



Quality Education for Quality Life

**Main Campus:**  
 201 Sayers Road  
 Truganina Victoria 3029 AUSTRALIA  
 Phone: 61 3 9269 5000  
 Fax: 61 3 9269 5070  
 Email: adminoffice@wicv.net  
 Website: [www.al-taqwa.vic.edu.au](http://www.al-taqwa.vic.edu.au)

## BUS BOOKING APPLICATION

**PLEASE RETURN THIS COMPLETED APPLICATION DIRECTLY TO THE ACCOUNTS DEPARTMENT**

Student ID	Student Name	Year Level/Class

Bus Start Date Requested: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Residential/Pickup Address: \_\_\_\_\_

**Please note that your application will not be processed until both the Bus Booking Application and the Bus Booking Fee have been received.**

### Terms and Conditions:

- Booking for current students must be submitted at the time of the Re-enrollment Confirmation process for the following year. Parents/Guardians wanting to use the school bus service next year must pre-book at the end of the current year.
- Submission of these forms does not guarantee that you child/children will be granted a position on the bus, as it is dependent on bus routes and availability.
- Applications for the bus service at other times during the year may be considered dependent upon bus availability.
- For new student(s) the booking is processed after the Enrolment Application is accepted by the College.

- A non-refundable fee of \$75 per family is paid at the time the booking request is made for current students or after the new enrolment is accepted. However, if next year's bus fees are prepaid by this year with approved bus booking, the \$75 bus booking fee will be waived.
- Bus booking will be refused if you have outstanding balances from previous years.
- Bus booking cancellations must be made in writing by the end of term 4. Bus fees will be charged after that.
- If parents/guardians need to cancel the school bus service during the year, they need to give at least one term's notice by completing a Bus Cancellation Form.
- All Bus Fees are non-refundable and are non-transferable.

Email Address: \_\_\_\_\_

Parents / Guardian's Name: \_\_\_\_\_

Parents / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Accounts Department**

Date Received: \_\_\_\_\_ Debtor ID: \_\_\_\_\_

\$75 Collected: Y / N Rec#: \_\_\_\_\_

AR's Signature: \_\_\_\_\_

**Transport Office**

Approved / Not Approved

Pick up & Drop Off Location: \_\_\_\_\_

Bus Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_