



September 2019

Dear Parents/Carers

Toongabbie Christian College is pleased to announce that from 2019 we are offering Private Bus Travel. This is provided to transport students to and from the College and is indicative of the College's ongoing commitment to the care and protection of our students.

BUS ROUTES

Please see the Bus Routes flyer for our current bus routes. Bus routes can be altered if a demand exists that the College can service.

COST PER TERM FOR 2020

\$400 for one child

\$500 for two children

\$600 for 3 or more children

\$10 casual booking per child per one-way trip

TERMS AND CONDITIONS

1. Applications for Private Bus Travel are available for students from Kindergarten to Year 12.
2. Charges are on a **per term basis** and will not be discounted for non-attendance, for one way collections/drop offs or withdrawal of the student prior to term end.
3. If payment is not received by the due date and the College does not receive an acceptable explanation, then the College reserves the right to discontinue supplying the service to the family.

For more information please contact the College Office on 8863 2952 or privatebus@tcc.nsw.edu.au

PRIVATE BUS TRAVEL PROCESS

APPLICATION

1. Applications for Private Bus Travel must be made on the College's official **Request for Private Bus Travel** form (one application form per family). This form must be completed by a parent or carer of the student(s). The Request for Private Bus Travel form is available from the Parent Portal under "School Forms".
2. While an application is a pre-requisite to use private bus travel, it is **not** a guarantee as places are limited.
3. Applications are to be forwarded to the College Office by email to privatebus@tcc.nsw.edu.au at least **four (4) weeks PRIOR** to the commencement of the school year for processing.

ACCEPTANCE

1. The offer of a place on the private bus will be made only after the signed Request for Private Bus Travel Form has been received.
2. Confirmation of a placement on Private Bus Travel is conditional upon numbers being available on that bus route.
3. The College will formally notify you in writing on the status of your application with all other relevant details.

PRIVATE BUS TRAVEL FEE SCHEDULE AND PAYMENT

1. Charges for Private Bus Travel apply regardless of whether the student actually travels on the bus or not on a particular day. These charges are on a per term, per student/family basis and will not be further discounted.
2. An invoice will be issued via Parent Portal. Payment will be due at the commencement of each school Term.

REQUEST FOR PRIVATE BUS TRAVEL 2020

STUDENT DETAILS (please complete one form for up to four children)

Family Name _____

Residential Address _____

Postcode _____

Student 1 Given Name(s) _____

Mobile Phone Number (if applicable) _____ Class _____

Student 2 Given Name(s) _____

Mobile Phone Number (if applicable) _____ Class _____

Student 3 Given Name(s) _____

Mobile Phone Number (if applicable) _____ Class _____

Student 4 Given Name(s) _____

Mobile Phone Number (if applicable) _____ Class _____

TRANSPORT SERVICE DETAILS

Please tick [✓] which bus services will be required for each child:

BUS SERVICE	STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4
Monday AM				
Monday PM				
Tuesday AM				
Tuesday PM				
Wednesday AM				
Wednesday PM				
Thursday AM				
Thursday PM				
Friday AM				
Friday PM				

Comments _____

PARENT/CARER CONTACT DETAILS

Parent/Carer 1 _____

Mobile Phone Number _____

Email Address _____

Parent/Carer 2 _____

Mobile Phone Number _____

Email Address _____

PARENT/CARER DECLARATION

I certify that:

- All application details provided by me are true and correct.
- I will notify the College Office in writing within seven (7) days of any change of address or circumstances.
- I understand that the fee charged is a per term fee and will not be discounted for non-attendance, for one way collections/drop offs or withdrawal of the student prior to Term end.
- I accept payment will be due at the commencement of each school term according to the option chosen on the payment slip.

Parent/Carer Signature _____ Date _____

NOTE

1. Return completed form to the College Office, Toongabbie Christian College.
2. Private College Bus Travel must be reapplied for each year, at least four (4) weeks prior to start of the school year.
3. Charges for Private College Bus Travel apply regardless of whether the student actually travels or not.
4. Questions regarding Private College Bus Travel should be directed to the College Office on 8863 2952 or email privatebus@tcc.nsw.edu.au.