



Citipointe
Christian College

BUSINESS OFFICE HANDBOOK

Issued: April 2025



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CONTRACT OF ENROLMENT

The copy of the Contract of Enrolment (Version 4.1/2024) on the following pages contains the current Conditions of Enrolment and may supersede 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 **GENERAL** section of the Contract – 'as amended from time to time'. Please refer to the Citipointe Central – Forms and Policies for the latest version.



CONTRACT of ENROLMENT

Parent 1/Guardian

Parent 2/Guardian

and

**Christian Outreach Centre trading as Citipointe Christian
College**
(the College)

By choosing to accept the offer of a place in the College for your student _____, you the parent/s/guardian/s commit, under this Contract of Enrolment, to work with the College in a supportive, positive relationship conducive to the best interests of the students 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 and the College's denominational Statement of Faith.
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 in its mission to develop the student as a Christian disciple. I/We accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the College.

COLLEGE CORE VALUES

3. The five core values of Citipointe Christian College are: uncompromising Christian values, high quality education, academic rigour, College spirit and a caring environment. Students and parent/s/guardian/s are to agree with and support the core values of the College and not to bring the College into disrepute.

RELATIONSHIP

4. I/We agree to:
 - work in partnership with the school in support and comply with the published College policies and expectations that are available to us either in hard copy (e.g. parent handbooks, student handbooks, business handbook and other publications) as well as on the College website and Citipointe Central, in the best interests of our student and the other students;
 - communicate and conduct relationships with College staff, students and other members of the community in respectful, dignified and civil ways;
 - 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 the policies and rules may need to change from time to time in line with the best interests of College, staff and students; and
 - it is expected that, except in exceptional circumstances, the student will live in the care and control of the parent/s/guardian/s while enrolled at the College.
5. 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 a parent's/s'/guardian's/s' preferences and requests.

EDUCATION

6. The College will:
 - a) Be responsible for the care of the Student on College premises or at College sanctioned activities or excursions on usual College days from 8.15 am until 3.40 pm and during pre-arranged extracurricular or co-curricular activities outside of these hours;
 - b) Seek to educate the Student with due care and skill;
 - c) Determine the delivery method, the curriculum, and co-curriculum including which courses and activities are compulsory. This may include making changes to the curriculum, co-curricular offerings, teaching methods and processes and other services affecting students; and
 - d) Act in the best interests of the student individually where possible, and the student body generally. This may mean that some actions taken by the College may not be in accordance with parent's/s'/guardian's/s' requests.
7. The College does not guarantee a particular level of achievement for the student, but will provide every reasonable opportunity to the Student to achieve their fullest potential.
8. Unless you are notified by the College in writing, group activities outside of school hours (including on the College premises) are not organised or controlled by the College and you are responsible for ensuring the student's safety at such activities.
9. You:
 - a) Will take all reasonable steps to respond to and assist the College within a reasonable timeframe;
 - b) Are responsible for the supervision and safety of the student outside of the hours listed in clause 6 unless otherwise agreed to by College in writing; and
 - c) Understand that it is a requirement that the student participates in Christian Education classes and activities including chapel and Christian Studies.
10. By giving your consent for the student to attend off-site excursions and sporting events and overnight excursions (camps, international trips), you authorise the student to be transported on College arranged transport unless you advise us in writing that you have withdrawn your authority.
11. The College reserves the right in its sole subjective discretion to place the Student in a class which the College believes is appropriate.

UNIFORM

12. 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.

BEHAVIOURAL EXPECTATIONS OF THE STUDENT

13. The College will provide you with access to copies of policies and rules that are prepared for the good order of the College from time to time. These policies can be found in on Citipointe Central. College procedures are located in the parent handbook.
14. I/We accept that the Principal (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. This may include taking reasonable steps toward seeking professional advice and assessment as recommended by College staff;
 - require the removal of the student for any cause judged by the Principal/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.
15. Disciplines may range from classroom disciplines to expulsion and will include mandatory reporting of behaviours to State Authorities, Police and Department of Communities (where for example matters of child harm are involved).
16. Where discipline may involve suspension or expulsion of the student, the Principal 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.

17. 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.
18. The College reserves the right to lawfully exclude any person, irrespective of whether they are a parent/guardian 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.
19. The College does not guarantee that it can control the behaviour or activities of other students and parent/s/guardian/s. Each person is responsible for his or her own actions.

DISCLOSURE OF INFORMATION

20. 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
21. I/We accept where the College needs to make adjustments to support a student's learning, the College can include the student's details in the government's data collection relating to students with disabilities.
22. During the course of the student's enrolment, I/we acknowledge that the process of identifying, diagnosing and verifying a student's disability is the mutual responsibility of the parent/s/guardian/s and College.
23. I/We accept that failure to disclose all relevant information may result in cancellation of an enrolment.
24. I/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 (e.g. separation or divorce);
 - changes to the address or addresses or contact details of the parent/s/guardian/s;
 - 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/guardian or another person has with the student.
 - to advise the College of any change in visa status or citizenship during the student's enrolment. Permission is given for the College to check the Government website for students and parent/s/guardian/s, to verify and update visa information as required for accurate records (currently Visa Entitlement Verification Online/VEVO).
25. Changes in marital circumstances can cause confusion for the College when dealing with parent/s/guardian/s. 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).
26. However, if there is a Court Order or other agreement which specifically alters or prevents a person/parent/guardian 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 parent/s/guardian/s.
27. Despite the College being provided with copies of any such orders, the College does not assume responsibility for the parent/s/guardian/s complying with those orders.

COMMUNICATION

28. The College will provide information about the student to the parents/guardians/parties signing this contract of enrolment. Under the *Australian Education Act 2013 s77(2)(f)* and the *Australian Education Regulation 2013 s59*, the school will provide reports to “persons having responsibility” for the student. In the absence of a court order, the school will provide these reports to the student’s natural parents. The people signing this enrolment contract may request other arrangements relating to the provision of information about the student by giving notice in writing to us.
29. 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. email, College website, Citipointe Central, SMS) or via print material.
30. If the parent/s/guardian/s have equal shared parental responsibility pursuant to Court Orders and do not agree on the child continuing to be educated at the College, the College shall continue to educate the child pursuant to this Enrolment Contract for a period of 3 months. During this period, the College expect the parent/guardian who seeks that the child remain at the College shall take steps to obtain a Court Order as to the schooling arrangements of the child, and provide an indemnity to the College. In the event that a Court Order has not been obtained and the parent/s/guardian/s remain in dispute, we may (in our sole discretion) terminate the enrolment of the student. This provision does not limit the usual termination provisions set out herein.
31. The College will assume that both parent/s/guardian/s are entitled and permitted to attend and participate in any and all activities of the College, unless you specifically provide us with information that this assumption does not apply, such as a Court Order. In the event that a Court Order permits a parent/guardian to attend and participate in the activities of the College, such participation is subject to the College’s usual rules and processes about parental participation and attendance.

