

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:

- \$400 for primary school students
- \$400 for secondary school students

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

MORE INFORMATION

For more information about CSEF visit:

<https://www.vic.gov.au/camps-sports-and-excursions-fund>



Camps, Sports and Excursions Fund

Frequently Asked Questions

Are families on a Bridging Visa, Temporary Protection Visa, Community Detention and Asylum Seeker families eligible for the CSEF?

Yes. A Special Consideration category exists for families on a Bridging Visa, Temporary Protection Visa, Community Detention and Asylum Seeker families. A letter from Australian Red Cross or similar welfare institution is required as evidence. Visa grant notice or Immi cards are also acceptable.

These applications are processed as 'Special Consideration' type applications.

Are students who reside in Out of Home Care and Residential Institutions eligible for the CSEF?

Yes. Institutions such as Mackillop Family Services, Anglicare, Berry Street Victoria and other Community Service Organisations are eligible to make an application for students residing on a short term or long term basis.

Applications are processed as 'Special Consideration' type applications.

Are Kinship Carers eligible for the CSEF?

Kinship carers (providing the arrangements are formalised through DHHS) are eligible to make an application for CSEF. A letter from DHHS or other Community Service Organisation confirming the kinship arrangement, together with any court order documents, is required to assess the application.

Applications are processed as 'Special Consideration' type applications.

Are parents holding a Carer Allowance card eligible for the CSEF?

No. CSEF is an income-tested allowance. A Carer Allowance card cannot be used to apply for the CSEF as these card types are not income-tested by Centrelink.

Therefore, the parent/carer will not be eligible for CSEF with a Carer Allowance card unless they hold a valid means tested Centrelink concession card in accordance with the *State Concessions Act 2004*.

Are students holding a Child Disability card (CD), Foster Care card (FO) or Ex Carer Allowance (child) card (EH) eligible for the CSEF?

No. CSEF is an income-tested allowance. A Child Disability card (CD) or a Foster Care card (FO) or an Ex Carer Allowance (child) card (EH) which is in the name of a child cannot be used to apply for the CSEF as these card types are not income-tested by Centrelink in accordance with the *State Concessions Act 2004*. An EH card is a continuation of a CD card once the child turns 16 years.

For students 16 years or older, a Youth Allowance Health Care Card or a Disability Pension Card may be issued by Centrelink in the name of the student. Can the parent/carer claim the CSEF with this card?

Yes. If the student is 16 or older and is the holder of a valid means tested concession card (e.g a Youth Allowance Health Care Card, a Disability Support Pension card) that is in their own name, or if the parent/carer has a valid concession card, then a CSEF payment can be made.

Depending on Centrelink's policies, a student who has turned 16 typically either:

- remains as a dependent child on the parent/carer's Health Care Card or Pensioner Concession Card. In this situation, the CSEF application should be entered on the CSEF System under the parent/carer's name and CRN with all students in the family (including the 16 year old) added to the parent/carer's application; or
- is issued with a Health Care Card/Pensioner Card in their own name (e.g for Youth Allowance, a Disability Support Pension card). In this situation:
 - the application must be entered on the CSEF System in the name of the parent/carer
 - , add a note in the notes section to indicate that the student is over 16 years and holds a valid means tested concession card; and
 - attach a scan of the student's card in the document section.

The Schools Finance & Resources Branch will manually check with Centrelink for eligibility against either of the eligibility dates; however the CSEF payment will only be for the student that holds the card (not for siblings).

What options exist when a family has already paid for this year's camps, sports or excursion costs?

Given the timing of the CSEF payments to schools in term one, it is recognised that some families may have already paid up-front for this year's camps, sports or excursion expenses. In this scenario, the following options exist for schools to allocate the payment towards camps, sports and/or excursion expenses for the benefit of the eligible student. In addition to allocating the payment towards remaining camps, sports and excursion expenses in that year:

- carry over the unused amount to be used on eligible activities in the following year
- create a 'family credit' for the costs already paid. The credit can then be used towards other school expenses.

Where a family credit is created, the school and family can agree for the credit to be applied to other expenses for the student. The school will need to be able to demonstrate via the family account statement that the CSEF payment was utilised towards camps, sports & excursion expenses for the benefit of the eligible student. Note – CSEF funds are unable to be refunded directly to the family, but the family credit may be applied by following the steps below:

1. To process a family credit arrangement the following CASES21 steps must be completed one after the other to ensure the BAS, family account and various other reports are correct.
2. Ensure that the parent/carer has actually paid for an excursion/camp/sports activity earlier in the year.
3. Create a family invoice in DF31006 or DF31001 using the original Fee Code you intend to allocate the CSEF funds to, and for the amount you wish to allocate.
4. Go to Manually allocate CSEF Receipts and allocate the CSEF funds to the new invoice that you just created.
5. Create a Family Credit Note – DF31021 for the same amount as in step 1, using the same Fee Code. Apart from the amount do not change any other details.
6. This credit note will stay on the family account until the family advises the school what they want this to be allocated to.

For further CASES21 related scenarios that school administrators may encounter, refer to [CSEF Help for CASES21 Family Finances](#) (staff login required). This document provides step-by-step guidance to resolve or address potential issues.

NOTE: For any additional assistance or variation to this scenario please log a call with the DET Service Desk on 1800 641 943.