Welcome to the Hillbrook Community!

Included in this booklet you will find various forms that need to be completed and returned to Administration in the Reply Paid envelope provided in preparation for your child’s entry to Hillbrook.

If you could return this booklet at your earliest convenience we would be grateful.

Forms that are compulsory to complete are:

- Student Medical Form
- National Data Collection Form
- Standard Collection Notice (Privacy Consent)
- Digital Technology Acceptable Use Agreement

The following forms only need to be completed if you are interested in being involved:

- Uniform/Stationery Shop Volunteer
- Tuckshop Volunteer
- P&F Membership Form
- School Company Membership
- Tuition Direct Debit Form

If you have any questions or concerns please don’t hesitate to contact us at school on 3354 3422 or email hillbrook@hillbrook.qld.edu.au
STUDENT MEDICAL FORM 2017

STUDENT’S FULL NAME: __________________________________________ YEAR: __________

Medicare No: __________________________________________________

Given the option, in case of an emergency would you prefer Public or Private Hospital Treatment: ___

Health Fund: ___________________________ Health Fund No: ___________________________

CONTACTS:

Home ph: ___________________________

Mother’s work no: ___________________________ Father’s work no: ___________________________

Mother’s mobile no: ___________________________ Father’s mobile no: ___________________________

Mother’s email: ___________________________ Father’s email: ___________________________

EMERGENCY CONTACT (if parents are unavailable)

Name: ____________________________________ Relationship to student: _________________

Home no: __________________ Work no: __________________ Mobile no: __________________

Doctor's name: ____________________ Doctor’s no: __________________

PLEASE NOTE: Due to legal requirements, we do not allow students to carry medication/drugs at Hillbrook. Any medication needs to be given to a member of our office staff, in person with a written explanation from the parent/guardian as to how it is to be administered. The school has a special form for this - please contact our secretarial assistant on 3354 3422, or connect to the Health section of our website.

### MEDICAL HISTORY

<table>
<thead>
<tr>
<th>MEDICAL CONDITION</th>
<th>Yes/No</th>
<th>SEVERE</th>
<th>DETAILS (including medication)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies/Drug Reactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(see over for details)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asthma and/or Respiratory problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(see over for details)</em></td>
<td></td>
<td></td>
<td>Please provide Asthma Management Plan if required</td>
</tr>
<tr>
<td>Back, Bone or Joint problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epilepsy</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Psychiatric Illness (eg depression, panic attacks etc...)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Dietary Requirements</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Please provide details of any other medical conditions

<table>
<thead>
<tr>
<th>MEDICAL CONDITION</th>
<th>Yes/No</th>
<th>SEVERE</th>
<th>DETAILS (including medication)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please contact our secretarial assistant regarding medication taken at school</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please contact our secretarial assistant regarding medication taken at school.
PLEASE NOTE: IF A SITUATION IS JUDGED BY THE SCHOOL’S AUTHORITIES TO BE AN EMERGENCY, AN AMBULANCE WILL BE CALLED

If your child suffers from Asthma and/or Allergies, please provide further information by circling the following. Students who suffer from severe asthma are required to fill out an ASTHMA MANAGEMENT PLAN. Please contact the school for the Asthma Management Proforma, or download it from the website.

ASTHMA:  
Mild - occasional use of bronchodilators (eg Ventolin, Bricanyl)
Moderate - regular use of bronchodilators and inhaled steroids (eg Becloforte, Pulmicort, Flixotide)
Severe - has previously required hospitalisation and/or required oral steroids (eg Prednisone)

ALLERGIES:  
Mild - symptoms include rashes, vomiting, diarrhoea etc...
Severe - symptoms include history of collapse, shortness of breath, swelling of mouth

Is there any other information regarding your child’s medical/emotional history that is relevant in our care of your child? Please provide information:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Is there any other relevant information that will help us to assist your child at school (eg Autism, Anxiety, phobias etc)?
____________________________________________________________________________
____________________________________________________________________________

SWIMMING ABILITY

<table>
<thead>
<tr>
<th>Level of Ability</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tread Water</td>
<td></td>
</tr>
</tbody>
</table>

As well as being able to tread water, please indicate ability:

