



# St Mary's College

## Fees and Levies

### 2022

#### GOVERNMENT FUNDING

Catholic schools are partially funded by both the Federal and State governments, therefore school fees, paid by families, are essential to help meet the gap between government funding and the cost of providing a quality contemporary educational experience for the students and to meet the costs associated with operating a school on a year-by-year basis.

#### FAMILY COMMITMENT

The College is reliant on families paying their school fees to ensure the funding gap is met and the College meets its financial commitments.

In accepting enrolment at St Mary's College all families are expected to pay school fees.

*Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly accept the financial responsibilities associated with school fees. It is the duty of the Principal to manage the collection of school fees. Parents are encouraged to contact the office to make an appointment with the Principal to discuss any financial concerns with meeting the College school fees.*

#### SETTING COLLEGE FEES

Each year the College fees are reviewed by the Principal and the Melbourne Archdiocese of Catholic Schools (MACS), in consultation with the College Advisory Council (previously known as the College Board), to ensure any fee increases are kept to a minimum. Families are given notification of any changes made to the annual fee structure by way of the fee and levy schedule sent to families in December for the following year's fees.

St Mary's College endeavours to establish fees that:

- Are fair and equitable;
- Allow the College to deliver contemporary curriculum and maintain property and infrastructure; and
- Provide families with suitable options for payment.

#### HOW FEES ARE BILLED

In February of each school year, each family receives an account for the total amount of school fees charged for the year. Fee statements will be emailed monthly to account payees by the second Monday of each month or are available on request. Going forward in 2022, the monthly fee statement from the new College administration system, will only provide the details of the balance outstanding or credit amount on the account, along with any transactions that have occurred during the month. The fee charges will only be listed on the first fee statement issued in February. Please note that if the balance amount on the fee statement has a minus sign in front of the figure, your account is in credit.

## COLLEGE FEES EXPLAINED

### Federal and State Government Grant Funding

Grant funding covers staffing associated costs and finances some components of the College expenditure.

### Family Fee (charged per family)

The Family Fee is used for recurrent expenses, including the cost of running and maintaining the school.

### Capital Levy (charged per family)

The Capital Levy has been introduced in 2022 and will contribute to the College's Masterplan infrastructure and capital expenses. The Masterplan outlines the College's endeavours for an F-12 pathway.

### Tuition Levies (charged per student)

The tuition levy covers costs associated with curriculum requirements such as student and classroom supplies, curriculum subscriptions, class photocopying/printing, ICT resources, library capital/expenses, sports equipment, staff professional development and resources for all curriculum areas. For secondary students this includes curricula text.

**Discounts** for the **Secondary Tuition Levy** will be applied as follows:

**2<sup>nd</sup> secondary child- 20% discount**

**3<sup>rd</sup> secondary child - 50% discount**

**4<sup>th</sup> secondary child - 100% discount**

### Excursion/Camp Levies (charged per student)

This levy covers the full costs associated with student attendance at all excursions, incursions, camps and school events and programs such as sporting carnivals, the swimming program (Foundation to Year 7), inter-school sporting activities, health programs and school sporting affiliations for the year level throughout the year. The excursions, incursions, camps and programs are part of the curriculum and students are expected to attend and participate.

#### ***Camp Refund/Rebate Application in the event a student is unable to attend***

It is important that you are aware, that the costs associated with these educational experiences are calculated, and often paid for, months before the camp actually takes place, which is why they are able to be charged at the beginning of the school year and shown on your College fees account. The College would not be able to run these programs if families were refunded in full for every camp or excursion a child missed, but for which the school has already paid. In addition, costings are based on the group as a whole attending and therefore must be absorbed by the school if individual children do not attend.

For these reasons, the following refunds/rebates apply when children do not attend a school camp:

100% Refund - When a family leaves the school more than a month prior to the camp date

**Or**

When a family gives more than one month's notice of a prior family commitment or other event which makes it impossible for the child to attend

**Or**

When a child is unexpectedly unable to attend for medical reasons and a medical certificate is supplied

50% Refund - When a child does not attend and provides less than one month's notice.