FEES/LEVIES PAYMENT

32. At the time of application, a non-refundable Application Fee is payable. The amount of which is published on the College website and reflected in the application form. The application fee is to cover administration and processing costs, and is subject to change for each academic year.
33. At the time of acceptance, a non-refundable Acceptance Fee is payable. This acceptance fee is payable to secure the position offered to the student at the College. This comprises two components:
 - a. Acceptance Fee Per Student – a non-refundable administrative fee payable per student position accepted
 - b. Acceptance Bond – a non-refundable bond payable per family that is then offset against the first tuition fee account issued after the student/s commence their enrolment. If the student/s do not commence at the College as agreed this amount is forfeit to the College
34. I/We understand that under this contract both parent/s/guardian/s 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.
35. Parent/s/guardian/s who have difficulty in paying fees must inform the College Business Manager as soon as possible to discuss options.
36. 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 period (yearly or termly) 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 parent/s/guardian/s, jointly and severally;
 - should unpaid or overdue fees be referred externally for debt collection, parent/s/guardian/s 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, parent/s/guardian/s 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.

INDEMNITY AND RELEASE

37. "I/We indemnify the College against any loss or damage resulting from the failure of the parent(s)/guardian(s) or the student to comply with the College's rules and policies. Additionally, the parent(s)/guardian(s) indemnify the College against any loss or damage caused by the student's wilful disobedience or reckless behaviour.
38. The College strongly discourages the bringing of personal property by students which is not necessary for the education of the student. Additionally, you acknowledge that the College is not liable for loss or damage to property belonging to a student of any description and howsoever caused, and it is your responsibility to insure property if you consider it necessary or desirable to do so.

WITHDRAWAL FROM THE COLLEGE

39. Written notice of a student being withdrawn should be provided to the Principal/Registrar at the earliest opportunity.
40. 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, excluding any discounts. The College commits resources on the basis of confirmed and continuing enrolments and will most likely suffer loss from termination with less than 8 weeks' notice. 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 weeks' 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

41. You may request a refund of the Tuition Fees or any part thereof at any time in writing and the College will make its determination in relation to refunds within a reasonable time on a case by case basis after giving consideration to all reasonable matters
42. You acknowledge that refunds, if applicable, will be calculated using school tuition weeks remaining in the year and an administration fee may be deducted from any refund. An equitable adjustment will be made to account for instances where sufficient notice of withdrawal was not provided, and will be assessed on a case-by-case basis.
43. Any refund in the case of cancellation of a student's enrolment for failure to maintain the College's agreed conditions of enrolment as outlined in the Enrolment Contract, Policies, Handbooks and rules, will be at the discretion of the College. In such cases, where the College initiates the cancellation of enrolment, you may be liable to pay a fee equivalent to 8 tuition weeks as stipulated in the enrolment contract and the exact amount will be determined on a case-by-case basis.
44. Non-Tuition fees and costs, including co-curricular activity costs are non-refundable.

TERMINATION

45. The College may terminate this contract when:
 - a) the student is excluded or enrolment cancelled;
 - b) mutual trust and the condition that both we and you work in partnership and cooperation in the best interests of the College breaks down;
 - c) there is a breach of contract by parent/s/guardian/s (including non-payment of fees and failure to support the faith or ethos of the College);
 - d) there is a failure of the student to attend school on a regular basis.
 - e) You or your student engages in conduct that is:
 - i. Unacceptable having regard to the behavioural expectations in this Contract or the Policies

- II. Inconsistent or incompatible with the mission, values, or policies of the College; or
- III. Prejudicial to the interests or reputation of the College;

and you have not responded to the College or their nominee (including the solicitors of the College where applicable) request for an explanation or apology of the issue within a reasonable time.

46. Parent/s/guardian/s may terminate when:
- a) written notice is provided to the College; or
 - b) they consider the College is not providing the educational experience or opportunities they contracted for; or
 - c) 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

47. Students are required to participate in all College activities unless reasonable excuse is provided.
48. Parent/s/guardian/s are to ensure that their student attends school on every school day (s176 Education (General Provisions) Act 2006 (Qld) (Education Act)) unless they have a reasonable excuse. Requesting holidays during term time is not a reasonable excuse and leave will not be granted for such a request. Parent/s/guardian/s agree 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.
49. Students absent from school without leave being granted may forfeit any credit for assessment missed during their absence. The Registrar's Office should be advised before 9:30 am on any day of absence (via Citipointe Central, email or phone) and a note sent to the College on the student's return to school including a medical certificate when required.

HEALTH, SAFETY AND WELL-BEING

50. The College is committed to child safeguarding and protecting the welfare of the students in our care and regard our child safety responsibilities with the utmost importance. The College has a Student Protection Policy, which ensures that the College meets its reporting obligations and seeks to be a child safe organisation.
51. In the event of any medical or other emergency arising, in which the College considers it impossible or impractical to communicate with the parent/s/guardian/s 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.
52. 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.
53. You confirm that you have given us full information about the health and medical/psychological background of the student when applying for enrolment.
54. You will inform the College if there is any improvement or deterioration in the health and medical/psychological conditions of the student while the student is at the College.
55. You agree to provide us with any medication required by the student and instructions in relation to the medication and we will follow these instructions in administering the medication to the student. You warrant therefore that the instructions you provide in respect of the medication is complete, correct and accurate.
56. You also agree that if College Health Bay Staff need to confirm or clarify any directions from a doctor in respect of administration of medication for a student, you will immediately authorise the College to communicate with, and provide information to, and receive information from the doctor in respect of those

directions.

57. The College may exclude a student if they show symptoms of a communicable disease (such as measles or chicken pox) which the student has not been vaccinated against, for the relevant exclusion period.

