



Our Lady of the Assumption

Parish Primary School Cheltenham

08 December 2023

Dear Families,

Setting the School Fees and Levies for 2024

As we approach the end of the year, I want to express my gratitude to our wonderful community for making this year truly fantastic at OLA. There is so much to celebrate and be thankful for.

I write today to advise you of the Fee and Levy structure for the 2024 school year, which has been determined in consultation with the School Advisory Council and our Melbourne Archdiocese Catholic School (MACS), Financial Business Partner. We review our funding model each year to ensure our school continues to offer the highest quality education for your children whilst continuing to be accessible to families who value a Catholic education and remaining financially viable.

As you may be aware, 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 continue to offer high quality programs and exceptional educational experiences to our students, while also adhering to the new Enterprise Bargaining Agreement for staff. With the current economic conditions and the rising costs of living, an average increase of 5% will be applied to the 2024 school fees and levies as outlined below. We are particularly proud to be able to keep this increase to a minimum whilst adding two extra classes at OLA in 2024. This will see classes from Prep - 4 reduce to around 20 students per class versus 28 plus, if we stayed as we were. This is an exciting time of growth for OLA.

School Fee Payment Options

- Pay in full by 1 March 2024
- Three (3) instalments paid per term, due on 1 March, 1 May and 1 August 2024
- Six (6) monthly instalments commencing on 1 March 2024
- Twelve (12) fortnightly instalments commencing on 1 March 2024

Payment Methods

- Direct Debit from a nominated Bank Account
- Direct Debit from a Credit Card – Mastercard or Visa Card only
- BPay
- Internet Direct Deposit to School Bank Account

BSB: 083-347

Account Number: 65589 3399

Your reference: **Account number/Child's surname**

| Our Lady of the Assumption - Cheltenham School Fees and Levies for 2024 Grade Prep - Grade6 | | | | | |
|---|--------------------------|--|---------------------------|-------------------------------|-------------------|
| FEES | Number Of CHILDREN | FAMILY SCHOOL FEE | FAMILY CAPITAL LEVY | STUDENT CURRICULUM LEVY | TOTAL |
| ANNUAL | 1 Child | \$2,257.00 | \$966.00 | \$ 860.00 | \$4,083.00 |
| | 2 Children | as above | as above | \$1,720.00 | \$4,943.00 |
| | 3 Children | as above | as above | \$2,580.00 | \$5,803.00 |
| FEES PER TERM | | | | | |
| FEES PER TERM | 1 Child | Term 1 | 1 March 2024 | | \$1,601.00 |
| | 2 Children | Term 2 | 1 May 2024 | | \$1,647.67 |
| | 3 Children | Term 3 | 1 August 2024 | | \$1,934.33 |
| PLUS | | | | | |
| ACTIVITY LEVIES Per Student | \$ 50.00 | Prep Water Safety Program per student | | | |
| | \$120.00 | Grade 1 to 4 Swimming Levy per student | | | |
| | \$ 40.00 | Grade 4 Camp Experience Levy per student | | | |
| | \$450.00 | Grade 5 & 6 Camp Levy per student | | | |
| | \$120.00 | Grade 5 & 6 Senior Beach Program per student | | | |
| | \$100.00 | Grade 6 Big Day Out per student | | | |
| | \$ 60.00 | Grade 6 Graduation Levy per student | | | |
| <i>*Please note that 2024 Swimming fees, 2024 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> | | | | | |

Please note the following:

**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, (29 January 2024) or Term Two, (15 April 2024).*

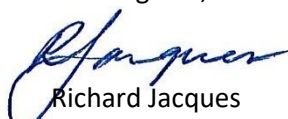
**Health Care Card holders may be eligible for the MACS School Fee Concession Program Application, please contact the school office for an application.*

We kindly ask that all applicable forms, see attached, are returned to the school office on or before Friday, 9 February 2023 to enable the forms to be processed accordingly.

We understand that some families may have faced financial hardship because of changing economic and inflationary pressures. Please be assured we are committed to supporting our families, particularly during these difficult times. Please contact me directly via email, feesupport@olacheltenham.catholic.edu.au or contact the school office to make an appointment should you have any questions or concerns.

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 at OLA in 2024.

Kind regards,


Richard Jacques
Principal

Our Lady of the Assumption 2024 School Fee Payment Authorisation

| Account Details | |
|---|--|
| Parent/Fee Payer Name: | Account Number: <i>(if known)</i> |
| Email Address: | |
| Daytime Contact Phone Number: | |
| Eldest Student Name: | 2024 Grade: |
| Health Care Card or Concession Card Holder: <input type="checkbox"/> Yes or <input type="checkbox"/> No | |
| Payment Frequency | Payment Method |
| <i>Please tick your preferred frequency</i> | <i>Please tick your preferred method</i> |
| <input type="checkbox"/> Pay in full by 1 March 2024 | <input type="checkbox"/> Direct Debit from nominated bank account |
| <input type="checkbox"/> Three (3) instalments <i>paid per term 1 March, 1 May, 1 August 2024</i> | <input type="checkbox"/> Direct Debit from Credit Card <i>(Mastercard or Visa Card only)</i> |
| <input type="checkbox"/> Six (6) monthly instalments: <i>paid on 1st of each month commencing on 1 March</i> | <input type="checkbox"/> BPay |
| <input type="checkbox"/> Twelve (12) Fortnightly instalments: <i>commencing on 1 March 2024</i> | <input type="checkbox"/> Internet Direct Deposit to School Bank Acct BSB: 083-347 Account Number: 65589 3399 Your reference: Account code or Child's Name |

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 No.

Expiry Date

CCV (3 digits on reverse side of card)

Card Holder Name _____

Please Note: *A new authority will be required to be completed for each new school year OR*
 Place a tick this box if you would prefer an ongoing arrangement.

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 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

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:

- \$150 for primary school students
- \$250 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.



Camps, Sports and Excursions Fund APPLICATION Form

Our Lady of the Assumption

Account #

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

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

- - - **OR**

Foster parent* **OR** Veterans affairs pensioner (Gold Card)**

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

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

Student details

| Child's surname | Child's first name | Student ID | Date of birth (dd/mm/yyyy) | Year level |
|-----------------|--------------------|------------|----------------------------|------------|
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I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE 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 my child's school 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 DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can 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 ____ / ____ / ____

Camps, Sports and Excursions fund eligibility

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

Criteria 1 – Eligibility

To be eligible* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
 - on the first day of Term two.
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
 - b) Be a temporary foster parent, and;
 - c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](https://education.vic.gov.au/camps-sports-and-excursions-fund-csef-eligibility)

Mature minors or 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 one of (a) or (b) above.

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

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on **29 January 2024 and/or 15 April 2024**.

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: \$150.00 per year.
- Secondary school student rate: \$250.00 per year.

The CSEF is paid directly the 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: [Camps, Sports and Excursions Fund \(CSEF\): Payment amounts | education.vic.gov.au](https://education.vic.gov.au/camps-sports-and-excursions-fund-csef-payment-amounts)

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, 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/LEGAL GUARDIAN 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 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.
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 2024 closes at the end of term two 2024.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.