Dear Parents,

As a family who may be wishing to access the Assumption College School Bus Service for the first time in the 2015 school year or a family already utilising the Assumption Bus Service, I am writing to invite your application for the service which we have tendered to Seymour Passenger Services Pty. Ltd.

It is critical that families return enrolment forms and deposit details by the due date of Friday, 19th September 2014. Your timely reply will allow us to best address the needs of our students in terms of bus runs and time schedules and any variations which may be required. A seat cannot be guaranteed for a late application.

Please note, on the application form, we have asked you to indicate if your child/children suffer from any medical condition (e.g. Diabetes, Asthma, and Epilepsy). The purpose of this information is to ensure that the Bus Driver is aware of any condition that may impact whilst the child is travelling on the bus.

Terms and Conditions for 2015 travel on Assumption College Bus Service

- Prior bus fees must be paid in full.
- Direct debit details must be provided.
- Conveyance Allowance application form must be completed for all students who did not travel on the bus in 2014.
- Code of Conduct must be read and indicated as accepted on the application form.
- Application received before Friday 19th September 2014 (end of term 3).
- Initial deposit received by Friday 19th September 2014 if paying by cheque, funds transfer (BSB: 063 000, Account No: 10830176) or credit card. Initial deposit due on Friday November 14th, 2014 if paying deposit by direct debit.
- Person completing application is responsible for all fees. Where parents have separated, the College is not responsible for negotiating the onus of payment of fees.
- Acceptance that a $15 charge will be incurred for replacement bus passes.
- Students may only travel on their allocated bus, itinerant passengers or friends of regular passengers are not permitted to travel on buses.
- Acceptance of liability for the entire annual fee as indicated on the application form.
- 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 Assumption College Bus Service, to meet the balance of expenses in running the service.

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

Change of payment policy for 2014 onwards:

1. **All ongoing bus fees must be paid via direct debit.** Either bank account or credit card details must be provided; also the mid-month or end of month option must be selected.
2. Only initial deposits may be paid via cheque/cash/eftpos/bank transfer – payments via these methods must be received by September 19th 2014
3. Families wishing to pay the initial deposit by direct debit must indicate this on the direct debit form (deposit will be direct debited on 14th November 2014).
4. The completed direct debit authority will remain in place for the entire period of bus travel, unless alternate arrangements are accepted by the College in writing.

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

Yours sincerely

[Signature]

Mr Joseph Feery
Business Manager