

Dear Departing Student,

RE: COMMITMENT FEE ADVICE

Whether you have been part of the Sancta community for a semester or for a number of years, I hope you have found your time here enriching and enjoyable.

Please know that you have the warmest wishes of the entire staff team for your future. Please stay in touch with us and let us know how you are going.

If you don't mind indulging us one more time...

Whilst Sancta works hard to keep fees as low as possible, it remains out of reach for many. Many within our community experience financial difficulty during their time with us. We attempt to assist these students where we can, but we have to rely on our alumni and friends to fund our scholarships and bursaries. With no reliance on government or institutional assistance, we also benefit from the alumni community generosity to maintain and improve our grounds, buildings and student programs.

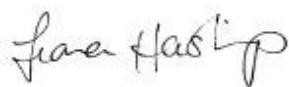
I am hoping you will consider supporting Sancta to enable others to call Sancta home.

There are many ways to do this, either now or in the future.

One way you can support us is to donate part or the whole of your Commitment Fee to Sancta Sophia College. This would be a tax-deductible donation.

Today, I ask for your help so that others may also have the privilege of calling Sancta home.

Yours sincerely,



Fiona Hastings
Principal

Option A – Donate My Commitment Fee

I would like to donate part or all of my Commitment Fee to Sancta Sophia College as a tax-deductible gift.

I would like to support Sancta by donating:

- The full amount of my Commitment Fee.
- Part of my Commitment Fee:
 - (a) \$..... (donation amount)
 - (b) Please transfer the remaining balance to the following account:
 Name:.....
 Bank:.....
 BSB:.....
 Account number:.....

Please allocate my tax-deductible gift to:

- Scholarships and Bursaries – providing financial support for current and future students.
- Principal's Priorities – supporting capital projects, programs and student assistance initiatives deemed priorities by the Principal.

Acknowledgement preferences:

- I am happy for my donation to be acknowledged publicly by Sancta.
- I would prefer my donation to remain anonymous.

Details:

Student name:.....
 Guarantor name:.....
 Guarantor signature:.....
 Date:.....

A tax receipt will be emailed to the Guarantor upon processing of the donation.

Option B – Refund My Commitment Fee

I would like my Commitment Fee returned to me. I understand that my Commitment Fee is refundable upon and within two years of my final departure from Sancta Sophia College, subject to satisfactory inspection of my room and no outstanding fees owing.

Please transfer my net refund to the following account:

Name:.....
 Bank:.....
 BSB:.....
 Account number:.....

Details:

Student name:.....
 Guarantor name:.....
 Guarantor signature:.....
 Date:.....

Please return this completed form to the College by one of the following options:

- Hand the form to the Accountant, Business Office;
- Print/scan and email to: accountant@sancta.edu.au;
- Mail to: The Accountant, Business Office, 8 Missenden Road, Camperdown, NSW, 2050