

## Family Assistance

Westside Christian College is prepared to offer Family Assistance to families that face genuine financial hardship. Each year, a limited budget is available and will be allocated to those demonstrating the greatest need.

### Confidentiality

The college treats all Family Assistance issues as strictly confidential. All information received, discussions held and decisions made will be kept confidential to your family only. We request that you also keep all details of your Family Assistance confidential.

### Application Process

Applications close on 30 November each year for the following year's fees. Applicants will be notified of the outcome of their application by 31 December.

Applications received after the closing date will be assessed case-by-case after the school year commences.

### Duration

Family Assistance is granted for up to one year only. Families may re-apply each year.

### Volunteer Contributions

Families receiving Family Assistance are encouraged to provide volunteer assistance in the Canteen, the PFA and/or assist Teachers and Teacher Aides where possible.

### Only Complete Applications Considered

This application must be completed in full to be considered for Family Assistance

### Required Documentation

As part of the application process, families are required to provide relevant documentation as evidence of their financial position.

This could include:

- Bank Statements
- Pay Advices
- Centrelink Income Statements
- ATO Notices of Assessment
- Rent agreements or statements

### Applicable Fees

Family Assistance applies to College Fees only. You will remain responsible for payment of Transport Fees, Compulsory Building Fund Levy, Student Enrolment Fees, Uniforms and other sundry items.

### Fees To Be Kept Up-To-Date

All fees must be paid by the due date each term or paid by means of instalment by signing a Direct Debit Authority. In the event that fees are overdue or payments are missed then Family Assistance may be terminated.

Please complete this form and lodge in a sealed envelope addressed to:

The Business Manager,  
Westside Christian College,  
PO Box 282,  
Goodna QLD 4300

Can also be handed over the counter in the Business Office  
Or emailed to [feesadmin@wcc.qld.edu.au](mailto:feesadmin@wcc.qld.edu.au)

| Family Information |                 |                 |
|--------------------|-----------------|-----------------|
|                    | Father/Guardian | Mother/Guardian |
| Family Name        |                 |                 |
| Given Name         |                 |                 |
| Occupation         |                 |                 |
| Phone              |                 |                 |
| Email              |                 |                 |

| College Fees                            |            |   |                                 |                  |
|---|------------|---|---------------------------------|------------------|
| Student Name<br>(oldest to youngest)    | Year Level | College Fees<br>(excluding Transport,<br>Music etc) | Less Bursary<br>(if applicable) | Net College Fees |
| 1:                                      |            |   |                                 | \$ -             |
| 2:                                      |            |   |                                 |                  |
| 3:                                      |            |   |                                 | \$ -             |
| 4:                                      |            |   |                                 | \$ -             |
| 5:                                      |            |   |                                 | \$ -             |
| <b>Total College Fees =</b>             |            |   |                                 | <b>\$ -</b>      |
| Compulsory Building Fund Levy           |            |   |                                 | \$ 615.00        |
| Bus transport                           |            |   |                                 |                  |
| Music                                   |            |   |                                 |                  |
| <b>Total estimated Fees and Charges</b> |            |   |                                 | <b>\$ 615.00</b> |

| Family Assets   |                           |              |                |
|---|---------------------------|--------------|----------------|
| Do you own your own home? (If so please provide estimated value)        | Yes<br>(Mortgaged / Paid) | Value:       |                |
|   | No (renting)              | Weekly Rent: |                |
| Please provide an estimate of the value of your family vehicles.        | Vehicle 1:                |              | (Owned/Leased) |
|   | Vehicle 2:                |              | (Owned/Leased) |
|   | Vehicle 3:                |              | (Owned/Leased) |
| Do you have other assets? (If so, please provide their estimated value) | Investment Property:      |              | Boat:          |
|   | Cash in the Bank:         |              | Other:         |
|   | Motorhome:                |              |                |

**Reason for Requesting Family Assistance**

Please describe the particular circumstances which have caused or are causing financial hardship for your family.

It is extremely important that you are clear in your responses to the following questions, as these answers advise us on why and for how long you will need assistance.

What are the circumstance that have caused you financial hardship?

For how long do you expect this situation to continue, and why?

What action are you taking to stabilise or improve your financial situation?

Are there any other factors that you think we should take into consideration?

