



ASSUMPTION COLLEGE

Dear Parents and Guardians,

I am writing to invite you to apply to use the Assumption College bus service, tendered to Seymour Passenger Services Pty Ltd, next year.

It is critical that you return your application form and other relevant forms by **Friday, September 8, 2017**. Your timely reply will allow us to plan the most helpful bus runs and timetables for students. *Seats cannot be guaranteed for late applications.*

On the application form we ask you to indicate if your children or child suffer/s from any medical conditions (e.g. diabetes, asthma, and epilepsy). This information ensures that bus drivers are prepared for any possible medical emergencies.

Here are terms and conditions for travel on the Assumption College bus service:

- Bus fees must be paid by direct debit.
- Outstanding bus fees must be paid in full.
- Direct debit details must be provided and either the mid-month or end-of-month option chosen.
- The direct debit authority remains in place for the entire period of bus travel, unless alternative arrangements, in writing, are accepted by the College.
- The initial deposit will be direct debited on Friday, November 10, 2017.
- The code of conduct must be read and accepted on the application form.
- The timetable may change from one year to the next and the 2017 timetable is only indicative for 2018.
- The person completing the application must accept liability for the entire annual fee. Where parents or guardians have separated, the College is not responsible for negotiating the onus of payment of fees.
- Accept that replacement bus passes cost \$15.
- A student may only travel on their allocated bus. Itinerant passengers or friends of regular passengers are not permitted to travel.
- The Conveyance Allowance application form must be completed for students who did not travel on a bus this year.
- As in previous years, the cost structure assumes that all Conveyance Allowances for Assumption College and St Patrick's Primary School students are paid to the Assumption College bus service, to meet the balance of expenses in running the service.

Assumption College reserves the right to refuse an application if any of these conditions are not met.

We look forward to working with you in supporting the Catholic education of our young people.

Yours sincerely

Mr. Joseph Feery
Business Manager, Finance