## Template for Notice of Intention to extend the term of Service Agreement with Chaplaincy Service Provider

Dear <Chaplaincy Service Provider>

I am pleased to advise <school name> has received funding for a further two years to implement the National School Chaplaincy Programme (NSCP) in 2017 and 2018.

In accordance with clause 2.2 (Term) of our current Service Agreement, I wish to extend the term of the agreement with your organisation to provide chaplaincy services to this school for a further 12 months, commencing 1 January 2017.

The Department of Education and Training has revised Item 8 of the agreement schedule to provide a clearer breakdown of funding and costs.

If you wish to extend the term, please complete and sign the attached Service Agreement and return it to the school for execution. A copy will also be provided to the Department of Education and Training.

For additional enquiries, please contact [school contact person], on [telephone number] or by email: [email address].

I look forward to continue working with your organisation to support the wellbeing of Victorian students and the broader school community.

Yours sincerely

[Principal Name]

[School Name]

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