<table>
<thead>
<tr>
<th>Ability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim 25 metres</td>
<td></td>
</tr>
<tr>
<td>Swim 50 metres</td>
<td></td>
</tr>
<tr>
<td>Swim 100 metres</td>
<td></td>
</tr>
<tr>
<td>Swim 150 metres</td>
<td></td>
</tr>
<tr>
<td>Swim more than 200 metres</td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian signature: ___________________________ Date: ________________

If you have any questions contact the school on 33543422 or email leisab@hillbrook.qld.edu.au
NATIONAL ASSESSMENT DATA COLLECTION FORM

Information required for assessment and reporting purposes

Name of student:
First name      Last name

Home (residential) address of student:
No. and street name        Suburb        Postcode

All information collected in this form will remain strictly confidential and will only be used for data which is requested by The Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA) for purposes such as the National Assessment Program (NAPLAN). You may wish to refer to the school’s privacy policy, which is available at www.hillbrook.qld.edu.au.

1. Gender (Please tick box): Male ☐ Female ☐

2. Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)
   No ☐
   Yes, Aboriginal ☐
   Yes, Torres Strait Islander ☐

3. In which country was the student born?
   Australia (tick if yes) ☐
   Other - please specify

4. Does the student or their mother/guardian or their father/guardian speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often.)

<table>
<thead>
<tr>
<th></th>
<th>student</th>
<th>mother/parent1/ guardian1</th>
<th>father/parent2/ guardian2</th>
</tr>
</thead>
<tbody>
<tr>
<td>No, English only (tick relevant boxes)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yes, Other - please specify</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PTO
5(a) What is the highest year of primary or secondary school the parents/guardians have completed?  
(For persons who have never attended school, mark ‘Year 9 or equivalent or below’.)

<table>
<thead>
<tr>
<th>Mark one box only in each column</th>
<th>mother/parent1/guardian1</th>
<th>father/parent2/guardian2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
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<td></td>
</tr>
</tbody>
</table>

5(b) What is the level of the highest qualification the parents/guardians have completed?

<table>
<thead>
<tr>
<th>Mark one box only in each column</th>
<th>mother/parent1/guardian1</th>
<th>father/parent2/guardian2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree or above</td>
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<tr>
<td>Advanced Diploma/Diploma</td>
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<td></td>
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<tr>
<td>Certificate I to IV (including trade certificate)</td>
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<td></td>
</tr>
<tr>
<td>No non-school qualification</td>
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<td></td>
</tr>
</tbody>
</table>

For Part 6, please select the appropriate occupation group from the list on the following page

6(a) What is the occupation group (1 to 4) of the mother/parent1/guardian1?

6(b) What is the occupation group (1 to 4) of the father/parent2/guardian2?

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation.
- If the person has not been in paid work in the last 12 months, enter ‘8’ in the box above.
Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled office, sales and service staff.
Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
Office assistants, sales assistants and other assistants.
Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant/aide [trades' school, teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]
1. Hillbrook Anglican School (the School) collects personal information, including sensitive information about students and parents before and during the course of the student’s enrolment at Hillbrook Anglican School.

2. The primary purpose of collecting information is to allow the School to exercise its functions and activities and ultimately provide schooling to your child.

3. The School collects, uses, holds and discloses personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

4. Legislation that governs public health and child safety requires that certain types of information be collected by the School.

5. The information that the School collects is to satisfy legal obligations and enables the School to discharge its duty of care.

6. The School collects health information about students with consent, and otherwise in accordance with the APPs. Health information is a subset of sensitive information and is defined in the Privacy Act 1988 (Cth).

7. The School collects personal information directly from the student or parent and may also collect personal information about an individual from third parties, for example, a medical practitioner.

8. If the School does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of your child.

9. Personal and sensitive information collected by the School may be disclosed to others for administrative and educational purposes. This would include disclosure to other schools, government departments, and other persons providing services to the School.

10. Personal information collected from students is generally disclosed to parents. Personal information and images (for example, sporting and academic achievements) is published in the school newsletter, magazine and may be used for other School related purposes. Please inform the School in writing if information in relation to your child is not to be used in this manner.

11. Personal information collected may be disclosed by the School to debt collection agencies for the purpose of recovering outstanding tuition fees.

12. The School may disclose personal information about an individual to an overseas recipient. The countries to which disclosure may be made are not currently known.

