



# St Mary's College

## Fees and Levies

### 2024

#### 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 Business Assistant (Finance), Mrs Lisa Cinquegrana to make a confidential appointment with the College Accountant, Mrs Sina Presti 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", which is included in this pack. This pack is sent to families in December each year.

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 year, each family receives an account for the total amount of College 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. The monthly fee statement from the 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 be added in an itemised format 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

As Catholic schools are only partially funded by Federal and State governments, Grant funding mainly covers staffing associated costs, and some components of the College's expenditure.

The following fees and levies are charged by the College to meet all other costs associated with operating the College. These are detailed below.

### 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 was introduced in 2022 and contributes to the College's Masterplan infrastructure and capital expenses. The Masterplan outlines the College's staged plan to apply for funding grants and self-funded new buildings.

### Tuition Levy (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 resources, sports equipment, staff professional development and resources for all curriculum areas. For Years 7-10 secondary students, this includes the curricula text.

From 2024, the Tuition Levy also includes the full costs associated with student attendance to all excursions and incursions, excluding camps. This includes school events, programs such as sporting carnivals, the swimming program (Foundation to Year 7), inter-school sporting activities, health programs and school sporting affiliations. All excursions, incursions and programs are part of the curriculum and students are expected to attend and participate.

A discount is provided to families with multiple students completing their secondary years (Year 7 to Year 11) as follows:

#### **Discount for the Secondary Tuition Levy**

**2<sup>nd</sup> secondary child- \$340**

**3<sup>rd</sup> secondary child - \$850**

**4<sup>th</sup> secondary child - \$1,700**

### Camp Levy (charged per student)

The Camp levy covers the full costs associated with student attendance to camps, where applicable. Camps are part of the curriculum and students are expected to attend and participate. In 2024, the Year 3, Year 4, Year 7 and Year 9 levels will attend camp.

#### ***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 camps are calculated, and often paid for, months prior to the camp date, and are generally based on the number of students attending. This process takes place when the College's Fees and Levies are set and ensures that the Camp Levy is advised to families on the first statement issued in February. Should student numbers vary, it may not be viable to run the camp. This decision is at the discretion of the Principal.

For these reasons, the following refunds/rebates apply to non-attendance of a College camp:

100% Refund –

- When a family leaves the College 45 days prior to the camp date.
- When a family gives notice of a family commitment/other event, which makes it impossible for the child to attend the camp, 45 days prior to the camp date.
- For medical reasons and a medical certificate is supplied.

50% Refund -

- When a child does not attend and provides less than 45 days' notice.

25% Refund -

- When a child does not attend and provides less than 14 days' notice.

An application form is available by contacting the College via email at [accounts@smseymour.catholic.edu.au](mailto:accounts@smseymour.catholic.edu.au). The 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 secondary students.

A Laptop Levy will be charged to the account of all families with secondary students. This levy is paid via instalments over their secondary College 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 sleeve. The laptop remains the property of the College until the end of the program, 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.

From the beginning of 2023, the College began phasing out the Apple MacBook program and introduced a HP Windows Laptop program. 2024 will see our Year 7, Year 8, Year 10 and Year 11 students using a HP Windows laptop.

### **The following details are applicable to 2024 Year 9 student laptops only:**

The 2024 Year 9 students will continue with the current Apple MacBook program until the end of 2024. They will then move to the HP program when they begin Year 10 in 2025. This change will affect the due date for the final instalment (7th Instalment). This would normally be due in the fourth year of the Apple Macbook laptop program; however, the 7th instalment has been brought forward to the end of 2024 if parents wish to buy-out the Apple Macbook laptop. A buy-out fee also applies. Correspondence regarding the Year 9 laptop buy-out arrangements will be provided in Term 4 2024.

### **The instalment fees for all programs are as follows:**

<b>2024</b>	<b>Year 7</b> 2 x \$220  New HP Program	<b>Year 8</b> 2 x \$220  Continued HP Program	<b>Year 9</b> 2 x \$230 + buy-out \$230 + \$10  Continued MacBook Program	<b>Year 10</b> 2 x \$220  New HP Program	<b>Year 11</b> 3x \$220  New HP Program
<b>2025</b>	<b>Year 8</b> 2 x \$220	<b>Year 9</b> 2 x \$220 + buy-out \$10	<b>Year 10</b> New HP Laptop	<b>Year 11</b> 2 x \$220	<b>Year 12</b> 3 x \$220 + buy-out \$10
<b>2026</b>	<b>Year 9</b> 2 x \$220 + buy-out \$10	<b>Year 10</b> New HP Program		<b>Year 12</b> 2 x 220 + buy-out \$10	
<b>2027</b>	<b>Year 10</b> New HP Program				

If a Year 7 student enrolls at the College part way through Year 7, the first laptop instalment must be paid on enrolment. Subsequent instalments are due as specified in the Fee and Levy Schedule 2024.

If your child is enrolling in Years 8 to 11, 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 College 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 2024 Fee and Levy Schedule.

## Payment Method Options

Our preferred method of payment is by Direct Debit. A Direct Debit Instalment Authorisation Form has been included in this package, should 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. To take advantage of the direct debit payment method, please complete and return the enclosed [2024 Direct Debit Instalment Authorisation Form](#).

Alternatively, payments may also be made by Electronic Funds Transfer (EFT - Direct Deposit). The College's bank account is as follows:

Account Name: [St Mary's College General Account](#)  
BSB: [083 347](#)  
Account No: [839 989 790](#)  
Reference: [Family Account Number, Surname](#)

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

Payments may also be made by eftpos or cash at the College office.

