



Out of School Hours Care and Early Learning Fees 2020

Early Learning	8.30am - 3.00pm	\$85.00
Before School Care	Short Session: 8.00am - 8.30am	\$7.00
	Full Session: 7.30am - 8.30am	\$12.00
After School Care	Short Session: 3.00pm - 4.30pm	\$15.00
	Full Session: 3.00pm - 6.00pm	\$25.00
Vacation Care	7.45am - 5.15pm	\$80.00
	Half Day: 7.45am - 1.00pm	\$50.00
	Half Day: 1.00pm - 5.15pm	\$40.00

General Information

Fees and Payments: A fortnightly fee statement will be emailed to parents. Payments may be made via Direct Debit or Credit Card only through the HubDebit System. HubDebit application forms are available from Reception or by calling 6336 6081.

Fees must be paid in line with the fee statement. Any associated costs eg. bank dishonour fees incurred in relation to outstanding or overdue accounts will be forwarded to the person responsible for the account.

Absences: Your child's attendance will be recorded each day of their enrolment including days your child does not attend due to sickness or other reasons. The Child Care Subsidy is paid for each child for up to 42 absences per financial year.

Family Concessions: Sibling discounts are applied from Prep onwards due to the Child Care Subsidy offering higher rebates on fees.

Notice Period: Ten school weeks' notice in writing to the Headmaster is required prior to withdrawal of a student to avoid the charge of one term's fee as per Conditions of Enrolment.

Miscellaneous Fees: A fee will be charged in the following circumstances:

Late pick up fees. For After School Care and Vacation Care a late pick up fee of \$10.00 will be charged after 10 minutes with \$1 per minute charged thereafter.

Full fees will be charged in Vacation Care if cancellation has not been given within 24hrs.

Any students who arrive at school before 8.25am will need to join the Before School Care Programme and will be charged the appropriate fee.

Any students who have not been collected from the school by 3.30pm will need to join the After-School Care programme and will also be charged the appropriate fee.

Launceston Grammar is a Child Care Subsidy Approved Service

Students in all Early Learning classes including Kindergarten, Before and After School Care and Vacation Care can register for the Child Care Subsidy.

Child Care Subsidy is the main payment to assist families with the costs of child care. This subsidy is paid directly to Launceston Grammar and will reduce the balance of your fortnightly account.

We encourage all families to apply for the Child Care Subsidy online or in person through Centrelink. For online applications visit my.gov.au. Once registered, you will need to provide Launceston Grammar with your child's Customer Reference Number (CRN) and date of birth as well as your own CRN and date of birth.

This information is part of the Launceston Grammar Complying Written Arrangement (CWA) in which each family is required to complete.

For further information please contact one of the following:

School Reception: 6336 5900

Before School Care: 0409 864 132

After School Care: 6336 5917

Vacation Care: 0418 571 113

Email: junior@lcfgs.tas.edu.au



Complying Written Arrangement for Launceston Church Grammar School LDC and OSHC

Contact Details

Child's Name: _____ Date of Birth: ____/____/____

Child's Customer Reference Number (CRN): _____

Registered Parent/Guardian Name: _____ Date of Birth: ____/____/____

Registered Parent Customer Reference Number (CRN): _____

Parent email address (for billing purposes): _____

Do you have any other children in care? (Including OSHC and other centres) YES NO If yes, how many? _____

Registered Parent Signature _____ Date of Birth: ____/____/____

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OFFICE USE ONLY

Student Commencement Date: ____/____/____

Enrolment Type: _____

Days Attending Care: Monday Tuesday Wednesday Thursday Friday

Care Details: Routine Casual

Disclaimer: Please note the information provided on this form will be held for the duration of your child's enrolment at Launceston Church Grammar School.

Early Learning Programme & Out of School Hours Care HubDebit Form



Launceston
Grammar
EST. 1846

Parent Name:

Name of Child/Children in Care:

Please complete **either** the following Direct Debit Request section or the Credit Card Authority section.

Direct Debit Request

Please complete your Financial Institution details:

Your Bank's BSB (6 digits):

Bank Account Number: Bank Account Name:

Credit Card Authority

Please complete your Credit Card details:

Credit Card Number:

Expiry date: /

Name on Credit Card:

Card Type: Visa Mastercard CSV:

- Payment amount will be the total of your fortnightly statement.
- Payment will be debited by HubHello by the due date as shown on your HubWorks! statement.

Payment Authorisation

I request this authority remains in force in accordance with details specified above and in compliance with the Terms and Conditions set out below.

I have read and agree to the Service Agreement on the reverse of this form. Please tick:

Signature: Date:

This agreement will remain in place whilst your child is enrolled in our Early Learning and OSHC services. To change or amend details, please contact the Business Office on 6336 6081.

Terms and Conditions for HubDebit

We, Launceston Church Grammar School, note our commitment to you as follows:

- We reserve the right to cancel the drawing arrangement if they are continually returned unpaid by your nominated financial institution and to arrange an alternate payment method with you;
- Where a drawing is returned unpaid by you financial institution, the resulting fee will be charged to your fees account;
- We will keep all information provided by you private and confidential;
- We will investigate and deal promptly with any queries regarding your payments.

Your commitment to us is as follows:

- It is your responsibility to advise us if the nominated account or card is altered, transferred or closed;
- It is your responsibility to arrange with us a suitable alternate payment method if the drawing arrangements are stopped, whether by you or by the nominated financial institution;
- It is your responsibility to meet any charges resulting from fees charged to us as a result of returned drawings.

Please note:

Your agreement will remain in place until the account is paid in full. These details will be added to both the Early Learning and Outside of School Hours Care Services.

HubCare ANZ
Pty Ltd t/a
HubHello!
PO Box 1616, St Kilda
South, VIC 3182
1300 769 110

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with HubCare ANZ t/a HubHello! ABN: 89 160 176 018. 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 a copy of 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.

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 HubHello!, (the Debit User) 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.

Debiting your account:

1.1 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.

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 which 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 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.

Amendment 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.

Amendment by you:

You may change*, stop or defer a debit payment, or terminate this agreement by contacting your service with at least 7 days. OR arranging it through your own financial institution, which is required to act promptly on your instructions.

*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising HubHello! Of your new account details.

Your obligation:

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:

- (a) you may be charged a fee and/or interest by your financial institution;
- (b) you may also incur fees or charges imposed or incurred by us; and
- (c) 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.

Dispute:

5.1 If you believe that there has been an error in debiting your account, you should notify HubHello! directly 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.

5.2 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.

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 in writing.

Accounts:

You should check:

(a) with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS on all accounts offered by financial institutions.

(b) your account details which you have provided to us are correct by checking them against a recent account statement; and

(c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

Confidentiality:

7.1 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.

7.2 We will only disclose information that we have about you:

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

Notice:

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to HubHello! at: payments@hubhello.com

8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us

8.3 Any notice will be deemed to have been received on the third banking day after emailing or posting.