



# Our Lady of the Assumption

## Parish Primary School Cheltenham

9 December 2022

Dear OLA Families,

### Setting school fees and levies for 2023

As the year draws to a close, I would like to take this opportunity to congratulate and thank our amazing community for such a fabulous year. We have so much to celebrate and be grateful for at OLA.

I write today to advise you of the Fee and Levy structure for the 2023 school year, which has been discussed and agreed in consultation with the School Advisory Council and our School Business Manager.

The top priorities when reviewing our funding model each year are:

- To ensure our school remains financially viable
- To continue to be accessible to families who value a Catholic education
- To continue to offer a high quality education with exceptional education experiences.

Our School is funded from a combination of Commonwealth and State Government grants, in addition to the reliance on local contribution from parents/caregivers to help cover the education costs for each student. This is achieved through the setting and collection of school fees and levies. I am pleased to inform you that we have developed a budget that enables us to meet our top priorities as outlined above. With the current economic conditions and the rising costs of living, an increase will be applied to the 2023 school fees and levies as outlined below. This equates to approximately \$55.00 per Term per family or \$220.00 for the year. We hope the fee grid on page 2 helps to outline the associated charges.

Next year we will continue to provide all stationery, including pencil cases, diaries, books as well as miscellaneous items such as bandaids, tissues and wet wipes. We will also continue to provide a tighter security for our students around the use of digital technologies to ensure that they are safe online and act as responsible digital citizens.

We will be able to enjoy our new Library, STEM Room, Community Hub and open learning spaces. We will also be able to make use of the flexible new furnishings and resources available in the areas.

An exciting addition to our school in 2023 is the inclusion of a specialised Performing Arts teacher. This in addition to initiatives such as our Information Technology consultant, the one to one devices throughout the school (Prep iPads and Grade 1-6 Chromebooks), 5 Specialist Subjects including STEM, Japanese, PE, Art and Performing Arts, Chess, a professional and inclusive Swimming Program Grades P-4, and an extensive variety of extracurricular activities, such as Wakakirri, STEM and Taiko Drumming, amongst many others, means that students at Our Lady of the Assumption receive a unique and high standard of education.

**Our Lady of the Assumption - Cheltenham  
School Fees and Levies for 2023  
Grade Prep - 6**

	NO. OF CHILDREN	FAMILY SCHOOL FEE	FAMILY CAPITAL LEVY	CURRICULUM LEVY	TOTAL
<b>FEES ANNUAL</b>	<b>1 Child</b>	\$2,150.00	\$920.00	\$820.00	<b>\$3,890.00</b>
	<b>2 Children</b>	as above	as above	\$1,640.00	<b>\$4,710.00</b>
	<b>3 Children</b>	as above	as above	\$2,460.00	<b>\$5,530.00</b>
<b>ACTIVITY LEVIES</b>	* <b>Plus</b> Swimming Levy - Prep - Grade 4 per student			\$116.00	
	* <b>Plus</b> Grade 4 Camp Experience Levy per student			\$ 35.00	
	* <b>Plus</b> Grade 5 Camp Levy per student			\$380.00	
	* <b>Plus</b> Grade 6 Camp Levy per student			\$380.00	
	* <b>Plus</b> Big Day Out - Grade 6 per student			\$100.00	
	* <b>Plus</b> Graduation Levy - Grade 6 per student			\$ 53.00	
<p><i>*Please note that 2023 Swimming fees, 2023 School Camp and Grade 6 'Big Day Out' fees will be adjusted according to the fees charged by facilitators for Camp, Swimming Pool, along with bus fees etc.</i></p>					

*For concession card holders CSEF eligibility will be subject to the parental/legal guardian's concession card being successfully validated with Centrelink on either the first day of either Term One, (27 January 2023) or Term Two, (24 April 2023).*

Fees and Levies will be billed in full in Term 1. There are a range of payment methods and frequencies outlined on the Payment Options Form attached.