PRIVACY

58. The College collects Personal Information (including sensitive and medical information) about students at the College, their parent/s/guardian/s 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 students.
59. The College has in place a Privacy Policy which is amended from time to time in accordance with the law.
60. The Privacy Policy does not form part of this Enrolment Contract but can be accessed on the College website.
61. A hard copy of the privacy policy will be provided to anyone who requests it.
62. You agree to comply with your obligations under the Privacy Policy
63. The College will use all Personal Information (including sensitive and medical information) discretely and in accordance with the school's privacy policy
64. You consent to the College, its employees, contractors and agents to publish the student's image, name and other identifying information, together with any participation in College activities in any form including printed and internet publications for direct marketing purposes, unless you advise otherwise in writing. You may revoke this consent in writing at any time.
65. If the student turns 18 years old whilst enrolled at the College:
 - a) the College may seek the student's acceptance of the privacy provisions of this contract; and
 - b) the student may withdraw their consent to them being identified in publications at any time by way of written notice to the Principal.

OTHER MATTERS

66. You agree that you will not commence any social media "page" or "group" which uses the College name or any part of the College name, or implies association with the College unless it is set up with the express permission of the College.
67. You agree to behave in a manner that is respectful and polite, is in keeping with the College Community Code of Conduct. You agree that you will not engage in bullying, aggressive, abusive, or threatening behaviour or communication towards any member of the College Community, including via written communication. This includes communications that are made via social media.

GENERAL

68. You agree that this contract is the whole agreement between the parties, and sets out the relationship between the parties in respect to the education of the student, including but not limited to times when the Student is at the College Campus, attending College Camps, excursions, functions and co-curricular activities. 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.
69. Failure or omission by a party to enforce or require strict or timely compliance with any provision of this Contract shall not affect or change that provision in any way or the rights of a party to avail themselves of the remedies they may have in respect of any breach.
70. This Enrolment Contract will be governed by the laws of Queensland and the parties agree that they will submit to the non-exclusive jurisdiction of the Courts of Queensland and the Federal Court and Courts entitled to hear appeals from those Courts.
71. Part(s) or all of any clause(s) of this Agreement that is illegal or unenforceable will be severed from this

Agreement and the remaining provisions will continue in force.

72. The parties agree to be bound by this contract by the exchange of hard copy, scanned and emailed, scanned and uploaded, or faxed, signed copies. This Contract may also be exchanged in counterparts and the parties agree to be bound on the exchange of signed counterparts.
73. Where more than one parent/guardian is party to this Agreement, the College may act on the instruction of either parent/guardian.
74. Any warranty, representation, guarantee or other term or condition not contained in this contract is of no force or effect.

DECLARATION

By signing this Agreement, I hereby confirm I accept the offer made by the College for the Student to be enrolled in the year of entry and for the class/es sought for the duration of enrolment at the College. As a condition of the College accepting the enrolment of the Student, I, the Parent/Guardian agree to comply with the Conditions for Student Enrolment set out in this Agreement. You may not delegate your authority or responsibilities under this contract to a third person.

All students and parent(s)/legal guardian(s) (if student is under 18 years of age) must read and sign this written agreement.

- I confirm that I am aware that the College has an internal and external complaints and appeals policy and process that I can access at any time and at no cost.
- I confirm that I understand I am responsible for keeping a copy of this written agreement and copies of receipts for payment of fees to the College.
- I confirm I have received and understood information from the College regarding the following:
 - Fees Schedule
 - the sharing of personal information
 - maintaining current contact details obligations
 - grounds on which the enrolment may be or cancelled
- I hereby declare that the information supplied by me to the College to support this enrolment is complete, true and correct.
- I agree to pay all fees owing and by the due date as per Fees Policy at <https://citipointe.qld.edu.au/discover-citipointe/financial-information/>
- I have read, understood and agree to be bound by the above Conditions of Enrolment.

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.

SIGNING: All parents/guardians are required to sign this Enrolment Contract.

Student Name:	
Parent / Guardian 1	Parent / Guardian 2
Full Name:	Full Name:
Signature:	Signature:
Date:	Date:
Student if applicable (Years 10 -12)	
Signature:	
Date:	
Signature of Principal (or delegate):	
Date:	

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 registrar@citipointe.qld.edu.au

		Not returning
STUDENT NAME: _____	YEAR/CLASS: _____	<input type="checkbox"/>
STUDENT NAME: _____	YEAR/CLASS: _____	<input type="checkbox"/>
STUDENT NAME: _____	YEAR/CLASS: _____	<input type="checkbox"/>
STUDENT NAME: _____	YEAR/CLASS: _____	<input type="checkbox"/>

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 Citipointe next year, please contact the Registrar on 3555 2700.

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

PARENT'S/GUARDIAN'S SIGNATURE _____ / /

CITIPOINTE CHRISTIAN COLLEGE

PRIVACY STATEMENT

STANDARD PERSONAL INFORMATION COLLECTION NOTICE (for Parents and Students)

This notice explains how **Citipointe Christian College and Citipointe Christian College International** (henceforth also known as “**the College**”), handles the personal information of students and parents or guardians. The College is conducted by **Christian Outreach Centre trading as International Network of Churches (INC)**. References to the College include the INC National Executive.

How and why does the College collect personal information?

1. The College collects personal information before and during the course of a student’s enrolment at the College. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information from third parties such as other Educational Institutions, Health Professionals and Medical Practitioners. The types of personal information the College collects includes sensitive information, which includes health information.
2. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the school, exercise its duty of care and perform necessary associated administrative activities, which will enable students to take part in all activities of the College.
3. The College has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. A student’s enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. 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 school and why.

To whom does the College disclose information?

6. The College may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a school to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, specialist advisors, sports coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising (see para [11] below);
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - the third party providers of our information management and storage systems (for the purpose of the providers providing services to the College in connection with the systems);
 - people providing other information technology services to the College (see also para [9] below)
 - people providing administrative and financial services to the school;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. College activities and news (including student achievements) are frequently published in the College's journals, newsletters and magazines, on Citipointe Central or otherwise shared with the College community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in College activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The College will obtain permissions annually if we would like to include photographs or videos or other identifying material of students or parents in our promotional material or otherwise make this material available to the public such as on the internet.
9. The College uses a School Management System. This system is provided by a third party service provider. Personal information is stored with and accessible by the third party service provider for the purpose of providing services to the College in connection with the School Management System, for administering the education of students.

Overseas Storage and/or Disclosure

10. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the school's Privacy Policy.