25% Refund - When a child does not attend and provides less than one week's notice.

An application form is available by contacting the College Business Manager at the office or via email at [felicity.melville@smseymour.catholic.edu.au](mailto:felicity.melville@smseymour.catholic.edu.au). Circumstances for the student's non-attendance at camp (other than leaving the College) must be discussed with and signed-off by the Teacher in Charge as part of the application process.

### **Secondary Laptop Program Fees (charged per secondary student)**

The College provides a take home laptop program for our Year 7 to 10 students.

A capital fee will be charged to the account of all families with secondary students. This levy is paid in 7 instalments over the four years of secondary school attendance and covers the cost of providing the take-home laptop, an on-site warranty, on-site repairs and maintenance, all licenses and software and a bag. The laptop remains the property of the College until the end of the program in Year 10, at which time the student may purchase the laptop outright for \$10. Please note that this option may not be available if school fees are in arrears, in which case the buy-out will be at the discretion of the Principal.

The instalments are charged as follows:

- Two instalments in Year 7
- Two instalments in Year 8
- Two instalments in Year 9
- One instalment in Year 10

If a secondary student enrolls at the College part way through Year 7, the first laptop instalment must be paid on enrolment. Subsequent instalments are due as per specified dates.

If your child is enrolling in Years 8 to 10, the College will make available for your child either:

An inspected and formatted laptop which has previously been handed back to the College following the transfer out of a student. To participate in the program with this laptop will only require payment of future remaining instalments.

OR

A brand new formatted laptop. To participate in the program with a brand new laptop, payment of all instalments to date will be required.

The choice of option may be subject to device availability at the time of enrolment.

Students leaving the College during the course of the 1:1 Laptop Program will be required to return their laptop and any amount owing will be calculated on a pro-rata basis. If they wish to retain the laptop when leaving, the residual amount owing (balance of outstanding instalments) on the laptop is required. Please note that this option may not be available if school fees are in arrears, in which case the buy-out will be at the discretion of the Principal.

### **Community Service Donations**

Apart from the fundraising, which is done by the *Parents and Friends Association*, we occasionally support other organisations not directly associated with the College. We are committed to Caritas' Project Compassion which runs throughout Lent each year. Organisations supported in the past have included St Vincent De Paul, Mercy Works, Cancer Council and Samaritan's Purse. Your support for these fundraising activities, whilst entirely voluntary, is encouraged. These donations are not charged to family accounts.

## FEE PAYMENT

Payments may be made in weekly, fortnightly, monthly, or term instalments. Alternatively, payments may be made in lump sums provided they are made by the due dates listed on the schedule.

### Payment Method Options

Our preferred method of payment is by Direct Debit. A Direct Debit form has been included in this package if you wish to take advantage of this service. It is suggested that families divide their total bill amount by 10 (months) or 20 (fortnights) to calculate an appropriate regular payment figure.

Alternatively, payments may also be made by Electronic Funds Transfer (EFT - Direct Deposit). As we have many families with the same surname, **please ensure you quote your Family Account Number and Surname as the reference** when making any payments. Payments may also be made by eftpos or cash at the College office.

Your reference number will be found at the top right-hand side of your statement which you will receive monthly. The first statement of the year is sent in February. You may begin making fee payments at any time if you wish to make an early start for next year.

Should you wish to pay your fees and levies straight into the College bank account the details are as follows:

#### **PLEASE NOTE THE COLLEGE'S NEW BANK ACCOUNT DETAILS FROM 1 JANUARY 2021 BELOW**

Please ensure you update any saved EFT details for the College.

Account Name: **St Mary's College General Account**

BSB: **083 347**

Account No: **839 989 790**

If fees are paid in full and payments to the account continue, this credit will be applied as pre-payments for fees to be charged the following year. Please complete and return the enclosed *2022 Tuition and Levies Payment Instalment Form* by **Friday, 5 February 2021**.

### Split Billing

If more than one person is responsible for the payment of your child's school fees you may elect to split the bill – with each bill payer receiving a separate account indicating their portion of the bill only. Each payer would also have their own account number. Please note that both parties must agree to and sign this form before the split billing can be implemented. Arrangements will remain in place until notified otherwise in writing. A Split Billing form has been included in this package.