**School Fee and Levy Background:**

School fees and levies are charged for the following purposes:

- Family School Fee (Recurrent Fee) – to meet day to day operating (recurring) costs of the school, for example, caretaking and cleaning, copier leases and printing costs, gardens and grounds costs etc.
- Family Capital Levy – for assets purchases e.g. capital equipment, improvements or building projects or for the repayment of loans for capital purposes
- Curriculum Levy – for specific curriculum outcomes (teaching costs) and activities undertaken by the student such as excursion, incursions.
- Activity Levies – for camp, camp experiences, swimming etc.

We understand that some families may have faced or be facing financial hardship as a result of the current economic climate. Please be assured we are committed to supporting our families, particularly during these difficult times, and we offer a range of payment options to assist families in meeting their obligation of paying fees. Should you wish to discuss any of these payment options, please contact me directly and/or refer to the following forms and information.

Please see attached information and forms:

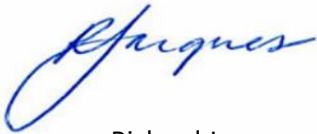
- **2023 Payment Options**
- **2023 Direct Debit Form**
- **Direct Debit Request (DDR) Service Agreement**
- **Camps, Sports and Excursions Fund (CSEF) Application Form**
- **MACS School Fee Concession Program Application**

*We kindly ask that applicable forms are returned to the school office by **Monday, 6 February 2023** to enable the forms to be processed accordingly.*

It is important for the efficient running of the school that all families who can afford to pay their fees continue to do so in a timely manner and we are very grateful for your continued financial support.

I would like to take this opportunity to thank you for your continued support and I look forward to sharing a successful year with you and your children in 2023.

Kind regards,



Richard Jacques  
Principal



# Our Lady of the Assumption

Parish Primary School Cheltenham

## Payment Options Form

### Fee Payer Details

Fee Payer Name: \_\_\_\_\_ School Fee Account Number: \_\_\_\_\_

Best Daytime Contact Number: \_\_\_\_\_

Our Lady of the Assumption Parish Primary School offers a wide range of payment options for your fee account, which we are pleased to outline below. Please contact Gabrielle McGee, OLA's Finance and Administration Manager in the office if you have any queries.

### PAYMENT OPTIONS

### PLEASE INDICATE WHICH METHOD OF PAYMENT YOUR FAMILY WILL USE IN 2023

Direct debits instalments can be arranged weekly, fortnightly or monthly from your bank account OR monthly from your credit card (**Visa or Mastercard only**). We can also arrange for your quarterly or annual instalment to be processed for you if that is your preference. **Families are reminded that a new agreement needs to be completed each year.**  
**GO TO THE DIRECT DEBIT FORM IF THIS IS YOUR PREFERENCE.**



**Billers Code: 375014**

Ref: See your School Fee Statement for Ref No.

Contact your participating Bank, Credit Union or Building Society to make this payment from your cheque, savings or credit card account. Payments can be scheduled to be paid at regular intervals.



Available at the school office. Office hours are 8:15am – 4:00pm Monday to Friday



If you have a Health Care Card you may be eligible for some fee assistance. Please ask Gabrielle McGee for further information

### INSTALMENT OPTIONS

### PLEASE INDICATE WHICH INSTALMENT PLAN YOUR FAMILY WILL USE IN 2023

Weekly x 34 Instalments

Fortnightly x 17 Instalments

Monthly x 9 Instalments

Equal Instalments x 4

1 x Annual Payment made by Friday 31 March 2023

**Other (Please Specify)** \_\_\_\_\_



# Our Lady of the Assumption

Parish Primary School Cheltenham

## Payment Options Form

### Fee Payer Details

Fee Payer Name: \_\_\_\_\_ School Fee Account Number: \_\_\_\_\_

Fee Payer Address: \_\_\_\_\_

Best Daytime Contact Number: \_\_\_\_\_

### Instalment Options

Instalment amount	\$
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#### Weekly x 34 Instalments

Weekly  commencing Wednesday 15 February 2023

#### Fortnightly x 17 Instalments

Commencing F/N  commencing Wednesday 15 February 2023

#### Monthly x 9 Instalments

Monthly  commencing Wednesday 15 February 2023

#### Equal Instalments x 4

Quarterly  commencing Wednesday 15 February 2023

#### Annual Payment

Full Payment  by Friday 31 March 2023

- I/We request and authorise Our Lady of the Assumption Parish Primary School User ID 628252, to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified.  
- I/We are aware that a dishonour fee may be charged to our Fee Account if any payments are dishonoured by my/our bank.  
- I/We are aware that if I/we wish to cancel, change or defer a direct debit payment. I/we must notify the school in writing at least 7 days prior to the next payment date.