Fundraising

11. The College may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Your Rights and How to Complain

12. The College's Privacy Policy, accessible on the College's website, sets out how you can:
 - seek access to and correction of your personal information which the College holds; and
 - make a privacy complaint and how we will handle the complaint.

CREDIT TERMS and CONDITIONS

1 Introduction

These terms and conditions are current as of 8th November 2024.

2 Level of set fees and charges

An Application Fee of \$220.00 (non-refundable) applies for all mainstream College applications.

An Acceptance Fee is payable to secure the position offered to a student at the College. This comprises two components:-

- a. Acceptance Fee Per Student \$200.00 – a non-refundable administrative fee payable per student when position accepted and
- b. Acceptance Bond \$500.00 – a non-refundable bond payable per family that is then offset against the first tuition fee account issued after the student/s commence their enrolment.

If the student/s do not commence at the College as agreed, this amount is forfeit to the College.

This payment is to be forwarded to the College with the signed Contract of Enrolment agreement and letter of Acceptance.

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 Grace House.

3 Issuing of fee accounts

The College will issue a notification of annual fees in January which will reflect the tuition and bus fees for the year. The first statement of account is issued at the beginning of February and then monthly statements issued throughout the year for accounts if the account has a balance owing.

4 Payment of fees

STRICTLY: All school fees are payable in advance in line with the payment terms and method selected separately for 2025, using the enclosed form (refer to the list on page 19).

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 Principal 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 Principal does not have authority to deviate from this procedure without the express consent of the College Board. The initial request by the parent(s)/guardian(s) can be made in writing to the Business Manager.

6.1 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 the request for alternative payment arrangements has been made and may require a statement of the parent(s)/ guardian(s) financial affairs.

- 6.2 The form will be returned to the Business Manager who may discuss the request with the Principal. The Business Manager (or delegate) will notify the parent(s)/guardian(s) of the decision whether or not an alternative payment method will be allowed.
- 6.3 It is entirely at the discretion of the Principal as to what arrangement will be made (if any) and those arrangements may include:
- 6.3.1 instalment payments
 - 6.3.2 deferral for a period of time.
- 6.4 As is the case for unpaid accounts, the Business Office shall maintain a file and keep the Principal informed as and when required by the Principal of the progress of payment of school fees under the alternative scheme allowed by the College.
- 6.5 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 Principal 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 Principal in writing if there is a change in their relationship with each other since signing the application form (e.g. 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 applying to students enrolled at the College. 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 tuition weeks is given, then a charge will be applied for the difference between the notice period given and the eight weeks required e.g. five weeks' notice would result in a three weeks' tuition charge.

10 Withdrawal of Students from the College Bus

Four (4) weeks' notice in writing must be given when withdrawing a student from the Bus otherwise four (4) week's 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.

2025 SCHEDULE OF FEES FOR DOMESTIC STUDENTS

The College's Schedule of Fees for 2025 is designed to be an all-inclusive tuition fee and will cover all curriculum-related activities. No refunds will be given for activities not attended. The tuition fees can be paid annually, or by term, through all the methods of payment outlined in the selection of payment method schedule.

The tuition fee will be inclusive of:-

- day excursions
- weekly sport
- year level camps (with the exception of tourist or elective activities)
- secondary curriculum camps
- examination fees charged by government
- academic competition fees

Items that will be charged separately, that is, items outside the scope of the tuition fee:

- certain co-curricular and extra-curricular sports and activities
- tutoring through Citipointe Christian College Academy and the Music tutoring through the College's Academy of the Arts
- International travel under the International Student Outreach Program
- Musical instrument hiring
- Sessions at the Independent Study Centre
- External provider courses

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

Textbooks and Stationery

- Stationery items and Primary textbooks **are not included** in the tuition fees.
- Secondary textbooks do not need to be purchased as these are covered by the College's textbook hire scheme (including electronic textbooks).

2025 Tuition Fees:

Preparatory to Year 6	Years 7- 9	Year 10 - 12
10,888	14,088	15,450

Fee rises are usually kept within the range 5 - 10%.

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

2025 Transportation to and from College:

1 child	2 children	3 children	4 children	5 children
3,695	4,820	5,295	5,410	5,560

If one-way transport is required, the cost will be 50% of the above fee, subject to availability. Discuss other arrangements with the bus manager including casual student use of buses, all subject to availability.

BILLING POLICY

Issuing of Accounts

The College will issue a notification of annual fees in January which will reflect the tuition and bus fees for the year (or within 14 days where a student commences during the year).

Statements of fees charged and owing will be issued according to the payment option selected. This will assist families in tracking their payments against the fees owing throughout the year.

The statement of account will be sent each month to show balances outstanding (if any), including any new charges for Academy and Music 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.

Payment due dates are:-

Annual payments are due on or before 14th February, 2025.

Term payments are due on or before the following due dates:-

Term 1:	Tuesday 4th February 2025
Term 2:	Tuesday 22nd April 2025
Term 3:	Tuesday 15th July 2025
Term 4:	Tuesday 7th October 2025

Regardless of the frequency selected for tuition fee payments, please note the following due dates:-

- Academy tutoring charges are due and payable in the month they are billed.
- Independent Study Centre and Music tutoring charges are due and payable in the term they are billed.

Discounts or bursaries

Discounts for lump sum payments in advance, paid by the due dates, apply as follows:

- 5% discount on the **full year's** tuition and bus fees only, if paid in advance by **Friday 14TH February 2025**
- Sibling discount off tuition fees only

2nd child	10%
3rd child	25 %
4th child	100%

- Concessional Hardship Bursaries
Bursaries are available on application only for parents experiencing genuine hardship and must be applied for each year prior to school commencing. For further information, contact the Business Office.
- The College will no longer be offering discounts related to Term payments paid on or before due dates

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%. This will be specifically identified on the account when rendered.

SELECTION OF PAYMENT METHOD

Frequency of Payment and Billing

Payment Option Selected	Billing Frequency	Description
Annual (to take advantage of the 5% discount)	Annual	Full fees for the year will appear on the first statement issued mid-January 2025. Annual payments are due on or before 14TH February 2025 .
Term – paid directly to College	Term	Fees for each term will be charged to the account at the end of each term for the following term. Term Payments are due on or before the following dates:- Term 1: Tuesday 4 th February 2025 Term 2: Tuesday 22 nd April 2025 Term 3: Tuesday 15 th July 2025 Term 4: Tuesday 7 th October 2025
Term - paid by Edstart	Term	Fees for each term will be charged to the account at the end of each term for the following term. Payment will be made by Edstart and Parents/Guardians will make payment to Edstart as approved.