Please add any further details as necessary (e.g. date of event, expected insurance or compensation payments etc)

| Family Income   |                 |                 |  |
|---|-----------------|-----------------|--|
| Please specify: PER WEEK or PER FORTNIGHT                               |                 |                 |  |
| Important: Please record all amounts <i>after</i> tax has been deducted |                 |                 |  |
|   | Father/Guardian | Mother/Guardian | Supporting Documents                         |
| Employment (wages/salary, or drawings if self-employed)                 | \$              | \$              | Last 3 payslips or statements                |
| Family Tax Benefit  | \$              | \$              | Centrelink Income Statement                  |
| Other Centrelink Payments   | \$              | \$              |  |
| Child Support   | \$              | \$              | CSA Notice of Assessment                     |
| Investment Income   | \$              | \$              |  |
| Other   | \$              | \$              |  |
| Subtotal  | \$ -            | \$ -            |  |
| <b>Total Combined Income</b>  | \$ -            |                 | Banks Statements<br>ATO Notice of Assessment |

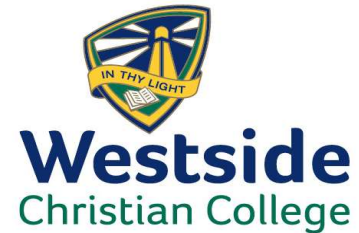
| Necessary Family Expenses                 |      |  |
|---|------|--|
| Please specify: PER WEEK or PER FORTNIGHT |      |  |
|   |      | Supporting Documents                           |
| Mortgage / Rent Payments                  | \$   | Rent Agreements<br>Bank Statements             |
| Food / Groceries                          | \$   | Receipts<br>Invoices<br>Bank / Card statements |
| Transport                                 | \$   |  |
| Utilities (Electricity / Gas / Water)     | \$   |  |
| Phone / Internet                          | \$   |  |
| Clothing                                  | \$   |  |
| Medical Expenses                          | \$   |  |
| Insurance                                 | \$   |  |
| Other (specify): _____                    | \$   |  |
| <b>Total Necessary Expenses</b>           | \$ - | Banks Statements                               |

| Family Assistance Requested   |      |
|---|------|
| Total <b>College Fees</b><br>(assistance only applies to College Fees)  | \$ - |
| How much do you believe that you can pay towards the total College fees?<br>(It is expected that you will be able to make some contribution towards fees) | \$   |
| Assistance Requested<br>(Total College Fees less the amount you can pay).   | \$ - |

| Referee   |
|---|
| <p>Please provide contact details for a third party who would be prepared to verify your financial and/or personal circumstances, such as your Financial Advisor, Accountant, or Church Pastor.</p> <p>Name: .....</p> <p>Relationship: .....</p> <p>Telephone: .....</p> <p>Email: .....</p> |

| Declaration   |
|---|
| <p>I/We _____ (print full name)</p> <p>_____ (print full name)</p> <p>declare that;</p> <p>I/we have completed all answers in this application and that the answers are true and correct.</p> <p>I/we have included supporting documentation as required to support this application.</p> <p>I/we apply for Family Assistance for annual College Fees on the basis of the information I/we have provided.</p> <p>I/We accept the conditions detailed on cover page of this application</p> <p><b>Signed:</b> _____ Date: / /</p> <p>_____ Date: / /</p> |

