



Immaculate Heart College

Through Mary to Jesus: "The Way, the Truth and the Life"
John 14:6

2023 Information Pack

Welcome to Immaculate Heart College, both returning families and those new to the College community! This letter serves to provide various documents as well as address some "Frequently Asked Questions", to assist with the preparation for the new academic year.

Included in this pack, you will find:

- 2023 College Calendar
- 2023 College Timetable, reflecting daily start and finish, as well as break times, during term
- 2023 College Uniform Information
- 2023 Financial Information and Agreement Forms
- Laptop Information (for Years 3 – 12 students)
- Qkr! Online canteen ordering system flyer

New students

Families new to the College are invited to a quick introduction to the Immaculate Heart College campus, on **Monday 30 January, between 1.30 to 2.30 pm**. Please let us know you will be attending, by emailing enrolments@ihc.wa.edu.au. Your child's class teacher will meet you at College Reception to show you and your child around the grounds, where their classroom is for their first day, and other important places for them in their first days at Immaculate Heart College. **Existing families, please note this is a specific event for new families, and class lists are not being posted on campus at this time.**

Pre-Kindergarten and Kindergarten Students

Our Kindergarten Orientation Session held in November was a wonderful opportunity for our youngest students to see their school for the first time, and for parents and carers to learn about our programs. The IHC Pre-Kindy or Kindergarten Handbook provides much of the specific information required for families, however Kindergarten students commence school with the larger school community on Wednesday 1 February, with Pre-Kindy students starting on Thursday 2 February. Please refer to the relevant Handbook, for further information.

Pre-Primary – Year 12 students

All students from Pre-Primary to Year 12 commence the academic year on Wednesday 1 February, at 8.30am. Students can arrive at the school from 8.15 onwards, for an 8.30 start. The school day ends at 3.15pm. Pre-Primary is the first compulsory year of schooling, therefore, the expectation at IHC is that Pre-Primary students will attend school daily, and in a full-time capacity.

2023 Class Lists

Class Lists, as well as College Room Location Map (for reference or reminder), will be posted on SEQTA Engage, on Monday 30 January, in the afternoon. This gives all



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families the opportunity to know where they are heading to on the first day at school for the 2023 academic year, on Wednesday 1 February.

College Calendar

The College maintains an online calendar on our website, which can be found at <http://ihc.wa.edu.au/calendar/>. All events that occur around the college, as well as Parish events and the Liturgical Calendar are able to be viewed, as well as Term Dates, for planning purposes. Events are subject to change, and it is recommended to regularly view the calendar. The College Newsletter and SEQTA Dashboard also give a snapshot of what is happening within the next few weeks.

College Uniform

Our uniform supplier is Lowes (Shop 70/71, Ellenbrook Shopping Centre, 11 Main Street, Ellenbrook). For your convenience, the store is open during normal retail hours, or the online store can be found at <https://www.lowes.com.au/schools-online/immaculate-heart-college-lower-chittering>. The IHC Parents and Friends Association administers a Facebook page – IHC Community Classifieds, which is a market place for pre-loved uniforms and other College items. Please refer to **2023 College Uniform Information** in this document for details on the College's uniform requirements, as we move between the different seasons/school terms.



IHC Community Classifieds

College Canteen

The College Canteen is open most days of the week and orders can be conveniently placed through the Qkr!™ App on your smart device. Alternatively, orders written on a paper bag can be placed in the red lunch boxes located in Reception, or directly next to the Canteen. Updates on ordering times and special events are usually posted by the Canteen Manager via the IHC Parents and Friends Facebook page, or by email from College Admin. Volunteers are always welcome in the Canteen, and a roster can be found on the canteen door – please consider lending a hand, either on the odd occasion, or as a regular! It is always a great day meeting new friends, spending time with those you already know, not to mention the fun it is for your child to visit you at lunchtime!

Nut Aware School

IHC seeks to ensure the safety and wellbeing of all members of our school community. The College is committed to responsible and achievable management practices in reducing foreseeable risks associated with the support of students with anaphylaxis within the school environment. **Parents and carers are requested NOT to send food to school that contains any nuts or nut products. This includes peanut butter and Nutella.** Students are encouraged not to share food, eating utensils or containers, and to practice appropriate hand-washing and food hygiene behaviours.



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College Mass

College Mass takes place weekly for all students, Pre-Primary to Year 12, on Friday mornings, in the Divine Mercy Church (adjacent to the College). Parents and carers, as well as parishioners are welcome to attend, with important Feast/Mass days celebrated throughout the year.

SEQTA Suite

IHC uses the SEQTA suite of products as our chosen learning management and communications system. Upon commencement at the College, Administration will send parents and carers "Welcome" emails to provision their own accounts, which can be accessed both online, and via your smart device. You will receive pastoral care notices, marked assessment information and, at the end of each semester, Academic Reports are uploaded via this portal. You can also Direct Message your child's teachers and other staff. College Administration, as well as your child's teacher are always available to provide further guidance, if required.

Assemblies

In 2023, College assemblies are timetabled to take place on Tuesday mornings. Parent assemblies are held a few times a term, and will always be gazetted in College communications and on SEQTA. Should your child be a recipient of an award in an upcoming assembly, College staff will contact you beforehand, so you can make arrangements to attend, if possible.

School Buses

IHC has a number of buses attending to the students' transport needs on a daily basis. In most instances, these services are provided by School Bus Services (PTA) – a state government initiative to provide free transport assistance to and from school on contracted 'Orange' school buses. If you are considering bus services, the College recommends that you submit an application, in all cases, to ensure the College's future needs are considered in all Department of Transport decisions. You can apply by visiting <https://schoolbuses.wa.gov.au/Home.aspx>. Should you require further information, please contact the College Registrar – Mrs Tamara Carpenter – tamara.carpenter@ihc.wa.edu.au.

We would like to thank you for considering Immaculate Heart College for the holistic education of your child/children, and we look forward to a successful 2023 academic year!