13. Parents may seek to access information collected about their child by contacting the School. Access to personal information is dealt with in accordance with the School’s Privacy Policy.
14. Parents may seek to have personal information corrected. Correction of personal information is dealt with in accordance with the School’s Privacy Policy.

15. Parents or students may make a complaint in accordance with the School’s Privacy Policy if they believe the School has breached the APPs.

16. The School may engage in fundraising activities. Personal information collected may be used to make a marketing or fundraising appeal. In circumstances where a fund raising appeal requires the disclosure of personal information to third parties for marketing purposes, the School will first give you the opportunity to ‘opt-out’ of a direct marketing initiative.

17. A copy of the School’s Privacy Policy can be found at www.hillbrook.qld.edu.au.

STUDENT’S NAME: .................................................................

STUDENT’S YEAR OF ENTRY: ...........................................

PARENT’S NAME: ..............................................................

PARENT’S SIGNATURE: ....................................................

DATE: ...........................................................................
I………………………………………………… agree to be a responsible and ethical user of all digital technologies, including the internet, and relevant electronic devices, and shall abide by the following with regard to these technologies:

I have the right to:
1. use devices at home and install additional printers and peripheral devices
2. install legally acquired applications and content, e.g. through iTunes
3. access the internet from any location
4. be safe when using digital technologies, e.g. cybersafety, password protection, privacy policy
5. be protected within the bounds of Australian law

I have the responsibility to:
1. keep the devices secure, clean, free of graffiti and easily identifiable
2. replace any supplied devices that are lost, damaged or stolen
3. keep passwords secure
4. select names for files that are appropriate and respectful
5. bring portable devices fully charged to school every day
6. prioritise the devices at school for educational purposes
7. use Hillbrook’s communication tools (e.g. email) for educational purposes only
8. backup data on the portable devices regularly
9. respect and observe all laws pertaining to copyright, intellectual property and piracy
10. talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
11. talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
12. communicate with others, both inside and outside of school hours and in social situations, in a legally and socially appropriate manner, that does not offend, insult, humiliate or intimidate another person
13. respect the privacy of others, only taking photos or recording sound or video when others are aware and formal consent has been provided
Breach of expectations
I understand that failure to meet these responsibilities will be regarded as a very serious matter and consequences may include the loss of the rights outlined above.

Student Declaration
I understand these rights and responsibilities and I will agree to comply with these high expectations.

........................................... ...........................................  .................
Student name  Student signature  Date

........................................... ...........................................  .................
Guardian name  Guardian signature  Date

Details of our Student Users of Digital Technologies Policy can be found at http://www.hillbrook.qld.edu.au/documents/policies-agreements/
HILLBROOK UNIFORM AND STATIONERY SHOPS

As a trading arm of the Parents and Friends Association, the Uniform and Stationery Shops were set up to provide the students of Hillbrook with all their Uniform and Stationery requirements. Through the Business Operations Committee, the P&F oversees the running of the shops and all the profits are ultimately donated to the school for the benefit of the students.

The shop is open three days a week (hours are listed below) and could not function without the help of volunteers who are rostered on a monthly rotational basis e.g. the 2nd Wednesday of each month. I invite you to join us, meet some like-minded parents and have some fun. No experience is needed. On the job training is given and no-one ever gets the sack!

If you have an hour or two to spare once a month your help would be gratefully accepted. You may fill in the form below and return it to me at the shop or ring me during trading hours on 3354 6456.

I look forward to meeting you.

Fiona Lynch
Convenor

Uniform and Stationery Shops - Volunteers 2017

Name:__________________________________________________________________________

Phone: H_________________________ M ____________________________

Address: _______________________________________________________________________

Email: ________________________________________________________________________

Shop Hours:
Mon 12:00 md - 2:00pm       Wed 8:00am - 9:00am       Fri 8:00am - 9:00am

I am able to help monthly on:

[please circle]        Monday       Wednesday       Friday

I am only able to help on: 1 or 2 days per term eg 2nd week of month or Sale days

Details:______________________________________________________________

For those who would like to help in both Tuckshop and Uniform Shop, a roster can be arranged for the same day if desired. Rosters will be posted out at the beginning of Term 1 with a reminder printed in the Hillbrook Newsletter each week.
HILLBROOK TUCKSHOP

The aim of the Tuckshop is to service the children and staff of our school with a variety of nutritious and well-balanced meals and to provide healthy food choices for the students.