# Achievement Belonging Care



## 2019 College Fees & Direct Debit Calculation Form

| Costs per annum   |   | 1st Child                       | 2nd Child         | 3rd Child              | 4th & subsequent child            | Total Costs         |  |
|---|---|---------------------------------|-------------------|------------------------|-----------------------------------|---------------------|--|
| <b>TUITION FEES</b>   | Prep  | \$4,504.00                      | \$3,828.00        | \$1,576.00             | \$0.00                            |                     |  |
|   | Year 1  | \$5,152.00                      | \$4,379.00        | \$1,803.00             | \$0.00                            |                     |  |
|   | Year 2  | \$5,398.00                      | \$4,588.00        | \$1,889.00             | \$0.00                            |                     |  |
|   | Year 3  | \$5,513.00                      | \$4,686.00        | \$1,930.00             | \$0.00                            |                     |  |
|   | Year 4  | \$5,897.00                      | \$5,012.00        | \$2,064.00             | \$0.00                            |                     |  |
|   | Year 5  | \$5,745.00                      | \$4,883.00        | \$2,011.00             | \$0.00                            |                     |  |
|   | Year 6  | \$5,960.00                      | \$5,067.00        | \$2,086.00             | \$0.00                            |                     |  |
|   | Year 7  | \$6,746.00                      | \$5,734.00        | \$2,361.00             | \$0.00                            |                     |  |
|   | Year 8  | \$7,502.00                      | \$6,377.00        | \$2,626.00             | \$0.00                            |                     |  |
|   | Year 9  | \$8,273.00                      | \$7,032.00        | \$2,896.00             | \$0.00                            |                     |  |
|   | Year 10   | \$8,106.00                      | \$6,890.00        | \$2,837.00             | \$0.00                            |                     |  |
|   | Year 11   | \$8,664.00                      | \$7,365.00        | \$3,033.00             | \$0.00                            |                     |  |
| Year 12   | \$8,602.00  | \$7,311.00                      | \$3,010.00        | \$0.00                 |                                   |                     |  |
|   |   |                                 |                   |                        | Subtotal                          | \$ -                |  |
| <b>BUILDING FUND</b>  | <b>COMPULSORY building Fund Levy - per family</b>                                   |                                 |                   |                        |                                   | \$615.00 per family |  |
| <b>OPTIONAL Costs per annum</b>   |   |                                 | <b>1st Child</b>  | <b>2nd Child</b>       | <b>3rd &amp; Subsequent Child</b> | <b>Total Costs</b>  |  |
| <b>BUS TRANSPORT</b><br><small>These costs are fixed<br/>One way = 5 trips per week<br/>= 10 trips a week</small>   | <b>ZONE 1</b>   | Both Ways                       | \$ 801.80         | \$ 681.52              | \$0.00                            |                     |  |
|   |   | One Way                         | \$ 601.35         | \$ 511.16              | \$0.00                            |                     |  |
|   | <b>ZONE 2</b>   | Both Ways                       | \$ 1,170.40       | \$ 994.84              | \$0.00                            |                     |  |
|   |   | One Way                         | \$ 877.80         | \$ 746.12              | \$0.00                            |                     |  |
|   | <b>ZONE 3</b>   | Both Ways                       | \$ 1,280.60       | \$ 1,088.52            | \$0.00                            |                     |  |
|   |   | One Way                         | \$ 960.45         | \$ 816.40              | \$0.00                            |                     |  |
|   | <b>ZONE 4</b>   | Both Ways                       | \$ 1,512.40       | \$ 1,285.56            | \$0.00                            |                     |  |
|   |   | One Way                         | \$ 1,134.30       | \$ 964.16              | \$0.00                            |                     |  |
|   |   |                                 | Individual Charge | No of Charges          | Annual Cost                       | Subtotal \$ -       |  |
| <b>MUSIC only</b><br><small>Estimates<br/>(approximately 31 weeks in the school year)</small>   | <b>INDIVIDUAL LESSONS</b><br>(multiply x 31wks)                                     | 20 minutes (per lesson)         | \$ 28.70          | 31                     | \$ 889.70                         |                     |  |
|   |   | 30 minutes (per lesson)         | \$ 36.90          | 31                     | \$ 1,143.90                       |                     |  |
|   |   | 45 minutes (per lesson)         | \$ 48.20          | 31                     | \$ 1,494.20                       |                     |  |
|   | <b>GROUP LESSONS</b><br>(multiply by 31 wks)  | Primary (group of 2) per lesson | \$ 23.60          | 31                     | \$ 731.60                         |                     |  |
|   |   | Primary (group of 3) per lesson | \$ 16.40          | 31                     | \$ 508.40                         |                     |  |
|   | <b>BAND PROGRAM</b><br>(multiply by 31 wks)   | Junior Band - groups of 4       | \$ 14.35          | 31                     | \$ 444.85                         |                     |  |
|   | <b>INSTRUMENT HIRE</b><br>(multiply by 4 terms)                                     | Alice St. (PER TERM)            | \$ 56.40          | 4                      | \$ 225.60                         |                     |  |
|   |   | Stuart St. (PER TERM)           | \$ 66.65          | 4                      | \$ 266.60                         |                     |  |
|   |   | Piano (PER TERM)                | \$ 5.15           | 4                      | \$ 20.60                          |                     |  |
|   |   | Drums (PER TERM)                | \$ 5.15           | 4                      | \$ 20.60                          |                     |  |
|   |   |                                 |                   |                        | Subtotal                          | \$ -                |  |
| <b>CONCESSIONS</b>  | Less any concessions for the year (ie. Bursary/Pastor's Discount/Family Assistance) |                                 |                   |                        |                                   |                     |  |
| <b>DONATIONS</b> (tax deductible)   | <b>Voluntary Building Fund</b>  |                                 |                   |                        |                                   |                     |  |
|   | Richard Jones Scholarship Fund  |                                 |                   |                        |                                   |                     |  |
| <b>OTHER</b>  |   |                                 |                   |                        |                                   |                     |  |
| <b>(A) TOTAL COSTS FOR FEES</b>   |   |                                 |                   |                        |                                   | \$ -                |  |
| <b>Direct Debit Calculations:</b>   |   |                                 |                   |                        |                                   |                     |  |
| <b>WEEKLY</b>   | Every Wednesday, Thursday or Friday   | Divide (A) by 48 weeks          | \$ -              | 02-Jan-19 to 29-Nov-19 |                                   | \$                  |  |
| <b>FORTNIGHTLY cycle 1</b>  | Every Wednesday, Thursday or Friday   | Divide (A) by 24 fortnights     | \$ -              | 09-Jan-19 to 29-Nov-19 |                                   | \$                  |  |
| <b>ALTERNATE F/NIGHT cycle 2</b>  | Every Wednesday, Thursday or Friday   | Divide (A) by 24 fortnights     | \$ -              | 02-Jan-19 to 20-Nov-19 |                                   | \$                  |  |
| <b>MONTHLY</b>  | Every 10th or 25th of each Month  | Divide (A) by 11 months         | \$ -              | 10-Jan-19 to 25-Nov-18 |                                   | \$                  |  |
| <b>IMPORTANT</b>  |   |                                 |                   |                        |                                   |                     |  |
| Please understand that it is the responsibility of the account holder to ensure that the calculations on this worksheet are correct, and to understand that some costs are estimates only, and subject to change. While the Business Office will do its best to assist if needed, should a mistake be made by the Business office, the account holder is still liable for any costs of fees and charges as specified on the 2019 Credit and Charges Policy, left uncovered by these calculations. |   |                                 |                   |                        |                                   |                     |  |
| <b>This calculation must be returned with your Direct Debit Authority to feesadmin@wcc.qld.edu.au</b>   |   |                                 |                   |                        |                                   |                     |  |