Kindest regards
IHC Administration



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COLLEGE CALENDAR 2023

Term Dates for Students

Term 1	Wednesday 1 February	-	Thursday 6 April
Term 2	Wednesday 26 April	-	Friday 30 June
Term 3	Monday 24 July	-	Friday 22 September
Term 4	Monday 9 October	-	Friday 8 December

TERM 1

Monday	30 January	Staff Day- Professional Development
Tuesday	31 January	Staff Day - Professional Development
Wednesday	1 February	Start of Term 1 – Students
Monday	6 March	Labour Day – College closed
Thursday	6 April	End of Term 1 – Staff and Students
Friday	7 April	Good Friday

TERM 2

Tuesday	25 April	Anzac Day Holiday
Wednesday	26 April	Start of Term 2 – Students
Friday	2 June	Staff Day – Professional Development
Monday	5 June	Western Australia Day – College closed
Friday	30 June	End of Term 2 – Staff and Students

MID YEAR BREAK – 3 weeks – Monday 3 July – Friday 21 July

(NB: this 3-week break is subject to SCSA-mandated exam schedules, and is negotiable, from year to year, around these dates – it is not guaranteed to always be at the end of the published WA Dept of Education holiday dates)

TERM 3

Monday	24 July	Start of Term 3 – Students
Friday	25 August	Staff Day – Professional Development
Friday	22 September	End of Term 3 – Staff and Students

TERM 4

Monday	9 October	Start of Term 4 – Students
Friday	8 December	End of Term 4 – Students
Monday	12 December	Staff Day
Tuesday	13 December	Staff Day
Wednesday	14 December	Staff Day (College Administration closes)

2023 Timetable

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
PASTORAL CARE GROUP 8.30 - 8.45am						
1	8.45am					
2	9.35am					
RECESS 10.25 - 10.45am						
3	10.45am					
4	11.35am					
5	12.20pm					
LUNCH 1.05 - 1.45pm						
6	1.45pm					
7	2.30pm					
FINAL BELL 3.15pm						



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2023 College Uniform and Dress Code

The uniform of an Immaculate Heart College student is a symbol of membership of the College community. It assists students to develop a sense of unity and belonging. Wearing a uniform encourages a sense of pride in appearance.

Management

All students, parents and teachers have a role to play in uniform management.

STUDENTS – must be fully aware of the Uniform Code, and sanctions which apply for any breach of the Uniform Code.

PARENTS – must be fully aware of the uniform requirements, check students at home and respond to College communications.

STAFF – all College staff share co-responsibility to manage the Uniform and Dress Code.

College Standards

This Uniform and Dress Code applies at all times when students are required to wear their College uniform before, during and after school. Sports uniform should only be worn on scheduled Physical Education days, for sporting activities or other particular times or days mandated by the College or subject teacher.

COLLEGE UNIFORM – SUMMER (Term 1 and Term 4)

Kindergarten and Pre-Primary

Boys

College polo shirt (light blue)
Faction polo shirt
College sports shorts
College Hat
Velcro sports shoes, with navy socks

Girls

College polo shirt (light blue)
Faction polo shirt
College skirt, or sports shorts
College hat
Velcro sports shoes, with navy socks

Year 1 to Year 6

Boys

College formal shirt, with crest
College shorts or trousers
College hat
Black polishable leather shoes navy socks, or
Navy Blue or black school sandals

Girls

College dress
Navy bicycle shorts
College hat
Black polishable leather shoes, navy socks, or
Navy blue or black school sandals

Year 7 to Year 12

Boys

College formal shirt, with crest
College shorts or trousers
College black leather belt
College peak cap
Black leather lace-ups with navy socks, or
Navy blue or black sandals

Girls

College formal shirt, with crest
College skirt
Navy bicycle shorts
College peak cap
Black polishable leather shoes, navy socks, or
Navy blue or black sandals (no socks)

****NOTE: All uniform items MUST be clearly labelled****

COLLEGE UNIFORM – WINTER (Term 2 and Term 3)

Kindergarten and Pre-Primary

Boys

College polo shirt
Faction polo shirt
College trackpants and jacket
College Hat
Velcro sports shoes, with navy socks

Girls

College polo shirt
Faction polo shirt
College trackpants and jacket
College hat
Velcro sports shoes, with navy socks

Year 1 to Year 6

Boys

College formal shirt, with crest
College tie
College jumper
College shorts or trousers
College hat
Black polishable leather shoes, navy socks

Girls

College dress
College jumper or cardigan
College hat
Black polishable leather shoes, navy tights or navy socks

Year 7 to Year 12

Boys

College formal shirt, with crest
College tie
College jumper
College blazer
College trousers
College black leather belt
College peak cap
Black leather lace-ups with navy socks

Girls

College formal shirt, with crest
College tie
College jumper or cardigan
College blazer
College skirt
College peak cap
Black leather lace-ups, with navy tights or navy socks

SPORTSWEAR – Phys. Ed days, and other days mandated by the College

SUMMER (Term 1 and Term 4)

BOYS

College polo or Faction polo shirt
College sports shorts
Sports shoes with navy socks
College hat

Girls

College polo or Faction polo shirt
College sport shorts (or skort – K & PP)
Sports shoes with navy socks
College hat

WINTER (Term 2 and Term 3)

BOYS

College polo or Faction polo shirt
College trackpants and jacket
Sports shoes with navy socks
College hat/cap

GIRLS

College polo or Faction polo shirt
College sport trackpants and jacket
Sports shoes with navy socks
College hat/cap

Jewellery

The following jewellery may be worn:

A simple fine metallic neck chain with a cross or a religious medallion

A watch

Girls only – one small plain stud or sleeper worn in each ear lobe only.

No other piercings of any kind are to be worn with the College uniform at any time. All types of finger rings are not permitted. Any other jewellery items worn will be confiscated and labelled. Items may be collected from Reception on the last day of the term.

College Bags

Only the Immaculate Heart College bags may be used, along with the Excursion Bag and Library Bag which is for carrying homework, readers, Student Diary, and notes/letters.

Hats and Sunscreen

All students are required to have an Immaculate Heart College hat for recess, Lunchtime, Physical Education classes, and any other outdoor activities during school term. The rule: **'No hat? Play in the shade!'** will apply to all students of the College. Students are expected to wear sunscreen at all times when outdoors. Though sunscreen will be available at the College, it is an expectation that parents will supply their own for their children.