\_\_\_\_\_  
Name of Account Holder

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Date

This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the Terms and conditions of the Direct Debit Request Service Agreement.

#### DIRECT DEBIT

Account BSB \_\_\_\_\_ - \_\_\_\_\_ Account no \_\_\_\_\_

Account Name \_\_\_\_\_ Bank \_\_\_\_\_

#### CREDIT CARD *(Credit Card not Available for Fortnightly Instalments)*

Credit Card No. \_\_\_\_\_

Expiry Date \_\_\_\_\_

\_\_\_\_\_  
CCV(3 digits on reverse side of card)

Card Holder Name \_\_\_\_\_

## **Direct Debit Request (DDR) Service Agreement**

### **Our commitment to you**

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Our Lady of the Assumption School, ABN: 83 259 276 700 (User ID 6282252) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the Terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

### **Drawing arrangements**

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request.
- We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

### **Your rights**

#### **Changes to the arrangement**

You may change, stop or defer a debit payment, or Terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on **9584 9488** during business hours;
- writing to: Our Lady of the Assumption Parish Primary School, 9 Centre Dandenong Road, Cheltenham Vic 3192
- arranging it through your own financial institution.

#### **Enquiries**

You may enquire about anything relating to your Direct Debit arrangement by contacting Our Lady of the Assumption Parish Primary School office on 9584 9488.

## **Disputes**

You should check your account statement to verify that the amounts debited from your account are correct.

If you believe that there has been an error in debiting your account, you should notify us directly on **9584 9488** and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.

If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

## **Your commitment to us**

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement;

and

- that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees for each transaction that cannot be processed and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

Kind regards,



Richard Jacques  
Principal

**CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM**

School Name

School REF ID

**Parent/carer details**

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-    -    -  **OR**

Foster parent under temporary care order\* **OR**  Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

\*\*Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration (no CRN needed)? Yes  No

**Student details**

Student's surname	Students first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to deTermine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be deTermined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## CSEF ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
  - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent, and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:

<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

### Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

### Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

### Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer concession card being validated successfully with Centrelink on the first day of either Term one (30 January 2023) or Term two (24 April 2023).

## PAYMENT AMOUNTS

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see:

[www.education.vic.gov.au/about/programs/Pages/csef.aspx](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)

**Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents/carers so please register your interest at the school.

## HOW TO COMPLETE THE APPLICATION FORM

### NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/CARER DETAILS section.

Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.

If you are claiming as a temporary Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.

If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.

2. Complete the STUDENT/S DETAILS section for students at this school.

3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2023 closes on the 23 June 2023.

# School Fees Concession Program

## For eligible families under the eligibility criteria



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



**School:** E1168 - Our Lady of the Assumption School – Cheltenham

### Applicant details

**Surname:** \_\_\_\_\_ **First name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

### Children attending this school

	Name	Age	Year level
1			
2			
3			
4			

### Please indicate which category you are applying under

Criteria	Indicate if applicable
Aboriginal or Torres Strait Islander heritage	<input type="checkbox"/>
Services Australia Health Care Card holder	<input type="checkbox"/>
Department of Veterans' Affairs Gold Card holder	<input type="checkbox"/>
Department of Home Affairs ImmiCard (proof of identity card) holder	<input type="checkbox"/>
Refugee, where the child has attended a school in Australia for less than five years	<input type="checkbox"/>
Required to transfer to St Michael's School, North Melbourne, for treatment at the Royal Children's Hospital	<input type="checkbox"/>
Experiencing genuine financial hardship	<input type="checkbox"/>
Homeschooled, but attending a MACS primary school part-time and meeting any of the above criteria	<input type="checkbox"/>
Other (please indicate):	<input type="checkbox"/>

