



St Bede's College

Fee Payment Terms and Conditions

The Parent(s)/Carer(s) agrees to comply with the trading terms of St Bede's College and payment of all school fees shall be made by the Parent(s)/Carer(s) to St Bede's College by end of term one each year on receipt of the invoice for these school fees or in satisfaction of the terms of any agreement entered into with the Business Manager of St Bede's College. St Bede's College may use from time to time external contractors to collect school fees which are outstanding. Parent(s)/Carer(s) who breach the terms of this agreement may incur extra costs associated with the collection of school fees.

For more information please refer to the Fee Policy on the [St Bede's College website](#)

Joint and Severally Liable

Upon both parties signing this enrolment form both parties agree to be held jointly and severally liable for all school fees, costs, contingency fees, interest etc. regardless of any changes in their circumstances now or in the future to St Bede's College. St Bede's College may at times enter into an agreement with either party or a third party, but in doing so does not relinquish, diminish or alter in any way that St Bede's College may exercise its rights to pursue either party for any outstanding school fees, costs, contingency fees, interest etc. from either party regardless of any payments that have been paid by either party or any third party.

Standard Collection Notice

This standard collection notice has been prepared with consideration to legal advice

1. St Bede's College collects personal information, including sensitive information about students and parents or carers before and during the course of a student's enrolment at the College. This may be in writing or in course of conversations. The primary purpose of collecting this information is to enable the College and the CECV to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all activities of the College.
2. Some of the information we collect is to satisfy St Bede's College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of this College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cwth). We may ask you to provide medical reports about students from time to time.
5. St Bede's College may disclose personal and sensitive information for administrative, educational and support purposes. This may include to College service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses; third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system; another school to facilitate the transfer of a student; government departments; medical practitioners, and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors; anyone you authorise the College to disclose information to; and anyone to whom we are required or authorized to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or carers.
7. The College also uses 'Google Apps for Education (GAFE) including Gmail. Through the use of these services, personal information of students, parents or carers may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. College personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Where personal information is held by GAFE it will be limited and may include; Name, email address and student date of birth. Personal information held by GAFE will be stored in accordance with APPs.

9. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. If the 'cloud' storage is outside Australia the College has taken reasonable steps to ensure that the 'cloud' storage is located in a country which offers similar protection to the APPs.

10. Where personal and sensitive information is retained by the CECV by a cloud service provider for education and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

11. The School's Privacy Policy is accessible via the school website, newsletter, handbook or from the College office. The policy sets out how parents, carers or students may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

12. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.

13. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

14. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website. This may include photographs and recordings of student activities such as sporting events, College camps and excursions. The College will obtain permissions on enrolment from the student's parent or carer (and from the student if appropriate) prior to publication if we would like to include such photographs or recordings [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.

15. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

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