Uniform Changes

All uniform proposals, introductions and variations must be authorised by the College Principal. Leavers' Jumpers may be worn by Year 6 and Year 12 students, as negotiated by the Year Level teacher/s, and College Principal.

Personal Presentation

All:

Uniform items are to be neat and clean.

All appropriate buttons must be fastened.

Shirts are to be tucked in.

When a tie is worn, top button is to be fastened and knot pulled up to the top button.

Uniform items are to be worn to size and design.

Undergarments should not be visible (eg. T-shirts, boxer shorts).

Fashionable extremes in hair (length, style, braiding, unnatural colours) are not acceptable.

Nail polish and/or makeup are not part of the College uniform.

Students are to have neatly trimmed, short nails.

Boys:

Male students are to be clean shaven and maintain a short haircut (top, sides and back)

which sits above the collar. Hair styles are to be conservative, not teased or deliberately made messy. Hair shorter than a number 2 is not permitted. The fringe must be maintained at a length that sits above the eyebrows and does not require pinning back.

Girls:

Girls' skirts must be no shorter than knee length when kneeling. Hair must be clean, brushed and kept off the face. Shoulder length hair must be tied back with navy blue or white scrunchy, ribbon, or a plain elastic band.

Uniform Referrals

Students who digress from the Uniform Code will be referred to their relevant Pastoral Coordinator or College Administration.

First Referral - Lunchtime Detention

Second Referral - After School Detention

Third Referral - Student/Parent/Guardian interview with the Deputy Principal

Uniform Difficulties

Where a student cannot comply with the Uniform and Dress Code:

- Parent/Guardian will provide a note of explanation
- Prior to classes, the student is to obtain a Uniform Pass from the College Reception
- Students must show the Uniform Pass to class teachers at the start of lessons
- Students are expected to carry the Uniform Pass for that day.

Student Signature

Date



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Dear Parents and Carers

Immaculate Heart College (IHC) is an Independent, Roman Catholic school in Western Australia. As such IHC has specific legal responsibilities to the Commonwealth and State governments in addition to its educational responsibilities. IHC has the privilege of providing its curriculum and wider educational philosophies in conjunction with the philosophies of the Roman Catholic faith and associated pastoral care.

The structure of Independent schools in Australia and Western Australia provides for varying degrees of government financial assistance. The financial support does not and will not cover 100% of any Independent school's total expenditure program. Both the Commonwealth and State governments expect Independent schools to establish their own "Private" income and funds. Independent schools are expected to provide additional funds for the annual recurrent expenditure as well as being able to contribute to Capital programs.

As an Independent school IHC must charge and collect fees on an annual basis.

At IHC the annual fee is due at the beginning of each year. As is usual practice in the Independent sector, families are provided with options as to how their fees will be paid. Please refer to the College's Fees Schedule.

As you are aware, IHC provides a generous fee discount program for siblings attending the school. Further, should families find themselves in financial difficulty, IHC will always endeavour to assist the family. To this end, IHC has a defined Financial Assistance program which families are encouraged to pursue should they find themselves in financial difficulties. The program can be accessed by, in the first place, contacting the Principal. The program involves confidential, detailed reviews of a family's financial position, and interviews with the Principal.

In setting the school's annual budget each year, the Board is conscious of economic conditions locally as well as more globally. These deliberations impact on the fee structure for students and families. This year is no exception. The harsh economic conditions impacting family budgets, also impact the running costs of the school. While there is a need to increase the school fees for 2023, the increases have been kept to a minimum. While some schools will be increasing their fees on average by 10%, IHC's fee increase for 2023 has been limited to 8%. As a result, the 2023 fee structure has been revised in the following 2023 Financial Information and Agreement Forms.

A comparison of other schools' fees is also attached to provide you with more information. We look forward to partnering with our families to ensure that our college flourishes and facilities improve. We cannot do that without your support. Please reach out to us if you wish to discuss any of the financial assistance programs mentioned above.

Yours sincerely

Sammantha Da Luz
College Principal

16 December 2022



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2023 FINANCIAL INFORMATION AND AGREEMENT FORMS

THIS DOCUMENT CONTAINS

- 2023 Schedule of Fees
- Payment Option Nomination Form
- Direct Debit Request Form
- Direct Debit Service Agreement

ADDITIONAL DOCUMENTS (by request)

- Tuition Fee Discount Scheme
- Fee Concession Policy (Families in Financial Hardship)

It is a condition of enrolment at Immaculate Heart College that school fees will be paid in a timely manner and as per the agreement between the College and the nominated account holder(s) on the Enrolment Form.

APPLICATION FEE

An Application Fee of \$55 (GST Inclusive) must accompany all Enrolment Forms. This fee covers administration costs and is non-refundable.

ENROLMENT FEE

A non-refundable Enrolment Fee of \$250 is payable at the time a confirmed placement is offered and before the start of the school year and does not form part of any other fee charged by the College.

SCHOOL FEES

The following fees and charges apply for the 2023 school year.

YEAR LEVEL	TUITION FEES	Amenities	Building Levy	Fixed Charges	Combined Fees & charges
Pre-Kindergarten (2 Day Week)	\$3024	-	-	\$50	
Kindergarten (3 Day Week)	\$1352	\$350	\$205	\$75	\$100
Pre-Primary	\$2121	\$350	\$205	\$125	\$400
Years 1-6	\$2121	\$350	\$205	\$125	\$400
Years 7-10	\$2441	\$350	\$205	\$150	\$750
Years 11-12	\$2441	\$350	\$205	\$150	\$950

BUILDING LEVY

The Building Levy is an annual compulsory fee. There is no pro rata on the Building Levy for enrolment for part of the year.

FIXED CHARGES

Fixed Charge is a compulsory fee that covers a range of incidental costs and covers e.g., Incursions, excursions etc.

COMBINED FEES AND CHARGES:

- These charges cover but are not limited to: IPAD subscription, ICT Levy, Theology fee, diary and reading logbook, online learning programs, curriculum resources, lockers, and other courses, consumables, equipment, insurance, extracurricular activities, events and annual Yearbook.