## FINANCIAL ASSISTANCE

There are a range of financial incentives that families may be able to access to assist with the cost of educating their children: These include:

### ***Camps, Sports, Excursion Fund (CSEF)***

Families holding a valid means-tested Pensioner concession card, Health Care card or Veteran's Affairs Gold card are eligible to apply. Schools will receive \$125 for each eligible primary student and \$225 for each eligible secondary student, the funding is tied to the student. CSEF funds received are applied to the excursion/camp levy billed to College accounts.

Information and an application form have been included with this pack and must be returned to the College by 28<sup>th</sup> February each year if they wish to claim the CSEF.

Further information regarding CSEF can be found at <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

## ***Conveyance Allowance Program (CAP)***

The Conveyance Allowance is a form of financial assistance from the Victorian State Government to assist families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school.

To be eligible for the allowance, students must:

- Reside more than 4.8km by the shortest practicable route from their nearest appropriate government or non-government school. The shortest practicable route is defined as the shortest distance by road from a student's house to the school gate.
- Be of school age and reside in Victoria.
- Be enrolled at and attend school (3) three or more days a week.
- Live in regional and rural Victoria outside the metropolitan conveyance boundary.

An allowance may be payable if students are conveyed to school by private car, private bus (usually school chartered) or public transport.

Private car reimbursement is calculated on a one-way travel distance between the student's place of residence and the school bus stop. A private car conveyance allowance is not available if the journey could have been made using a public transport service or free school bus.

For full eligibility criteria and further information, please follow the link to the [DET Government Web Site](#) where you can obtain further information.

If you believe you are eligible and wish to complete a Conveyance Allowance application form, please click below to download the relevant application form -

[Form 1 - Application for Private Car Travel Conveyance Allowance](#)

[Form 3 - Application for Public transport travel Conveyance Allowance](#)

If you consent to the College allocating the full amount received from DET for private car and public transport travel against the family School Fee Account, please sign the consent on the attached 2022 Tuition Fees and Levies Payment Instalment Form enclosed.

If you have any questions regarding your application form, please contact Mrs Lisa Cinquegrana, Business Assistant at the College office.

### **Other relevant information**

Current St Mary's College families who received the Conveyance Allowance in the 2021 do not need to complete a new form in 2022 unless their children enrolled at St Mary's College have changed (i.e. Year 6 student left at the end of 2021 or a Foundation child commenced in 2022).

**Family circumstances** - If your family circumstances have changed a new form needs to be completed.

**Change of address** - If a student changes residential address, a new application must be made and assessed against all criteria.

**Adjustments to a conveyance allowance** - If a student's travel period ends earlier than expected, an adjustment to the amount payable may be applied.

**Payments for students who reside at more than one address** - A student who resides at more than one address can be assessed for eligibility from both the primary and secondary residence. For students who are eligible from only the primary or secondary addresses, payment will be at a pro-rata amount based on the number of days they reside at the address. For students eligible from both addresses, the school will claim a full allowance from the primary address and allocate appropriate amounts to the parents/guardians. This also applies for multimode allowances.

### ***Opening The Doors Foundation Funding for Indigenous Students***

The Opening the Doors Foundation provides funding support for Aboriginal and Torres Strait Islander families, by providing assistance so that they are able to choose and successfully maintain a positive education environment for their children. The Foundation covers the extra costs associated with schooling (where this is in a non-government school environment), costs not otherwise funded from government or other educational funding sources, such as school uniforms, books, school camps and other school associated costs. The Applicant (student) must be of Aboriginal or Torres Strait Islander descent and supply a Confirmation of Aboriginality.

The Learning Diversity Leader will consult with and assist families with the application process.

### ***Special Circumstance Financial Assistance***

In cases where special/difficult financial circumstances exist, parents/guardians are invited to contact the Principal or the College Business Manager for an appointment to discuss ways of alleviating this financial burden.

