



12 October 2023

Dear Parents and Guardians,

Re: Laptop Distribution Evening

The Distribution of the **Lenovo Yoga Gen 4 Convertible Touchscreen Notebook** for students commencing **Year 7 in 2024** will take place on **Tuesday 28th November 2023**.

The collection of the Notebook will take place as a **walk through**. Families are asked to park their vehicle at the Broadmeadows Campus car park where they will be directed to the ERC (Education Resource Centre). Drivers Licence ID or a current Health Care Card must be provided on collection.

Please see your allocated time below in accordance with your Child's surname:

Surname	Time Slot
A - B	4.00pm - 4.15pm
C - D - E	4.15pm – 4.30pm
F - G - H	4.30pm – 4.45pm
I - J - K - L	4.45pm – 5.00pm
M - N	5.00pm – 5.15pm
O - P - Q - R	5.15pm – 5.30pm
S - T	5.30pm – 5.45pm
U - V - W - X - Y - Z	5.45pm – 6.00pm

Payment Reminder:

Please be mindful that the final laptop payment of \$565 must be paid by **Wednesday 22nd November 2023** prior to collection of the laptop.

Health Care Card Holders must ensure all Centrelink paperwork is completed prior to the collection of the laptop for the \$20 fortnightly payments if you haven't already done so.

Payments can be made at either the Accounts Office at the Broadmeadows Campus or at the Glenroy Campus Office.

For any queries regarding payment please contact the college Accounts Office on (03) 9301 2777 and select "3" for Accounts.

Yours sincerely,

Robert Dullard
Acting Principal