ATAR COURSES OFFERED EXTERNALLY

- Will be invoiced.

OTHER FEES

- All other fees are to be paid as invoiced, included but not limited to in- term swimming, any other subject levies, IHC private bus service, camps, retreats, Duke and Edinburgh and Swanonline learning programs.

DUKE OF EDINBURGH FEE (To be invoiced)

- Administration fee - \$100
- Duke of Edinburgh Participant Fee: Bronze \$155
- Duke of Edinburgh Participant: Silver \$180
- Duke of Edinburgh Participant Fee: Gold \$200

HIGH SCHOOL LOCKERS

Lockers will be provided to secondary students. Any damage to the lockers will incur a fee of \$25.

IHC PRIVATE BUS

Immaculate Heart College offers a bus service to and from the College to Lower Chittering and Toodyay at a fee. To access this service, the *IHC Bus Service Agreement Form* must be completed and returned to the College.

SCHOOL BUILDING FUND

Voluntary donations to our College Building Fund are welcomed and tax deductible over \$2.

CANTEEN LEVY

An annual compulsory levy of \$50 per family will be charged which is used to assist in the running costs of the canteen.

SIBLING DISCOUNT

Sibling discounts apply to Tuition Fees only, for Kindergarten to Year 12, and only for siblings attending the school at the same time.

Pre-Kindergarten fees are not subject to sibling discounts.

Discounts for 2023 are as follows:

2 nd Child	15%
3 rd Child	30%
4 th Child	40%
5 th Child	60%

For additional siblings, please make an appointment to meet with the principal.

HEALTH CARE, PENSIONER AND CONCESSION CARD DISCOUNTS

This scheme provides a \$250 discount on tuition fees (only) for eligible students. Information sheets and application forms can be found on the College website, or via contact with the Accounts Department.

GOVERNMENT ASSISTANCE WITH FEES/EDUCATION COSTS

STATE GOVERNMENT SECONDARY ASSISTANCE SCHEME

The State Government Education Department funds a Schooling Clothing Allowance and an Education Program Allowance for students in Year 7 to Year 12.

Application forms are available from the Accounts Department. Applications close in April 2023. For further information, please contact the Department of Education on (08) 9264 4516.

FEE PAYMENT

School Fees are invoiced at the beginning of Term 1 and sent to the account holder/s via the email nominated on the Enrolment Form. If you have not received the invoice, please contact the College.

You will be required to complete a Payment Option Nomination Form.

Payment options are as follows:

OPTION	NUMBER OF PAYMENTS	DUE DATE
1	1 x payment	28 February 2023, \$100 discount applicable on Tuition Fee
2	2 x equal instalments	20 February and 17 July 2023
3	4 x equal instalments	20 February, 24 April, 17 July, 2 October 2023
4	10 x equal instalments	On the 20 th of each month, commencing 20 February, concluding on 20 November 2023
5	20 x equal instalments	Fortnightly payment beginning 20 February to 6 November 2023.

For Payment Options 2 - 5 it is **mandatory** that the parent/carer enter into an agreement with Immaculate Heart College to settle their accounts in a timely manner by completing the Payment Option Nomination Form. Payment Option Nomination Form and Direct Debit Form, to be handed to the Accounts Department **by 13 February 2023**.

For direct debit payments, please ensure there are sufficient funds to cover the school fees by the nominated date/s. An administration cost/bank fees will be charged to the parent's/carer's account for failed payment.

COLLEGE BANK ACCOUNT DETAILS

Bank: Bendigo Bank
Account Name: Immaculate Heart College
BSB: 633-000
Account Number: 162 609 192

OVERDUE ACCOUNTS

Failure to nominate, meet and maintain the selected payment option will result in a late payment fee of \$50 being applied monthly whilst the account remains outstanding. In addition, concessions may be forfeited if accounts are not settled by the due date.

Unless payment arrangement has been communicated to the College in writing, any outstanding fees at the end of Term 1, the principal reserves the right to suspend or terminate student enrolment.

Any student whose school fee remains unpaid will not be permitted to nominate for, or participate in, optional extracurricular activities until the account is brought up to date.

(If you are having financial difficulty, please make an appointment with the principal.)

Legal action for recovery of outstanding accounts is taken when accounts remain overdue. Costs including commissions, fees, and legal expenses, are payable by the Parent or Guardian.

RESPONSIBILITY FOR PAYMENT OF ACCOUNTS

This rests jointly and severally with the person(s) who signed the Enrolment Form.

FAMILIES IN GENUINE FINANCIAL HARDSHIP

Our College Board of Directors is always mindful of parents with genuine financial needs who may require assistance with tuition fees. Parents/carers seeking assistance should complete a confidential *Fee Concession Application Form* available from the Accounts Department. This is then negotiated with the principal. Please note that remissions at the College are not available for consecutive years.

NOTICE OF WITHDRAWAL OF ENROLMENT

Notice of the withdrawal of a student must be given in writing to the principal. This is the only acceptable method of notifying the College of the withdrawal of a student. Verbal notification is not considered due notice.

One full term's notice (this excludes school holidays) must be given on or before the first day of term prior to the intended date of withdrawal. One term's tuition fee will be charged in lieu of such notice should a student be withdrawn with insufficient notice being provided.

The College does not refund any levies paid.

INSURANCE

It is strongly recommended that parents check their health cover and insurance policies to ensure adequate medical, ambulance, personal property and liability insurance cover is held. The College does not accept responsibility for loss of, or damage to, personal effects and property, or for bodily injury or property damage incurred by students.

Students at the College are covered by a *Student Accident Protection Plan*. Further information can be obtained by contacting the College. Families will be required to pay for any damage caused to college property or equipment.

ILLNESS OR INJURY

In an emergency, if you and your emergency contacts are not available, your child will be taken by ambulance, at your cost, to a hospital. It is recommended you have private health insurance cover, inclusive of ancillary benefits and hospital cover.