Term billing is the default option and will apply to your account unless you are already billed annually or have requested to be billed annually.

Please complete and return the Method of Payment form on the next page (page 19).

METHOD OF PAYMENT



The school offers a number of options by which school fees can be paid:

- **Payment by Edstart** – (Edstart pay the College, you pay Edstart)
The College has partnered with specialist provider **Edstart** to facilitate school fee payments. **Edstart** offers an easy and flexible way for you to pay for your child's education in periodic instalments that suit your family budget as fees can be paid in monthly, fortnightly or weekly instalments. The College covers the cost of this service for our families. For further information on this service and to set up your account, please see <https://edstart.com.au/citipointe>. We ask families requiring this service to register for an **Edstart** account prior to 1 December, 2024.
- Payment at the Business Office by EFTPOS, cheque or cash.
- Online – actioned by you using BPAY & Customer Ref No from invoice/statement or Direct Credit (EFT) using account code & bank details from the invoice/statement.
- Online by credit/debit card - actioned by you or the College. Please register using the secure payment portal on www.schooleasypay.com.au/citipointe. (Term or Annual only).

Please complete the section below and return **on or before 29TH November 2024**

Parent name: _____

Account Code _____

I will be paying the 2025 fees:

- Annually:** full fees per invoice less 5% discount paid on or before Friday 14TH February 2025
- Using School EasyPay where the College will process on due date.
 - Paying directly to College.
- Term in advance paid directly to College:** one quarter of annual invoice paid on or before the commencement of the first day of a term (except Term 1 where payment is due 4th February 2025).
- Using School EasyPay where the College will process on due date.
 - Paying directly to College.
- Term using the Edstart arrangement:** one quarter of annual invoice. Payment will be made by Edstart and parents/guardians will make payment to Edstart as approved.
- 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 including approximate dates and amounts with reasons why you cannot agree to one of the above payment schedules.

CARDO FOUNDATION

Cardo Foundation and Philanthropy

The Cardo Foundation was established in 2017 to be the philanthropic focal point of the College. The Cardo Foundation is a Public Ancillary Fund with Deductible Gift Recipient (DGR) status from the Australian Taxation Office. This means all giving to the Cardo Foundation will be tax deductible to the donor.

Over many years, families have given generous support through philanthropic donations. This has supported the College building program and contributed to the many facilities throughout the College.

The College Giving Programs are conducted through the Cardo Foundation. Appeals are conducted throughout the year and seek financial support in the form of gifts to specific building projects, equity scholarships, library resources and academic scholarships. Every gift, no matter the size, makes a difference.

When requested, the Board of the Foundation will redirect the funds given via the Foundation to any of these three funds:

Building Fund

This fund is one of the avenues for parent support of the College building program. These funds support areas of our capital works program that are not covered under the normal College budget. All families of the College are invited to donate an amount of \$200 per family per year via the Cardo Foundation.

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 who reside in 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 Library Fund is for the purchase of books and other library resources.

Business Advertising

Business advertising in College publications is available:

- *Our Citipointe* published twice a year, distributed to current families
- *Review* (alumni magazine) printed annually, distributed to alumni and current families

Please contact the office if you would like to discuss any of the above. Email:

accounts@citipointe.qld.edu.au or Phone: 3555 2700

COLLEGE UNIFORM STORE

OPENING HOURS

Back-to-School 2025:

The College Uniform Store will open on 13TH January 2025 for our Back-to-School trading. Please park on Wecker Road.

13-24 January (Monday-Friday) 8:00am – 5:30pm
College Uniform Store, Wecker Road

Usual Term Time Trading Hours will commence on 28TH January 2025:

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

Uniform Fit-out for New Students 2025

We request that all new students entering the College in 2025 including current Year 6 students progressing to Year 7 in 2025 have their uniform fit-out during Term 4 2024. To facilitate this, **please phone the College Uniform Store on 3555 2706 (during the hours mentioned above) to make an appointment.**

Fitting by appointment during Term 4 2024 will help alleviate long queues and waiting times during trading prior to school commencing in 2025.

Payment Options: Cash, cheque, EFTPOS, credit card (Note: Amex and Diners are not accepted). Union Pay is accepted, however, a surcharge will be charged. You can also place orders via email (mail@citipointe.qld.edu.au attention: Uniform Store) 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.

Prices are subject to change without notice throughout the year. Please check the College website for the pricelist: <https://citipointe.qld.edu.au/enrol/getting-started-at-citipointe/overview#uniform-store>

PRIMARY UNIFORM LIST 2025

All items listed are compulsory unless specified otherwise

Prices current as from 8th November 2024

Prices are subject to change throughout the year without prior notice.

DAY UNIFORM - GIRLS		
Summer		Prices - \$
Girls Summer Dress	Sizes 4-18	74.20
Summer Socks	Navy/Pale Blue stripe Quarter Crew Sock	11.00
Bike Pants	Navy Cotton / Lycra (compulsory for all Primary girls)	24.60
Bucket Hat	Poly/Viscose/Navy	24.70
DAY UNIFORM - GIRLS		
Winter - Terms 2 & 3		
Pullover	Navy Wool/Nylon Blend or Cotton Blend Sizes 4 - 8	86.70
	Sizes 10-14	86.70
	Sizes 16-20	86.70
Winter Long Socks	Navy	15.90
Winter - Optional		
Polar Fleece Jacket	Sizes 4-14	72.80
Tights	Dark Navy Cotton Lycra (optional for winter) all sizes	15.00
Scarf	Dark Navy Cotton Lycra (optional for winter)	17.60
Navy Gloves	Navy Acrylic/Polyester Blend	17.10
Unisex Vest	Sizes 4-8 Wool knit	67.40
	Sizes 10-14 Wool knit	67.40
DAY UNIFORM - BOYS		
Summer		
Boys Short sleeve Shirt	Poly/Cotton Chambray/Pale Blue Fly Front Sizes 4-20	43.80
Shorts	Ink Blue Poly/Viscose/Navy Sizes 4-16	47.10
Academic Socks	Ink Blue Cotton/Nylon Lycra Crew Length College Stripes	11.00
Bucket Hat	Poly/Viscose/Navy	24.70
DAY UNIFORM - BOYS		
Winter Terms 2 & 3		
Trousers	Ink Blue Poly/Viscose Sizes 4-10J	54.60
	Ink Blue Poly/Viscose Sizes 12-16Y	54.60
Pullover	Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 4-8	86.70
	Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 10-14	86.70
	Wool/Nylon Blend or Cotton Blend – Ink Blue Sizes 16-20	86.70
Winter Long Socks	Navy	15.80
Unisex Vest	Sizes 4-8 Wool knit	67.40
	Sizes 10-14J Wool knit	67.40
Winter – Optional		
Polar Fleece Jacket	Sizes 4-14	72.80
Scarf	Navy	17.60
Navy Gloves	Navy Acrylic/Polyester Blend	17.10
Unisex Vest	Sizes 4-8 Wool knit	67.40
	Sizes 10-14 Wool knit	67.40