## Direct Debit Request Service Agreement

|                    |  |
|--------------------|--|
| <b>Definitions</b> | <p><b>Account</b> means the account held at <i>your</i> financial institution from which we are authorised to arrange for funds to be debited.</p> <p><b>Agreement</b> means this Direct Debit Request Service Agreement between you and us.</p> <p><b>Business Day</b> means a day other than a Saturday or a Sunday or a Public Holiday listed throughout Australia.</p> <p><b>Debit day</b> means the day that payment by you to us is due.</p> <p><b>Debit payment</b> means a particular transaction where a debit is made.</p> <p><b>Direct Debit request</b> means the Direct Debit Request between you and us.</p> <p><b>Us</b> or <b>we</b> mean Westside Christian College, you have authorised by signing a direct debit request.</p> <p><b>You</b> means the customer who signed the direct debit request.</p> <p><b>Your financial institution</b> is the financial institution where you hold the account that you have authorised us to arrange to debit.</p> |
|--------------------|--|

### 1. Debiting your Account

1.1. By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between you and us.

1.2. We will only arrange for funds to be debited from your account as authorised in the direct debit request

Or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the direct debit request, a billing advice that specifies the amount payable by you to us and when it is due.

1.3. If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

### 2. Changes by us

2.1. We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

### 3. Changes by you

3.1. Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on (07) 3437 9000.

3.2. If you wish to stop or defer a direct debit payment, you must notify us in writing at least fourteen (14) days before the next debit day. This notice should be given to us in the first instance.

3.3. You may also cancel your authority for us to debit your account at any time by giving us fourteen (14) days' notice in writing before the next debit day. This notice should be given to us in the first instance.

### 4. Your obligations

4.1. It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

4.2. If there are insufficient clear funds in your account to meet a debit payment:

4.2.1. You may be charged a fee and or interest by your financial institution

4.2.2. You may also incur fees or charges imposed or incurred by us, and

4.2.3. You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.



- 4.3. You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4. If WESTPAC Banking Corporation ABN: 33 007 457 141 is liable to pay goods and services tax (GST) on a supply made by WESTPAC in connection with this agreement, then you agree to pay WESTPAC on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## **5. Dispute**

- 5.1. If you believe that there has been an error in debiting your account, you should notify us directly on (07) 3437 9000 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2. If we conclude as a result of our investigation that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3. If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4. Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

## **6. Accounts**

You should check:

- 6.1. With your financial institution whether direct debiting is available from your account, as direct debiting is not available on all accounts offered by financial institutions.
- 6.2. That your account details which you have provided to us are correct by checking them against your account statement.
- 6.3. With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

## **7. Confidentiality**

- 7.1. We will keep any information (including your account details) in Direct Debit Request confidential.
- 7.2. We will only disclose information that we have about you
  - 7.2.1. To the extent specifically required by the law; or
  - 7.2.2. For the purposes of this agreement (including disclosing information in connection with any query or claim.)

## **8. Notice**

- 8.1. If you wish to notify us in writing about anything relating to this agreement, you should write to The Business Office, Westside Christian College, P O Box 282, GOODNA Q 4300.
- 8.2. We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3. Any notice will be deemed to have been received four (4) business days after it is posted.