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PAYMENT OPTION NOMINATION FORM

Family Name: _____

Student Name/s and Year Level in 2023: _____

It is **mandatory** that you indicate your intended payment option. This form is accompanied by the Direct Debit Request (if chosen method of payment), and must be returned to College Admin by 13 February 2023.

PAYMENT OPTIONS (Please indicate your choice with a tick ✓)

	<u>Direct Debit</u>	<u>Other options (EFT, EFTPOS,)</u>
OPTION 1 (1 x instalment) less \$100 early payment discount	28 February 2023	28 February 2023
OPTION 2 (2 x equal instalments)	20 February and 17 July 2023	20 February and 17 July 2023
OPTION 3 (4 x equal instalments)	20 February, 24 April, 17 July, 2 October 2023	20 February, 24 April, 17 July, 2 October 2023
OPTION 4 (10 x equal instalments)	On the 20 th of each month, commencing 20 February, concluding on 20 November 2023	On the 20 th of each month, commencing 20 February, concluding on 20 November 2023
OPTION 5 (20 x equal instalments)	Fortnightly payment beginning 20 February to 6 November 2023	Fortnightly payment beginning 20 February to 6 November 2023

FEES CALCULATION (Optional)

Enter the total amount from your invoice in the fields below, to calculate total fees for family

Total 1 st child	
Total 2 nd child	
Total 3 rd child	
Total 4 th child	
Total 5 th child	
Total 6 th child	
TOTAL	\$

Divide the total number of payments in your selected Payment Option by the total above to calculate your instalment amount. Please indicate your chosen option below.

DECLARATION

I/We hereby acknowledge that these school fees will be paid in full by 28 February 2023, or by the nominated dates applicable to the Payment Option selected above. I/We will contact the College in writing, should I/we be unable to commit to this agreed payment arrangement.

Signed by

Parent/Carer 1: _____ Date: _____

Parent/Carer 2: _____ Date: _____



DIRECT DEBIT REQUEST

PH: 08 9571 8135
ABN/ACN: 70 147 801 590

NEW CUSTOMER FORM

YOUR DETAILS		Please complete this form using a BLACK PEN. * Indicates a MANDATORY FIELD	
Business:	Immaculate Heart College Ltd	ABN/ACN: 70 147 801 590	100-891-123
Customer Reference:			
* Surname:		* Given Name:	
* Mobile #:			
* Email:			
* Address:			
* Suburb:		* State:	* Postcode:

DEBIT ARRANGEMENT		Including details and associated fees/charges detailed below and/or the total amount for the specified period for this and as per any other subsequent agreements or amendments between me/us and the Business and/or Ezidebit	
<p>I/We authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (User ID 342190, 342191, 428198) ("Ezidebit") to debit payments from my/our account, as specified below, at intervals and amounts as directed by Immaculate Heart College Ltd ("The Business") as per the Terms and Conditions of my agreement with the Business and in accordance with this Direct Debit Request and the DDR Service Agreement (Ver 1.11).</p>			
Administration Fee(once only) up to:	N/A	Bank Account Transaction Fee:	Paid By Business
Credit Card Transaction Fee:		VISA/Mastercard: AMEX/Diners:	Paid By Business
Optional SMS Payment Reminder:	N/A	Failed Payment Fee:	\$9.90

CHOOSE YOUR PAYMENT METHOD	
<input type="checkbox"/> Debit from Credit Card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	
Card Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <small>M M Y Y</small>
Name of Cardholder:	<input type="text"/>
By signing this form, I/we authorise Global Payments Australia 1 Pty Ltd, acting as Direct Debit Agent on instruction from the Business, to debit payments from my Credit Card.	
<input type="checkbox"/> Debit from Bank, Building Society or Credit Union Account	
Financial Institution:	<input type="text"/>
Branch:	<input type="text"/>
BSB Number:	<input type="text"/> - <input type="text"/>
Account Number:	<input type="text"/>
Account Holder Name:	<input type="text"/>
I/We authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (User ID No 342190, 342191, 428198) to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with this Direct Debit Request.	

The Authorisation in this Request remains in force in accordance with the terms and conditions of the DDR Service Agreement (Ver 1.11). I/We have read, understand and agree to the same. I/We declare that the information in this Request is true and correct. I/We acknowledge that my/our personal information will be collected, used, held and disclosed in accordance with the Ezidebit Privacy Policy found at <http://www.ezidebit.com/au/privacy-policy/>

Signature(s) of Account Holder:	<input type="text"/>	Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
			<small>D D M M Y Y</small>

DDR Service Agreement (Ver 1.11)



DDR SERVICE AGREEMENT (Ver 1.11)

DDR Service Agreement (Ver 1.11)

I/We hereby authorise Global Payments Australia 1 Pty Ltd ACN 601 396 543 (Direct Debit User ID number 342190, 342191, 428198) (referred to as "Ezidebit") to make periodic debits on behalf of the Business (referred to as "the Business") as indicated on the attached Direct Debit Request which incorporates this DDR Service Agreement.

I/We acknowledge that Ezidebit is acting as a Direct Debit Agent for the Business and that Ezidebit does not provide any goods or services (other than the direct debit collection services) to me/us for the Business pursuant to the Direct Debit Request and has no express or implied liability in relation to the goods and services provided or to be provided by the Business or the terms and conditions of any agreement that I/We have with the Business.

I/We acknowledge that the debit amount will be debited from my/our nominated card or bank account according to the terms and conditions of my/our agreement with the Business and the terms and conditions of the Direct Debit Request (and specifically the Debit Arrangement including the Fees/Charges in the Direct Debit Request).

I/We acknowledge that the details of my/our nominated card or bank account should be verified (eg: against a recent card or bank statement) to ensure accuracy of the details provided and I/we will contact my/our financial institution if uncertain of the accuracy of these details.

I/We acknowledge that it is my/our responsibility to ensure that there are sufficient available/cleared funds in the nominated account by the due date to enable the direct debit to be honoured on the due date for the debit. Direct debits normally occur overnight, however transactions can take up to 3 banking business days depending on the financial institution. Accordingly, I/we acknowledge and agree that sufficient funds will remain in the nominated account until the debit amount has been debited from the account. If there are insufficient funds available, I/we agree that Ezidebit will not be responsible for any fees and charges that may be charged by either my/our or its financial institution.