PRIMARY UNIFORM LIST 2025 - Continued

SPORTS UNIFORM - GIRLS AND BOYS (Primary)		
Summer		Prices - \$
Polo	Cotton Back Polyester/Ink Blue Sizes 4-14	49.50
Micro Shorts	Ink Blue 100% Microfibre 0-10	37.50
	Ink Blue 100% Microfibre 12-16	40.70
Bike Pants	Cotton/Lycra Girls (optional)	24.60
Socks	Sports White Cotton/Nylon Lycra Crew College Stripe	11.30
	Football/Soccer	16.00
House Shirt	Cotton Jersey Knit Polo – House Colours	33.00
SPORTS UNIFORM - Winter		
Track Top	Microfibre / Ink Blue / Pale Blue / Gold 4-14	67.40
Track Pants	Microfibre/ Ink Blue / Pale Blue Piping Size 4-14	49.40
Polar Fleece Vest	Polyester / Navy / Pale Blue Sizes 4 – Small	55.70
ACCESSORIES		
Bags	Lite Pak – Extra Small/Small	71.70
	Lite Pak – Medium	74.90
	Lite Pak - Large	79.20
Gear Sak Sports bag (with drawstring)	For sports or swimming. Can be worn on back.	32.00
Homework Bag	Prep – 6 (compulsory)	13.00
Chair Bag	Years 2 – 6 (compulsory)	13.00
Reading Bag	Years Prep – 3	13.00
Library Bag	Waterproof with zip (new)	21.50
Yamaha Recorders	Year 4	16.00
For larger sizes please refer to the Secondary Uniform price list		
OPENING HOURS (During School Terms in 2025)		
Mon, Tues, Wed, Fri	8:00am – 3:30pm	
Thursday	9:30am – 5:30pm	
Closed Daily	12:00 – 12:30pm	
<ul style="list-style-type: none"> * Prices subject to change without prior notification * Lay-bys are available * Card Facilities available (excluding Amex and Diners Cards) * Exchanges or refunds will not be processed without the original receipts 		
Parents of NEW STUDENTS – Please phone the Uniform Store on 3555 2706 to make an appointment for a complete uniform fit-out		

SECONDARY UNIFORM PRICE LIST 2025

All items listed are compulsory unless specified otherwise

Prices current as from 8th November 2024

Prices are subject to change throughout the year without prior notice.

DAY UNIFORM - GIRLS		
Summer		Prices - \$
Blouse	Pale Blue Poly/Cotton – Sizes 6W-22W	53.00
Skirt	Navy Wool Blend Mini Fleck Sizes 6W-12W	65.30
	Navy Wool Blend Mini Fleck Sizes 14W–22W	72.00
Socks	Navy/Pale Blue Strip Quarter Crew Sock	11.00
Formal Hat	Navy/Wool/Felt (NEW 2025)	75.00
Optional		
Bike Pants	Nylon/Lycra	24.60
Winter - Terms 2 & 3		
Tie	Compulsory Years 7–12 Term 2 and 3	29.50
Blazer Senior Girls	Navy Wool Blend Sizes 6W-10W	219.00
(Years 10-12 Terms 2-3)	Navy Wool Blend Sizes 12W-18W	219.00
	Navy Wool Blend Sizes 20W-24W	234.00
Pullover	Wool/Nylon blend or Cotton blend Sizes 10-14	86.70
	Wool/Nylon blend or Cotton blend Sizes 16-20	86.70
	Wool/Nylon blend or Cotton blend Sizes 22-28	92.10
Optional		
Tights	Dark Navy 70 Denier	16.00
Unisex Vest	Sizes 10–14 Wool knit	67.40
	Sizes 16–20 Wool Knit	67.40
	Sizes 22-24 Wool knit	67.40
Long Pants	Poly/Viscose/Spandex Sizes 10J–14J	67.40
(Terms 2-3 only)	Poly/Viscose/Spandex Sizes 6A–22A	67.40
Scarf	Navy	17.60
Gloves	Navy Acrylic/Polyester Blend	17.10
DAY UNIFORM - BOYS		
Summer		
Boys Short Sleeve Shirt	Poly/Cotton/Pale Blue – Tab Front Sizes 10-18	49.50
	Poly/Cotton/Pale Blue – Tab Front Sizes 20-24	54.50
Shorts	Ink Blue Poly/Viscose/Navy Sizes 30-48	56.70
Trousers (Years 10-12 Term 2-3)	Ink Blue Poly/Viscose Sizes 30–48	67.40
Belt	Black leather - with Citipointe Logo	31.50
Short Socks	Ink Blue Cotton/Nylon Lycra Crew Length College stripes	11.00
Long Socks	Compulsory for Years 10-12 if wearing shorts	15.80
Optional with shorts for Years 7-9; compulsory with shorts for Years 10-12		
Formal Hat	Navy/Wool/Felt (NEW 2025)	75.00
Winter Terms 2-3		
Tie (Years 7-12 Terms 2-3)	Navy	29.50
Blazer Senior Boys	Navy Wool Blend Stripe Sizes Senior 32-38	234.00
(Years 10-12 Terms 2-3)	Navy Wool Blend Stripe Sizes Senior 40-46	234.00
Pullover	Wool/Nylon blend or Cotton blend Sizes 10-14	86.70
	Wool/Nylon Blend or Cotton blend Sizes 16-20	86.70
	Wool/Nylon Blend or Cotton blend Sizes 22-28	92.10