The Parents and Friends’ Association oversees the running of the Tuckshop and all profits are channelled back into the school to supply various equipment for our children.

We are open from breakfast to lunch, 5 days a week. We welcome you to join our friendly volunteers and come along to enjoy the company of other parents who have children at the school.

Our roster is flexible, so we can incorporate all offers of help—whether a full day e.g. 8:15am to 1:50pm, or for only a few hours in the morning— all assistance is very much appreciated.

We look forward to meeting you and hope you will consider being part of our friendly team. Please phone 3354 6422 if you can assist.

Convenors

Julie Garvey & Muriel Winch

Tuckshop Volunteers for 2017

Name: __________________________________________________________

Phone: H __________________ M _________________________________

Address: _________________________________________________________

Email: _________________________________________________________

Tuckshop Hours: Monday to Friday from 8:15am to 1:50pm
(Morning tea and lunch provided to volunteers)

I am able to help on the following day, once per month:

(Circle) MON TUES WED THURS FRI
If you wish to join the P&F then please complete section B of the form only. We encourage parental involvement and hope to see you at the various P&F functions held throughout the year. This is a great way to get to know other families and to contribute to the life of the school.

Nominations will also be taken for the management committee of the P&F Association for 2017. Positions for which nominations are sought include: President, Vice-President, Secretary, Treasurer, 7 Ordinary Members. In the event of more nominations than required, an election will be conducted. If you wish to nominate for a position, please complete sections A and B of the form.

Please note: The Hillbrook P&F Association is covered by public liability insurance, limited to $20 million.

Please print, tear off and return to the school no later than 3 February 2017, marked “P&F Secretary.”

Section A - NOMINATION FOR POSITION ON P&F MANAGEMENT COMMITTEE 2017

NAME: ___________________________________________________________________________
ADDRESS: ___________________________________________________________________________
TELEPHONE: ______________________________________________________
EMAIL: ______________________________________________________
POSITION: ______________________________________________________

NOMINATED BY: ________________________________________
(being a financial member of the Hillbrook P&F)

SECONDED BY: ________________________________________
(being a financial member of the Hillbrook P&F)

Section B - P&F MEMBERSHIP - ANNUAL SUBSCRIPTION 2017

I/we wish to pay the annual subscription for the Hillbrook Parents and Friends’ Association. Payment of $5 per family is enclosed.

NAME (S): __________________________________________________________________
ADDRESS: __________________________________________________________________
TELEPHONE: ______________________(H) __________________(M)__________________(W)
EMAIL: __________________________________________________________________

NAME & CLASS OF CHILDREN AT HILLBROOK:
APPLICATION FOR NEW MEMBERSHIP
(Class B Members - Applying for the first time)
of Hillbrook Anglican School Limited

To: The Secretary, Hillbrook Anglican School Ltd., PO Box 469, Everton Park QLD 4053

I (print name)

Address: …………………………………………………………………………………………………………………………………………………………………

Agree to be bound by its Constitution and wish to apply for Membership as a Class B Member. I acknowledge that this is a personal membership and is not transferable.

I enclose $10 membership fee for this year via: Cash ☐ Cheque ☐

Signature of Applicant: ………………………………………………………………………………………………………………………………………

Date: …………………………………………………………………..

New Members must have a Proposer and Seconder from the same Class of Membership

Proposer’s Name: ………………………………………………………………………………………………………………………………………………………
(Must be a Class B Member)

Proposer’s Signature: ……………………………………………………………………………………………………………………………………………

Seconder’s Name: ……………………………………………………………………………………………………………………………………………
(Must be a Class B Member)

Seconder’s Signature: ………………………………………………………………………………………………………………………………………
(Leave this section blank if you would like staff members who are Class B Members to act as your Proposer and Seconder).

The Hillbrook Welcome Booklet contains detailed information about becoming a member of the company.