I/We acknowledge that there may be a delay in processing the debit if:

1. a payment request is received by Ezidebit after Ezidebit's usual cut off time, being 3:00pm Qld time, Monday to Friday;
2. a payment request is received by Ezidebit on a day that is not a banking business day in Sydney, NSW and Melbourne, VIC; or
3. there is a public or bank holiday on the day when the debit transaction is due to be processed or on any of the following days until the debit is processed.

Any payment that falls due on any of the above will be processed on the next business day.

I/We authorise Ezidebit to vary the amount of the payments from time to time upon receiving instructions from the Business of a variation provided for within my/our agreement with the Business or as may be agreed by me/us and the Business. I/We do not require Ezidebit to notify me/us of the variation to the debit amount.

I/We acknowledge that Ezidebit is to provide at least 14 days' notice if it proposes to vary any of the terms and conditions of the Direct Debit Request (including this DDR Service Agreement) including varying the Debit Arrangement.

I/We will contact the Business if I/we wish to alter or defer the Debit Arrangement. I/We acknowledge that any request by me/us to stop or cancel the Debit Arrangement will be directed to the Business.

I/We acknowledge that any dispute regarding a debit will be directed to the Business and/or Ezidebit. If no resolution is forthcoming, I/we will contact my/our financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, a failed payment fee (as referred to in the Debit Arrangement) may be payable by me/us to Ezidebit. I/We will also be responsible for any fees and charges applied by my/our financial institution for each unsuccessful debit attempt together with any collection fees, including but not limited to any solicitor fees and/or collection agent fee as may be incurred by Ezidebit.

I/We authorise Ezidebit to attempt to re-process any unsuccessful payments as advised by the Business.

I/We acknowledge that certain fees and charges (including setup, variation, SMS or processing fees) may apply to the Direct Debit Request and may be payable to Ezidebit and agree to pay those fees and charges to Ezidebit.

"Ezidebit" may appear as the merchant for a payment from my/our credit card (including a debit or charge card). I/We acknowledge and agree that Ezidebit will not be liable for any disputed transactions resulting from the supply or non supply of goods and/or services and that all disputes will be directed to the Business (as Ezidebit is acting only as a Direct Debit Agent for the Business). The Transaction Fee for a debit to a Credit Card calculated as a percentage may be subject to a minimum amount.

I/We appoint Ezidebit as my/our agent for the control, management and protection of my/our personal information (relating to the Business and this Direct Debit Request) which is disclosed to Ezidebit. I/We irrevocably authorise Ezidebit to take all necessary action (which Ezidebit deems necessary) to protect and/or correct, if required, my/our personal information, including (but not limited to) correcting account numbers and providing such information to relevant third parties and otherwise disclosing or allowing access to my/our personal information to third parties in accordance with the Ezidebit Privacy Policy.

Other than as provided in this Direct Debit Request or the Ezidebit Privacy Policy, Ezidebit will keep your personal information about your nominated account private and confidential unless this information is required to investigate a claim made relating to an alleged incorrect or wrongful debit, to be referred to a debt collection agency for the purposes of debt collection or as otherwise required or permitted by law. The Ezidebit Privacy Policy can be found at <http://www.ezidebit.com/au/privacy-policy/>.

I/We hereby irrevocably authorise, direct and instruct any third party who holds/stores my/our personal information (relating to the Business and this Direct Debit Request) to release and provide such information to Ezidebit.

I/We authorise:

1. Ezidebit to verify with my/our financial institution and/or correct, if necessary, details of my/our account; and
2. My/our financial institution to release information allowing Ezidebit to verify my/our account details.

PO Box 3327
Newstead, QLD 4006
Ph: (07) 3124 5500

2023 Fee Schedules from Surrounding Colleges

[Swan Christian College – scea.wa.edu.au/school-fees/](http://scea.wa.edu.au/school-fees/)

Tuition Fee Schedule 2023



Annual Tuition Fees Per Child		Indicative Direct Debit Plans (rounded to nearest \$)			
		Quarterly (4 Payments)	Monthly (10 Payments)	Fortnightly (20 Payments)	Weekly (40 Payments)
Kindergarten (3 Days)	\$3,961	\$990	\$396	\$199	\$99
Kindergarten (5 Days)	\$5,905	\$1,476	\$591	\$296	\$148
Pre-Primary	\$5,752	\$1,438	\$575	\$288	\$144
Junior School Y1-3	\$6,063	\$1,516	\$606	\$303	\$152
Junior School Y4-6	\$6,191	\$1,548	\$619	\$310	\$155
Middle School Y7-9	\$8,105	\$2,026	\$811	\$406	\$203
Senior School Y10-11	\$8,271	\$2,068	\$828	\$414	\$207
Senior School Y12	\$8,578	\$2,145	\$858	\$429	\$214

[Ellenbrook Christian College – scea.wa.edu.au/school-fees/](http://scea.wa.edu.au/school-fees/)

Tuition Fee Schedule 2023



Annual Tuition Fees Per Child		Indicative Direct Debit Plans* (rounded to nearest \$)			
		Quarterly (4 Payments)	Monthly (10 Payments)	Fortnightly (20 Payments)	Weekly (40 Payments)
Pre-Kindergarten	\$2,722	\$681	\$272	\$136	\$68
Kindergarten (3 Days)	\$3,070	\$768	\$307	\$154	\$77
Kindergarten (5 Days)	\$4,604	\$1,151	\$460	\$230	\$115
Pre-Primary	\$4,253	\$1,063	\$425	\$213	\$106
Primary Y1-3	\$5,076	\$1,269	\$508	\$254	\$127
Primary Y4-6	\$6,161	\$1,540	\$616	\$308	\$154
Secondary Y7	\$6,660	\$1,665	\$666	\$333	\$167
Secondary Y8-10	\$7,133	\$1,783	\$713	\$357	\$178
Secondary Y11-12**	\$7,457	\$1,864	\$746	\$373	\$186