Concessions may be available for those who have either short term or long-term financial hardship and are having difficulty paying fees. Parents/Guardians who experience such difficulties are strongly urged to contact the Principal as soon as the need arises so that appropriate arrangements can be made rather than allow debts to accumulate with the College. These arrangements are to be negotiated on an annual basis. All financial arrangements are kept strictly confidential.

### **Further information**

Please contact Mrs Felicity Melville, College Business Manager at the office on 5792 2611 or via email at [accounts@smseymour.catholic.edu.au](mailto:accounts@smseymour.catholic.edu.au) if you require clarification of any of the enclosed fee information or you wish to discuss a College fee account.

Throughout the year the business team will engage with families regarding their fee statements, payment arrangements and any required due date follow-up.



## Fee and Levy Schedule 2022

Calculating 2022 Fees					
To calculate TOTAL fees for 2022 add (A) + (B) + (C) – see calculation examples below					
(A) Family Fee - charged per family				\$1,810 per family	
(B) Capital Levy - charged per family				\$50 per family	
(C) Equals the total of the Tuition Levy, Excursion and Incursion Levy, Camp Levy and Technology Fee					
Calculation examples:					
<ul style="list-style-type: none"> <li>• Foundation student and Year 3 student = \$875 (FDN) + \$915 (Yr3) = \$1,790 then add to (A) \$1,810 and (B) \$50 = \$3,650</li> <li>• Year 5 student and Year 7 student = \$915 (Yr5) + \$2,650 (Yr7) then add to (A) \$1,810 and (B) \$50 = \$5,425</li> </ul>					
Year level	Tuition Levy	Excursion and Incursion Levy	Camp Levy	Technology Fee - Secondary Laptop Instalment	(C) Total
Foundation	\$595	\$280			\$875
Year 1	\$595	\$280			\$875
Year 2	\$595	\$280			\$875
Year 3	\$595	\$320	\$375 Phillip Island – 2 nights		\$1,290
Year 4	\$595	\$320	\$375 Phillip Island – 2 nights		\$1,290
Year 5	\$595	\$320			\$915
Year 6	\$595	\$320			\$915
Year 7	\$1,570*	\$270	\$350 Kyneton – 2 nights	\$230 x 2	\$2,650
Year 8	\$1,570*	\$250		\$230 x 2	\$2,280
Year 9	\$1,570*	\$200	\$1,250 Tasmania camp – 5 nights	\$230 x 2	\$3,480
Year 10	\$1,570*	\$300		\$230	\$2,100
<b>Secondary Tuition Levy Discount</b> will be applied as follows: 2 <sup>nd</sup> secondary child- 20% discount, 3 <sup>rd</sup> secondary child - 50% discount, 4 <sup>th</sup> secondary child - 100% discount					
<b>VET Levy (Relevant Year 10 students only)</b> Category A course: \$400    OR    Category B course, VCE Maths, Indonesian: No Charge					
Fee Due Dates					
Tuition Levy			1 June		
Family Fee			31 October		
Excursion/Incursion/Camp Levy			31 October		
Technology Fee - Secondary Laptops Instalments			Year 7	28 January	
			Years 8, 9, 10	1 March	
			Years 7, 8, 9	1 September	
VET LEVY (Relevant Year 10 Students only)			1 March		

*Please note this is not an account. Accounts will be rendered in February 2022.*

*Families are requested to make note of the due dates. All levies, fees and laptop instalments are to be paid by the due dates. Direct debit payment plans can be arranged with the College Business Manager.*



# ST. MARY'S COLLEGE SEYMOUR

90 HIGH STREET (PO BOX 269) SEYMOUR 3660. PHONE: (03) 5792 2611

## 2022 TUITION FEES AND LEVIES PAYMENT INSTALMENT FORM

In order for the College to make satisfactory budget estimates and to help you plan your payments please complete the payment schedule below and **return this form to the College by 11<sup>th</sup> February 2022**. Accounts will be forwarded during February to assist you with your planning. If you would like assistance in calculating an appropriate payment schedule, please contact Mrs Lisa Cinquegrana, Business Assistant at the College.

