



Our Lady of the Assumption

Parish Primary School Cheltenham

3 February 2022

Dear OLA Families,

Welcome to the 2022 school year.

Following our School Fee Letter to families of 26 November 2021, we are introducing more flexible payment methods for your school fee account payments. We have a new Direct Debit Form which enables your deduction from either a bank account or credit card and we have also introduced a BPay option for those who prefer this payment method.

Please see attached information and forms:

- **2022 Payment Options**
- **2022 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 Thursday 10 February to enable them to be processed accordingly.

Kind regards,

Richard Jacques
Principal

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 in the office if you have any queries.

PAYMENT OPTIONS

PLEASE INDICATE WHICH METHOD OF PAYMENT YOUR FAMILY WILL USE IN 2022

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



Cash or cheque payments can also be made at the school office during office hours, please make cheques payable to Our Lady of the Assumption School.



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 2022

Weekly x 40 Instalments

Fortnightly x 20 Instalments

Monthly x 10 Instalments

Equal Instalments x 4

1 x Annual Payment made on Thursday 24 March 2022

Other (Please Specify) _____



Our Lady of the Assumption Parish Primary School 2022 Direct Debit Form

Fee Payer Details

Fee Payer Name: _____ School Fee Account Number: _____

Fee Payer Address: _____

Best Daytime Contact Number: _____

Instalment Options

Instalment amount \$

Weekly x 40 Instalments

Weekly Thursday 17 February 2022

Fortnightly x 20 Instalments

Commencing F/N 1 Thursday 17 February 2022 OR F/N 2 Thursday 24 February 2022

Monthly x 10 Instalments

Monthly Thursday 17 February 2022

Equal Instalments x 4

Instalments Thursday 17 February 2022 Thursday 5 May 2022
Thursday 28 July 2022 Thursday 20 October 2022

Annual Payment

Full Payment Thursday 24 March 2022

- 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 of \$54.00 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

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 a 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	Student's 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).

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/camp-s-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/camp-s-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 (31 January 2022) or term two (26 April 2022).

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

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 2022 closes on the 24 June 2022.

FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors. Excursions encourage a deeper understanding of how the world works while sports teach teamwork, discipline and leadership. All are a part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

MORE INFORMATION

For more information about CSEF visit:

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from the website below.

If you applied for CSEF at your child's school last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools this year.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing this year.

Check with the school office if you are unsure.



School Fees Concession Program

For eligible families under the eligibility criteria

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"/>	