SECONDARY UNIFORM PRICE LIST 2025 - Continued

Optional		Prices - \$
Unisex Vest	Sizes 10–24 Wool knit	67.40
Scarf	Navy	17.60
Gloves	Navy Acrylic/Polyester Blend	17.10
ACCESSORIES - GIRLS AND BOYS		
Bags	Smart Pak - Medium	74.90
	Smart Pak - Large	79.20
Pod Pak Back Pak	Used as satchel bag (between classes)	69.00
SPORTS UNIFORM - GIRLS AND BOYS		
Polo Shirt	Cotton Back Polyester/Dark Navy Sizes 14-24	49.50
Micro Shorts	Dark Navy 100% Microfibre Sizes 12-24	40.70
House Shirt	Cotton Jersey Knit Polo – House Colours	33.00
Swimming Cap	Latex (House swimming cap)	10.00
Socks	Sports White Cotton/Nylon Lycra Crew College Stripe	11.30
Canterbury Sports Cap	PE Cap	22.00
Optional		
Track Top	Microfibre/Ink Blue/Pale Blue/Gold (Sizes XS-3XL)	77.50
Track Pants	Ink Blue Microfibre/Pale Blue Piping (Sizes XS-3XL)	52.80
Socks	Football/Soccer	16.00
Sports Bag	(for sport only) New Larger size	60.00
Gear Sak bag	Small drawstring sports bag	32.00
Netball Visor		12.00
SUBJECT REQUIREMENTS (Compulsory)		
Science	Lab Coat Years 7–12	34.50
Science	Safety Glasses Years 7–12	10.00
Mathematics & Science	Texas Instruments TI 30-XB (includes engraving) Years 7-12	30.00
SPECIAL ORDER SIZES: 6 – 8 WEEKS NOTICE IS REQUIRED FOR ORDERING		
OPENING HOURS (During School Terms in 2025)		
Mon, Tues, Wed, Fri	8:00am – 3:30pm	
Thursday	9:30am – 5:30pm	
Closed Daily	12:00 – 12:30pm	
<ul style="list-style-type: none"> * Prices subject to change without prior notification * Lay-bys are available * Card Facilities available (excluding Amex and Diners Cards) * Exchanges or refunds will not be processed without the original receipts 		
<p>*Parents of NEW STUDENTS – Please phone the Uniform Store on 3555 2706 to make an appointment for a complete uniform fit-out</p>		



Search Citipointe Buy and Sell



Citipointe Christian College Secondhand Buy and Sell



Citipointe Buy and Sell

Private group · 1.2K members

Join group

About Buy and Sell

Click here to join

A place to buy or sell second-hand uniforms and other school items for Citipointe Christian College.

This group is open to Citipointe Families only, including new enrolments and recently exiting families. Please visit the Uniform Store as all requests for membership will be reviewed against the school database to ensure eligibility before being approved.

USE OF COLLEGE FACILITIES

From time to time the College receives requests for the use of College facilities to hold private functions. Please don't be offended when we say "No" to these requests.

College facilities are first and foremost for College use and not for private functions.

TRAFFIC SAFETY

Be patient, show respect to other drivers and take care.

School Zone

School zone signs are displayed as you approach the College and these signs show the speed limit and the times you need to reduce your speed.

Some of our most vulnerable road users are children, so it's important to slow down and abide by the road rules. Observing school zones can save lives.

Keep strictly to the 10km/hr speed restriction within the property and carefully observe the red and white pedestrian crossings. Remember, our students are using these crossings. Please do not stop or park on any internal crossings.

Do not stop on any roadways or lanes through carparks especially outside Grace House due to emergency vehicle access.

Please do not remain stationary on Wecker Road between the crossing and the entry to the property. If the entry to the property is blocked, you must circle around the roundabout and join the queue of waiting traffic.

Only drive within the designated lanes through Citipointe car parks. Do not cut across marked car parks as this endangers students' lives and has caused accidents.

Drop-off and Pick Up Zones

The College's official **Drop-off and Pick Up Zones** are in front of the Science Centre and outside Grace House between the times of 8-9am and 3-4pm. Please refrain from using these zones as a car park. These are set down and pick up zones only, where you can pull in for up to 2 minutes to drop or collect your student/s.

For reasons of safety and courtesy please consider not entering the College grounds until after 3:25pm to ensure students have arrived for pick up after the bell and are waiting at the drop off zones (unless students have permission to leave early).

Please observe the **no right turn** sign on to Wecker Rd as you exit the property during drop off and pickup times.

School crossing

School crossings are identified by 'Children Crossing' flags, which are displayed near crossings before and after school hours.

Please always adhere to the instructions of the Department of Transport Traffic Crossing Supervisor on Wecker Road.

When the crossing is supervised, you must:

- wait until all pedestrians, bicycle or personal mobility device riders have crossed the road and the crossing supervisor has returned to the footpath.
- abide by the direction given by the crossing supervisor.

If the crossing is unsupervised, you must:

- give way to pedestrians, bicycle or personal mobility device riders on or entering a crossing.
- travel at a speed allowing you to stop safely at a crossing if needed.

Parents – please use the crossings

By crossing in the right place, you are modelling safe behaviour to your child/ren. This will help keep them safe when you are not there.

When crossing Wecker Road, please use the school crossing and obey the directions of the Crossing Supervisor.

Yellow lines and no stopping zones

Parking on yellow lines and in no stopping zones greatly increases the risk to our students by decreasing visibility. The yellow lines within the College and on Wecker Road indicate particularly hazardous areas requiring extreme caution. Please comply with traffic regulations accordingly.

- Yellow lines - no parking any time
- No stopping signs - you must not stop your vehicle between the times shown i.e. 2:00pm-4:00pm

Fines for illegal parking

The Brisbane City Council have informed the College that they will patrol and issue fines to drivers illegally parked.

Do not park:

- on Yellow Lines
- in signed No Stopping zones
- in the Emergency Vehicles Only bay unless you have specific permission to do so by the Business Office. This parking bay is for emergency vehicles only e.g. ambulance.
- in the disabled parking bays unless you hold a government issued permit or an exemption from the College Business Office. People with disability rely on these parking bays for accessibility not available in normal parking bays. If you have a temporary need you can apply for an exemption to use one of these parking bays for a maximum period of six weeks.
- in reserved parking bays. These are designated spaces for staff and visiting guests who require quick access to and from the College.

Do not double park as this causes unnecessary frustration for parents who are blocked by your vehicle.

Healthy choice

Consider making a healthy choice and parking further away from the College and walking your child/ren to and from school.

Students who walk or cycle to school can concentrate for up to four hours longer than students who are driven, according to a Danish study involving over 20,000 school children aged 5 to 19 years.