### Card type (please indicate)

Health Care Card       Veterans' Affairs Gold Card       ImmiCard

### Card details

**Card no.:** \_\_\_\_\_ **Card code:** \_\_\_\_\_ **Expiry date:** \_\_\_\_\_

### Please attach the following forms (unless already provided)

- Completed direct debit request (DDR) service agreement or copy of Centrepay deduction authority for payment of the concessional amount
- Completed Camps, Sports and Excursions Fund (CSEF) application form

### Declaration

I declare that:

- the card I have applied under is in my name and I am the person responsible for the payment of school fees
- I will notify the school if my card status changes during the year
- I understand that I must submit a new application in the instance where a new CSEF application form has been completed.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Information for applicants

### Aim

To assist school families experiencing financial hardship in accessing a Catholic primary education for their child/children.

### Confidentiality

At all times, the dignity and privacy of those seeking a fee concession will be respected.

### Level of concession

School office staff can advise applicants of the concessional fee to be charged. This concessional fee is fixed annually by Melbourne Archdiocese Catholic Schools (MACS). Approved applicants will be charged only the annual concessional fee, which will cover all standard school fees and levies. If the applicant has become eligible under one of the eligibility criteria throughout the year, a pro-rata concession will be granted. In this instance, standard school fees and levies will be incurred for the portion of the year whereby the applicant was not eligible. To be eligible for the concession, the family must agree to either a direct debit or Centrepay deduction arrangement.

### Eligible concession cards

Centrelink issues a number of concession cards for a variety of reasons. Some cards have a generous or no income test and therefore holders of these cards are ineligible for a fee concession under this program. Only Health Care Cards that are eligible for the CSEF are eligible for the School Fees Concession Program.

The card must be issued in the name of the fee payer and list the students for whom the concession is to be applied.

The expiry date of the card must be after 1 January of the year for which the concession is to be applied. If an eligible concession card expires after the start of the year, the concessional fee rate will still be applied for the entire year. If a family becomes eligible during the course of the school year, then a pro-rata concession will be granted.

### Lodgment of application

An application should be lodged prior to the commencement of the school year so that it can be assessed and direct debit or Centrepay deduction arrangements can be initiated for the following year. Please follow the steps below:

1. Complete the school's application form, DDR service agreement or Centrepay deduction authority.
2. Submit the completed forms along with a copy of a valid card.
3. Complete and return the CSEF application form (where applicable).

### Application forms

The following forms can be obtained from the school office:

1. School's application form.
2. School's DDR service agreement or copy of the Centrepay deduction authority.
3. CSEF application form.

### Notification

Approved applicants will receive written notification of the outcome of their application for concessional fees from the school. Declined applicants will be contacted promptly to allow sufficient time to arrange a meeting with the Principal to discuss the fee structure.

## Important notes

1. The concession is automatic for a parent/guardian/carer responsible for the school fees who holds the eligible card.
2. A CSEF application must be submitted for a concession to be granted.
3. Where the fee account is split, the concession applies to only that portion payable by the eligible card holder.
4. All families receiving or requesting a fee concession must notify the school should their financial circumstances change sufficiently to affect the level of concession offered.
5. Any offer of a concession is subject to the applicant entering into a DDR service agreement or Centrepay deduction arrangement. Any default in payment may result in the concession being withdrawn.
6. Should an application be considered ineligible, the applicant will be notified that the application has been declined. If the applicant is experiencing genuine financial hardship, they are encouraged to arrange to meet with the Principal.
7. For further information on Centrepay, please refer to:  
<https://www.servicesaustralia.gov.au/organisations/business/services/centrelink/centrepay-businesses>.

## OFFICE USE ONLY

Checklist	Completed	Date
Copy of card attached	<input type="checkbox"/>	
Signed DDR service agreement or Centrepay deduction authority attached	<input type="checkbox"/>	
Signed CSEF application form attached	<input type="checkbox"/>	
Approved/Declined letter signed by Principal attached	<input type="checkbox"/>	
Processed in debtor system	<input type="checkbox"/>	
CSEF application accepted	<input type="checkbox"/>	