Existing Company members will receive a renewal notice prior to the AGM.
Hillbrook Anglican School Limited (314011)  
Direct Debit Request (DDR)

**PART A - Your Details**

<table>
<thead>
<tr>
<th>Account Number:</th>
<th>Eg. 117853 (on your statement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Name/s:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone No:</td>
<td></td>
</tr>
</tbody>
</table>

**State:** | **Postcode:**

**PART B – Payment Schedule for Hillbrook Tuition Fees, Levies & Other Charges by Instalment**

- **Date of First Payment:** ____ / ____ / 2017  
- **Payment Frequency:** Weekly / Fortnightly / Monthly  
  (please circle appropriate option)

I would like to contribute to the Building Fund:  Yes** / No

* Payments are collected from February to December each year, unless otherwise agreed. If you have a preference on the commencement date please complete the above, alternatively we will advise you of the date of the first payment. Subsequent payments will be debited in accordance with the frequency selected. If the scheduled date is not a banking day, the debit will take place on the next banking day.

** Building Fund Donations are voluntary and tax deductible – By selecting “Yes” above I understand that a building fund donation of $100 per student will be drawn from one of my direct debit’s each term. (One annual Building Fund receipt will be sent to you in July each year)

**PART C – Option 1: Credit Card Authorisation**

- I request you Hillbrook Anglican School Limited to arrange for funds to be debited from my nominated credit card according to the schedule specified above and attached Direct Debit Service Agreement.

<table>
<thead>
<tr>
<th>Credit Card Number:</th>
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</table>

<table>
<thead>
<tr>
<th>Expiry Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
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</tbody>
</table>

**NOTE:** Visa / Mastercard only

- **Cardholder Name:**

<table>
<thead>
<tr>
<th>Signature:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

**PART C – Option 2: Cheque/Savings Account Authorisation**

- I/We request and authorise Hillbrook Anglican School Limited (314011) to arrange, through its own financial institution, a debit to your nominated account any amount Hillbrook Anglican School Limited (314011), has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECs) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

- **Financial Institution:**

<table>
<thead>
<tr>
<th>Branch:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

- **Account Name:**

<table>
<thead>
<tr>
<th>BSB:</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Account Number:</th>
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</tbody>
</table>

I/We request and authorise Acknowledgment. By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Hillbrook Anglican School Limited as set out in this Request and in your Direct Debit Request Service Agreement.

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If debiting from a joint bank account, both signatures are required.
Customer Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with Hillbrook Anglican School Limited (314011) ABN 15 010 668 774. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

How to Contact Us
You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled payment date. You may contact us as follows:

Phone: 07 3354 3422
Email: fees@hillbrook.qld.edu.au
Mail: Hillbrook Anglican School
PO Box 469, EVERTON PARK QLD 4053

All communication should include your Hillbrook Account Number.

Definitions

account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between you and us.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by you to us is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between us and you.

us or we means Hillbrook Anglican School Limited, (314011) you have authorised by requesting a Direct Debit Request.

you means the customer who has signed or authorised by other means the Direct Debit Request.

your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.

Debting your Account

By signing a Direct Debit Request or by providing us with a valid instruction, 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 us and you.

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 which specifies the amount payable by you to us and when it is due.

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

Amendments by us

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.

Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least 7 days notification by writing to:

Hillbrook Anglican School
PO Box 469, EVERTON PARK QLD 4053

Or by telephoning us on 07 3354 3422 during business hours;

Or Arranging it through your financial institution, which is required to act promptly on your instructions.

Your obligations

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.

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

• you may be charged a fee and/or interest by your financial institution;
• you may also incur fees or charges imposed or incurred by us; and
• 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.

You should check your account statement to verify that the amounts debited from your account are correct.

Dispute

If you believe that there has been an error in debiting your account, you should notify us directly on 07 3354 3422 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.

If we conclude as a result of our investigations 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.

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 in writing.

Accounts

You should check:

• 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.
• your account details which you have provided to us are correct by checking them against a recent account statement; and
• with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

Confidentiality

We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information. We will only disclose information that we have about you:

• to the extent specifically required by law; or
• for the purposes of this agreement (including disclosing information in connection with any query or claim).

Notice

If you wish to notify us in writing about anything relating to this agreement, you should write to:

Hillbrook Anglican School,
PO Box 469, Everton Park QLD 4053

We will notify you by sending a notice by Australia post and/or email to the addresses you have given us in the Direct Debit Request. Any notice will be deemed to have been received on the third banking day after posting.
Thank you for completing the relevant forms.

We would be grateful if you could return this booklet (and $10 School Board membership fee if joining) as soon as possible in the Reply Paid envelope provided.

We look forward to welcoming your family into our Hillbrook school community.