Insurance Information for Parents

The front side of this sheet is a computer incident report form. The computer used by your son has sustained damage and the College intends lodging an insurance claim on your behalf for the cost of repairs to the computer. This incident report form will be the basis of that insurance claim. Insurance claims are routinely lodged for any damage that is not covered by the manufacturer’s warranty.

If the incident involved other students or a breach of College rules, it will be investigated by your son’s Head of House. If this investigation causes a delay in the insurance claim process, your son will be issued with a loan computer.

How do I fill out the incident report?
Certain information is required by the insurance company before they will process a claim. To increase the likelihood of a successful insurance claim, you will need to supply the requested details, describe the specific incident which caused the damage to the computer and give the names of any witnesses. Please note, the insurance company will deny any claim that does not give clear details of how the damage was caused.

What happens if the claim is accepted?
In most cases, the insurance company will accept the claim and cover the cost of repairs. Your son’s repaired computer will be returned to him the day after the claim is lodged. The College Business Manager’s office will invoice you for the $250 excess a few weeks after the computer has been repaired. This invoice will be added to your school fee account unless you make an alternative arrangement.

What happens if the claim is rejected?
Insurance claims are rarely rejected. When they are, it is usually because of gross negligence in the care of the computer. If the insurance company rejects your claim, you will be required to pay the total cost of repair of the computer. A quotation for the cost of repair will be provided to you prior to the computer being repaired, along with contact details for the repairer and the insurance company, in case you have any questions.

Who can I talk to about this process?
- If you have questions regarding the incident or responsibility for the damage to the computer, please contact your son’s Head Of House:
  - Avila: Mrs Christine Haddrell
  - Brandsma: Mr Peter Ciardulli
  - Corsini: Mr Tom Sykes
  - Edith Stein: Mrs Anne Maree Wight
  - Liseaux: Ms Amanda Hourigan
  - Mantua: Mr Murray Pryer
  - Soreth: Ms Nicole Ross
  - Trinity: Mr Sean O’Donaghue
- If you have questions regarding payment of the excess or the cost of repairs, then you should speak to the College Business Manager, Mr Glenn Aspinall;
- If you have questions regarding the repair of the notebook, you should contact the College Notebook Service Centre Co-ordinator, Mr David Mayne.

To be signed by the parent.
I have read and understand the above information and agree that unless advised otherwise by my son’s Head of House, I will pay the $250 excess.

Parent Name: _________________________________
Parent signature: ________________________________  Date: ______________
Whitefriars College
Notebook Incident Report

Student Number: _______________  Student Name: ____________________________________________

Date: __________  House and Pastoral Group: _________  PC Teacher: _______________________

Computer Serial Number (if known): ____________________________

Information relating to the specific incident that led to the damage/theft.

Date and time of incident: ____________________________

Location of incident: ____________________________

Witnesses: ____________________________

Account of events (include all information regardless of how small or insignificant):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student
I declare the above is a full and truthful account of the events and/or circumstances that led to the damage/theft of the computer.

Student signature: ____________________________  Date: __________

Parent
I have read the incident summary my son has given and believe it to be a truthful account of events. I have read and understand the insurance claim information overleaf and agree that unless advised otherwise by my son’s Head of House, I will pay the $250 excess.

Parent signature: ____________________________  Date: __________

HOH signature: ____________________________  Date: __________

HOH comment: ____________________________