Parking in an adjacent street, such as Tones Rd or Scrub Rd, and walking is a healthy choice that may benefit your child/ren's learning and help reduce congestion on campus.

Thank you for your cooperation.

Business Office – Workplace Health and Safety

CITIPOINTE BUS DEPARTMENT

The bus service of Citipointe Christian College is provided to assist students' travel to and from the College. With fourteen bus routes before and after school daily, the Citipointe Bus Network is extensive and covers the south side of Brisbane including East Brisbane, Bulimba, Cannon Hill, Redland Bay, Victoria Point, Lota, Runcorn, Graceville, Fairfield, Tarragindi, Calamvale, Stretton, Sunnybank and all suburbs in between.

The Transportation Fee contributes to the cost of providing this service. Citipointe Bus Regulations are a key element in ensuring the comfort and safety of passengers and the safe operation of the school buses. Students are expected to exhibit outstanding behaviour whilst travelling on any Citipointe Bus.

For details, please see the **Conditions of Use**, **Bus Code of Conduct** and **Request for College Bus Transport** on the following pages. Please contact Mr Don Brayley on 3555 2736 for further information.

Bus Travel To and From College Conditions of Use



The bus service of **Citipointe Christian College** is provided to assist students' travel to the College. The Transport fee charged, contributes to but in no way covers the cost of the bus operation. Please be aware that one month's notice in writing must be given when withdrawing a student from the College Bus otherwise one month's bus 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 done by 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 authorising travel on a bus. Note to be given to Driver or Bus Fleet Manager.

If a student enrolling mid-year wishes to catch a bus, and there is a vacancy, they will 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 for pick-up points and for the afternoon departure from the College. Students **must** be at that point preferably 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.

Primary School Student and/or Students with Additional Needs (as identified by the College's Student Support Departments) are only permitted to exit the bus if a parent/care giver is present at the drop off point.

If a parent/care giver is not present at the set drop-off time the bus driver will attempt to contact the parent/care giver and arrangement may be made for safe drop off of the student. This may include the student remaining on the bus, then taken home at the end of the run.

- (c) 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 on 3555 2700 – the office is opened from 8am)

- (d) In the event your child is late home because of a bus breakdown, you should ring the school office (3555 2700 or 3555 2736) or if it is in the course of an after school hours excursion, the respective teachers in charge would be the point of contact.
- (e) In all instances the school will try to contact parents to advise them of contingency plans if a bus is not able to complete its journey.
- (g) Parents/carers who have completed "Request For School Bus Transport" forms will be advised by letter, during the week prior to first term commencing, of their child's bus route and time of pick up.

We trust that together we can provide suitable transport for our students.

Student Code of Conduct for Bus Usage

The Code of Conduct is 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.
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 under the seat 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 any time.
9. No windows are to be opened 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. 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 inappropriate behaviour between students will not be tolerated; appropriate respect for fellow students and bus drivers is to be displayed at all times.
- 14.** Vandalism of seats, seatbelts, trim, signs, etc. by any method will not be tolerated.
- 15.** Swearing, fighting or spitting on buses will not be tolerated.

****NOTE: Infringement of rules 14 & 15 will result in immediate loss of bus privileges AND restitution of any damage.**

Penalties for Infringement Of Code of Conduct

<u>First Infringement</u>	a warning by the driver that incident report will be issued for next offence.
<u>Second Infringement</u>	incident report issued - detention.
<u>Third Infringement</u>	incident report issued - loss of bus privilege 1 week.
<u>Fourth Infringement</u>	incident report issued - loss of bus privilege balance of term.
<u>Fifth Infringement</u>	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's Student 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 Code of Conduct by the students and their parents/guardians.

REQUEST FOR SCHOOL BUS TRANSPORT

This request is for:

- | | | |
|------------------------------------|--------------------------|--|
| 1. Continuation from previous year | <input type="checkbox"/> | Family ID |
| 2. New application | <input type="checkbox"/> | Date of commencement/first trip ____/____/20____ |
| 3. Cancellation of service | <input type="checkbox"/> | Date of last trip: ____/____/20____ |

Primary School Students Only

Name/s of parent/care giver collecting primary school student/s at drop-off point.

Parent/Care Giver 1

Parent/Care Giver 2

- | | | |
|--------------------------|------------------|-----------------------------|
| (1) Student's Name _____ | Year Level _____ | Student ID (required) _____ |
| (2) Student's Name _____ | Year Level _____ | Student ID (required) _____ |
| (3) Student's Name _____ | Year Level _____ | Student ID (required) _____ |
| (4) Student's Name _____ | Year Level _____ | Student ID (required) _____ |
| (5) Student's Name _____ | Year Level _____ | Student ID (required) _____ |

Student Address:

.....

Phone Number:

Home:

Mobile:.....

Student Mobile:.....

Please indicate service required (please tick):

<input type="checkbox"/> AM only	<input type="checkbox"/> PM only	<input type="checkbox"/> AM/PM					
<input type="checkbox"/> Full Week	<input type="checkbox"/> Day/Days required	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Mon</td> <td style="padding: 2px;">Tues</td> <td style="padding: 2px;">Wed</td> <td style="padding: 2px;">Thurs</td> <td style="padding: 2px;">Fri</td> </tr> </table>	Mon	Tues	Wed	Thurs	Fri
Mon	Tues	Wed	Thurs	Fri			

CASUAL BUS TRAVEL – A signed note from parent/guardian is required authorising casual travel on the school bus. This request must be handed to Bus Fleet Manager.

ANY CASUAL BUS TRAVEL WILL ONLY BE CONSIDERED/APPROVED IF PICK UP/DROP OFF POINT IS PART OF THE EXISTING PLANNED BUS ROUTE.

I authorise bus fees to be added to my school fee account and undertake to pay the account when due and payable in accordance with credit policy of the College. Please be aware that four (4) weeks' notice must be given when withdrawing a student from the College Bus otherwise four (4) weeks fees will be charged.

I confirm I have received and understood the information from the College regarding:

- Bus Travel To and From College Conditions of Use, including the drop-off and pick-up requirements
- Student Code of Conduct for Bus Usage

Parent/Guardian Name:

Signature:

SUBMISSIONS: Please submit the above completed form to the College via email to:
mail@citipointe.qld.edu.au (Attention: BUS DEPARTMENT)

OFFICE USE ONLY:

Stop Location: _____

Bus Run & Number: _____