[La Salle College – lasalle.wa.edu.au/school-fees/](http://lasalle.wa.edu.au/school-fees/)

Yet to be published at time of print

Holy Cross College – holycross.wa.edu.au/enrolments/

Holy Cross College Fees And Charges Calculator 2023

First Child														
Student Year in 2023	Kindy	Pre Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Total Fee Amount	1,659.50	2,425.50	2,798.50	2,540.50	2,533.50	2,533.50	2,669.50	2,778.50	5,836.50	5,948.50	5,812.50	5,759.50	5,750.50	5,681.50
Second Child														
Student Year in 2023	Kindy	Pre Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Total Fee Amount	1,165.50	1,584.50	1,957.50	1,699.50	1,692.50	1,692.50	1,828.50	1,937.50	4,436.50	4,548.50	4,412.50	4,359.50	4,350.50	4,281.50
Third Child														
Student Year in 2023	Kindy	Pre Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Total Fee Amount	1,014.50	1,329.50	1,702.50	1,444.50	1,437.50	1,437.50	1,573.50	1,682.50	3,620.50	3,732.50	3,596.50	3,543.50	3,534.50	3,465.50
Fourth Child														
Student Year in 2023	Kindy	Pre Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Total Fee Amount	562.50	562.50	935.50	677.50	670.50	670.50	806.50	915.50	1,173.50	1,285.50	1,149.50	1,096.50	1,087.50	1,018.50
Enter Amount 1st Child			Enter Amount 2nd Child				Enter Amount 3rd Child				Enter Amount 4th Child			

Swan Valley Anglican Community School – svacs.wa.edu.au/enrolments/fees-charges/

SCHOOL FEES

The following fees and charges apply for the 2023 school year:

YEAR LEVEL	TUITION FEES	FIXED CHARGES	TOTAL
Pre-Kindergarten (2 Day Week)	\$5,250	\$160	\$5,410
Kindergarten (4 Day Week)	\$4,300	\$260	\$4,560
Pre- Primary	\$4,800	\$420	\$5,220
Years 1-2	\$5,100	\$680	\$5,780
Years 3-6	\$5,200	\$680	\$5,880
Years 7	\$7,000	\$570	\$7,570
Years 8-9	\$7,200	\$570	\$7,770
Years 10-12	\$7,700	\$550	\$8,250

NB. This fee schedule information is correct, as obtained from the various College websites (links quoted), at time of publication.



Immaculate Heart College



www.hp.com.au/byod

Access Code: ImmaculateHC

ALL PRICES INCLUDE:
FREE DELIVERY &
3 YEARS ONSITE SUPPORT



Optional Accidental Damage
Protection Insurance:
Only \$97 inc GST



For any assistance please call
your friendly HP BYOD specialist
Fidoh Natividad 0403 944 111



HP ProBook 445 G9 14"

AMD R5 + 3yr Onsite Support
8GB RAM / 256 GB Storage



HP ProBook x360 435 G9 13.3"

AMD R3 + Pen + 3yr Onsite Support
8GB RAM / 256 GB Storage



HP ProBook x360 435 G9 13.3"

AMD R5 + Pen + 3yr Onsite Support
8GB RAM / 256 GB Storage



HP ProBook x360 435 G9 13.3"

AMD R7 + Pen + 3yr Onsite Support
16GB RAM / 512 GB Storage



Immaculate
Heart College



www.hp.com.au/byod

Access Code: ImmaculateHC

Student ready devices direct from
HP at discounted Prices

BYOD Program

Buying directly from HP ensures your child has the right device and support to work in the school environment. Importantly, it guarantees the latest learning devices at affordable pricing. All devices have been selected to meet the schools minimum device requirements.

How Do I Purchase?

The easiest way is to purchase online at www.hp.com.au/byod and use your school code. You can also purchase via the HP Call Centre 1300 725 017 (Mon - Fri 9am - 8pm AEST)

Payment Options?

- Pay with Visa, Mastercard, American Express, PayPal, G Pay, Apple Pay
- Latitude Pay Finance Interest Free for 24 or 36 months contact for more information

What is Accidental Damage Protection (ADP)?

ADP covers the device against accidental drops, spills or damage. Zero excess for three major claims over 3 years. E.g if a student were to drop their device and crack a screen we will come to site to repair at \$0 excess including parts and labour.

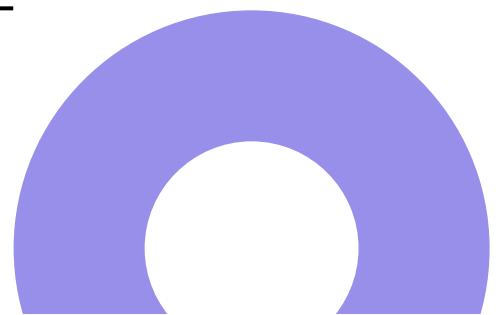
IMPORTANT UPDATE REGARDING THE SALE OF ADD-ON INSURANCES !!!

The Australian Securities and Investments Commission has introduced new regulations regarding the sale of add-on insurance products. These regulations now require a 4 day 'pause' between the purchase of a device and any add-on insurance associated with that device. We are still more than happy to assist you to purchase once that time has lapsed.

BE SURE TO CLICK YOUR INTEREST and we will contact you.