Should you wish to pay your fees and levies straight into the College bank account the details are as follows;

Account Name: **St Mary's College General Account**  
BSB: **083 347**  
Account No: **839 989 790**

**Please remember to identify your payment with your Fee Account Number which is located on the top right hand corner of your statement.**

If you wish to pay via direct debit, please find attached a *CDF Direct Debit Form* for completion and return to the College office.

Please do not hesitate to contact the College if you have any queries.

Thank you.

**NAME OF PERSON RESPONSIBLE FOR FEE PAYMENT:** \_\_\_\_\_

**STUDENTS' NAMES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My/Our payments will commence on \_\_\_\_\_/\_\_\_\_\_/2022 and be scheduled as follows:**

Weekly payments of \$	Fortnightly payments of \$
Monthly payments of \$	Term payments of \$
Other, please specify \$	

I/We consent to **Conveyance Allowance** being allocated to the payment of outstanding fees (if applicable).

SIGNATURE \_\_\_\_\_

**I/We acknowledge that I/we have an obligation to pay our school fees by 31st October 2022.**

SIGNATURE \_\_\_\_\_



# ST. MARY'S COLLEGE SEYMOUR

90 HIGH STREET (PO BOX 269) SEYMOUR 3660 PHONE: (03) 5792 2611

## AUTHORITY TO APPLY SPLIT BILLING FOR FEES AND LEVIES

(Arrangements will remain in place unless notified otherwise in writing)

FEE PAYER'S NAME \_\_\_\_\_ of

\_\_\_\_\_ (billing address)

**and**

FEE PAYER'S NAME, \_\_\_\_\_ of

\_\_\_\_\_ (billing address)

wish to apply a split billing arrangements for the payment of college fee and levies for:

### **Students' Names**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

We agree to pay the following portion each and agree to receive separate statements reflecting that portion. We agree that any future fees and levies will be billed in this same manner.

\_\_\_\_\_ agrees to be billed for \_\_\_\_\_% (i.e 50%) of all fees.

*Fee Payer 1.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ agrees to be billed for \_\_\_\_\_% (i.e 50%) of all fees.

*Fee Payer 2.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





1/10/01

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

### Definitions

<i>account</i>	means the account held at <i>your financial institution</i> from which we are authorized to arrange for funds to be debited.
<i>agreement</i>	means this Direct Debit Request Service Agreement between <i>us</i> and <i>you</i> .
<i>business day</i>	means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
<i>debit day</i>	means the day that payment by <i>you</i> to <i>us</i> is due.
<i>debit payment</i>	means a particular transaction where a debit is made.
<i>direct debit request</i>	means the Direct Debit Request between <i>us</i> and <i>you</i> (and includes any Form PD-C approved for use in the <i>transitional period</i> ).
<i>us</i> or <i>we</i>	means the Catholic Development Fund (CDF) you have authorised by signing a <i>direct debit request</i> .
<i>you</i>	means the customer who signed the <i>direct debit request</i> .
<i>your financial institution</i>	is the financial institution where you hold the <i>account</i> that <i>you</i> have authorised <i>us</i> to arrange to debit.

### 1. Debiting your account

- 1.1. By signing a *direct debit request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *direct debit request* and this *agreement* for the terms of the arrangement between *us* and *you*.
- 1.2. We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3. If the *debit day* falls on a day that is not a *business day*, we may direct *your financial institution* to debit *your account* on the preceding *business day*.  
If *you* are unsure about which day *your account* has or will be debited you should ask *your financial institution*.

### 2. Changes by us

- 2.1. 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.

### 3. Changes by you

- 3.1. Subject to 3.2 and 3.3, you may change the arrangements under a *direct debit request* by contacting us on (03) 9411 4200.
- 3.2. If *you* wish to stop or defer a *debit payment*, *you* must notify us in writing at least five (5) days before the next *debit day*. This notice should be given to us in the first instance.
- 3.3. *You* may also cancel *your* authority for *us* to debit *your* account at any time by giving us five (5) days notice in writing before the next *debit day*. This notice should be given to *us* in the first instance.

## 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 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).

### 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 (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](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 2022 closes on the 24 June 2022.