major delay, the College will try to contact parents to advise them of contingency plans if a bus is not able to complete its journey.

(f) A set of Bus Regulations is attached and forms part of this policy.

(g) Parents/carers who have completed “Request For School Bus Transport” form will be advised by letter during the week prior to first term commencing, of their child’s bus route and time of pick up. This form can be accessed, completed and lodged via our Web Page www.brisbane.coc.edu.au

Acting together we can provide safe and comfortable travel for our students.
REQUEST FOR SCHOOL BUS TRANSPORT

This form should be completed to enable consideration for placement on a school bus for (indicate the year) ________

Parent/Guardian
Name / Signature: __________________________

SUBMISSION: Kindly submit the above completed form to the College via email to mail@brisbane.ccc.edu.au or FAX +61 7 3347 5800 (Attn: BUS DEPARTMENT)

OFFICE USE ONLY:

Stop Location ___________________________ Bus Run and Number ________

Version 7/2013

Christian Outreach Centre trading as Citipointe Christian College
The Christian Outreach College Brisbane and Citipointe Christian College International
CRICOS Provider Code: 00996F
CITIPOINTE CHRISTIAN COLLEGE - BUS REGULATIONS

Bus regulations are a key element in ensuring the comfort of passengers and the safety of operation of the school buses. Their purpose is to prevent unnecessary distraction of the driver whose attention needs to be focused on traffic and road conditions. As this affects the lives and well-being of your children we are certain you as parents/carers will support this policy. All normal College rules apply as well.

1. For their safety, students are to obey the drivers directions at all times.
2. Where seat belts are fitted, it is compulsory for all students to wear them whilst travelling in the College buses. This a requirement of law.
3. Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to cross the road.
4. Students will only enter any bus with the driver’s permission and in the presence of either the driver/teacher/senior students. Entry will always be in an orderly manner.
5. School bags are to be stowed safely and not in bus aisle. Feet should not be on the seats.
6. Noise levels on buses to be kept to a reasonable pitch at all times, with no shouting or calling out.
7. No standing, kneeling, lying down or unnecessary swapping of seats during bus trips.
8. All parts of the body are to be within the bus at all times.
9. No windows are to be opened to cause annoyance to others. Windows are to remain closed in air-conditioned buses.
10. No throwing of any objects inside or out of buses.
11. Food, drinks or chewing gum are not to be consumed on buses at any time (excursion and sport included).
12. Use of electronic devices are permitted on buses provided they are fitted with headphones or ear-pieces. Students are not to distract drivers through the use of mobile phones, iPods or hand held computer games etc.
13. Bullying or teasing between students will not be tolerated; appropriate respect for fellow students and bus drivers is to be displayed at all times.
14. Students are not to use a mobile phone to send threatening messages, or photograph anyone without consent of the person or the bus driver.
15.** Vandalism of seats, seatbelts, trim, signs, etc. by any method will not be tolerated.
16.** Swearing, fighting or spitting on buses will not be tolerated.
**NOTE: Infringement of rules 15 & 16 will result in immediate loss of bus privileges AND restitution of any damage.**

**Penalty Guidelines For Infringement Of Any Of The Above Rules**

**First Infringement**  
a warning by the driver that incident report will be issued for next offence.

**Second Infringement**  
incident report issued - detention.

**Third Infringement**  
incident report issued - loss of bus privilege one (1) week.

**Fourth Infringement**  
incident report issued - loss of bus privilege balance of term.

**Fifth Infringement**  
incident report issued - total loss of bus privilege for balance of year.

In matters not specifically covered by this policy, members of the College will observe the principles outlined in the College Code of Behaviour concerning the dignity of each person, respect for others and their property and mutual co-operation.

The use of school bus service implies acceptance of the above regulations and policy by the students and their parents/guardians.