For any assistance please call your
friendly HP BYOD specialist Fidoh
Natividad 0403 944 111





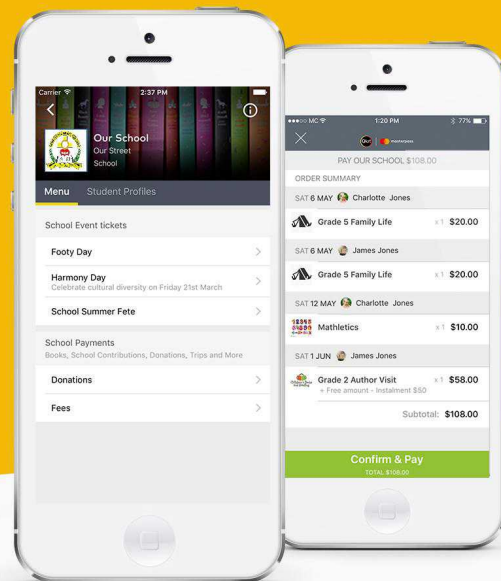
masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

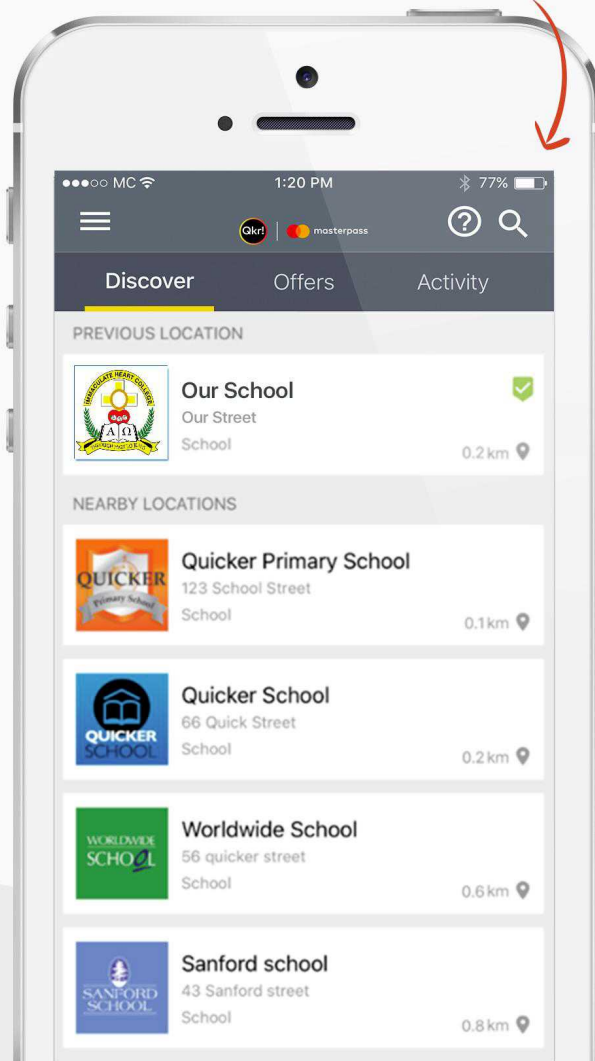
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

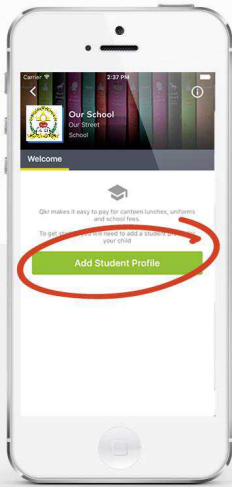




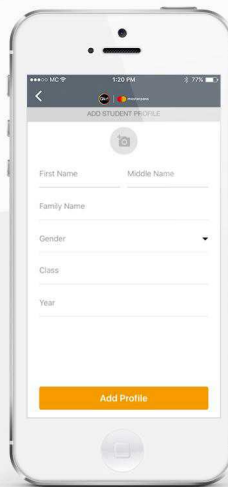
masterpass

Add your children's details in Student Profiles

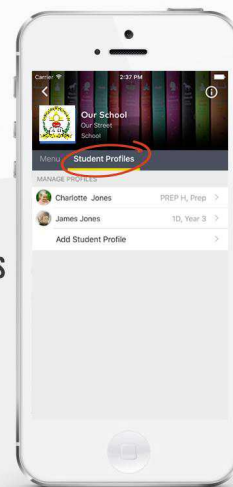
Select 'Add student profile'



Add each child's details

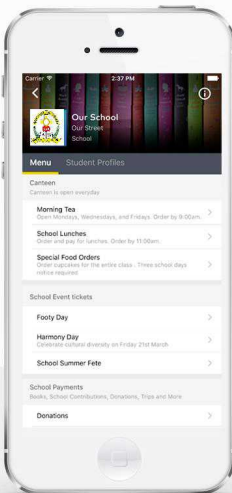


Manage each child's details in Student Profiles

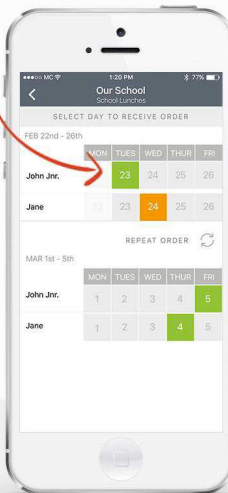


Order meals

Select a menu from our canteen



Tap the green box to view your receipt or to cancel an order



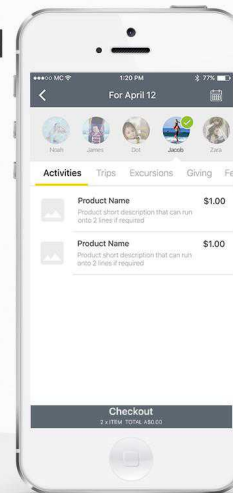
Select a date for a child and order a meal

Tap 'Repeat order' to copy all paid orders from one week to the next

Tap to change the date you are ordering for

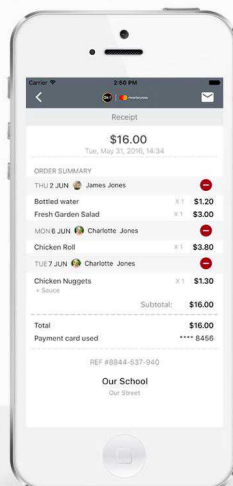
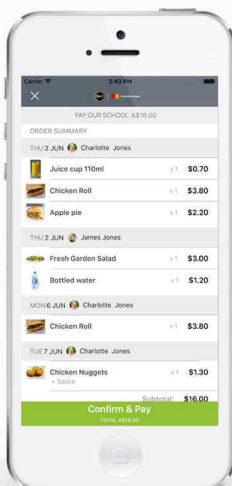
Tap to change the child you are ordering for

Tap 'Checkout' then confirm and pay



Making payments

Add up to 5 cards to your wallet



At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.