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.

## Split Billing

If more than one person is responsible for the payment of your child's College fees you may elect to split the bill. This means each bill payer will receive a separate account, detailing their own account number and their portion of the bill. In order for an account to be split, both parties must agree to and sign the [Authority to Apply Split Billing for Fees and Levies Form](#). Arrangements made on enrolment will remain in place until notified otherwise, in writing. A Split Billing Form has been included in this package.

## Fee charges for Early Transfer Out Students

Upon notice of a student leaving during the term, the Family Fee & Tuition Levy for the full term will be payable. A Refund/Rebate will be applied only to the subsequent terms left in the school year. Alternative agreements may be considered at the discretion of the Principal.

A Camp Levy Refund/Rebate will apply as per the note above under "Camp Refund/Rebate Application".

The Capital Levy will be charged in full for all new students regardless of commencement date.

## Fee charges for Late Transfer In Students

Upon notice of a student commencing anytime during a term, the Family Fee & Tuition levy for the full term will be payable. Any upcoming Camp Levy will also be charged. Alternative agreements may be considered at the discretion of the Principal.

The Capital Levy will be charged in full for all new students regardless of commencement date.

## 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. For 2024, schools will receive \$150 for each eligible primary student and \$250 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 28th February each year to claim the CSEF benefit. A copy of a valid concession card must also be supplied with each application.

Further information regarding CSEF can be found [HERE](#).

### ***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 College 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 2 – Application for Private Bus Travel \(Yea direct bus only\)](#)

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

[Form 5 –Application for Multi-mode Conveyance Allowance](#)

If you consent to the College allocating the full amount received from DET for private car, public transport or multi-mode travel against the Family College Fee Account, please sign the [Conveyance Allowance Consent Form](#), enclosed in this pack. We cannot apply a refund to your fees without this being signed.

If you have any questions regarding your application form, please contact the Business Assistant (Finance), Mrs Lisa Cinquegrana at the College office or email [accounts@smseymour.catholic.edu.au](mailto:accounts@smseymour.catholic.edu.au)

## **Other relevant information**

Current families in 2023, who receive the Conveyance Allowance, do not need to complete a new form in 2024 unless there has been a change to their family enrolments at St Mary's College. For example, a child has left St Mary's College, or a child is commenced at St Mary's College).

[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 College will claim a full allowance from the primary address and allocate appropriate amounts to the parents/guardians. This also applies for multimode allowances.

[Non-Eligible Fare Payer students travelling on a School bus](#) - If a student is currently travelling on a public-school bus but is not eligible for the Conveyance Allowance and considered a fare payer by the program, the Education Department has advised that a per student per term cost should be applied. Currently the College has not incurred this cost to date, however, should the College incur a cost that requires on-charging we will notify the families affected and discuss. Please see attached information sheet.

## **Government School Bus Program**

In country areas, the majority of students are entitled to travel to school on the free School Bus System, if they fit the criteria to do so. If students and their families have made a choice to bypass their nearest Catholic School to attend St Mary's College, they do not meet the eligibility criteria. Whilst they may have a position on the various bus systems, while seats are available, this is now going to come at a cost.

The College has been informed that Public Transport Victoria/Department of Education will be tightening their processes around the School Bus Program. Those students traveling by bus to and/or from school who are ineligible to travel free of charge (by passing their nearest Catholic school) are now required to pay \$120.00 per term, per child. Previously, this has not been enforced. However, the College has received notification that from 2024 we will be required to outlay payment for the travel of non-eligible students and these families will receive an invoice for this cost accordingly.

### ***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 in maintaining a positive education environment for children. The Foundation covers the extra costs associated with schooling in a non-government school environment. This includes 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 Business Assistant (Finance), Mrs Lisa Cinquegrana, at the College office or at [accounts@smseymour.catholic.edu.au](mailto:accounts@smseymour.catholic.edu.au) to organise a confidential appointment with the College Accountant, Mrs Sina Presti.

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 College 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.

### ***Over-Due School Fees***

Throughout the year the Finance team will engage with families regarding their fee balances and payment arrangements.

## **FURTHER INFORMATION**

For further information, please contact the office on 5792 2611 or via email at [accounts@smseymour.catholic.edu.au](mailto:accounts@smseymour.catholic.edu.au)



## St Mary's College Fees and Levies Schedule 2024

### Fees/Levies

(A) <b>Family Fee</b> - charged per family				\$ 1,995 per family
(B) <b>Capital Levy</b> - charged per family				\$ 200 per family
(C) <b>Equals the total of the Tuition Levy, Camp Levy and Technology Fee</b> - charged per student				
Year level	Tuition Levy Includes Excursions and Incursions	Camp Levy If Applicable	Technology Fee Secondary Laptop Instalments	Total per Student (C)
Foundation	\$ 980			\$ 980
Year 1	\$ 980			\$ 980
Year 2	\$ 980			\$ 980
Year 3	\$ 980	Phillip Island \$ 395		\$ 1,375
Year 4	\$ 980	Phillip Island \$ 395		\$ 1,375
Year 5	\$ 980			\$ 980
Year 6	\$ 980			\$ 980
Year 7	\$ 1,950	Halls Gap \$ 490	\$ 220 x 2	\$ 2,880
Year 8	\$ 1,950		\$ 220 x 2	\$ 2,390
Year 9	\$ 1,950	Tasmania \$ 1,590	\$ 230 x 2 Plus Buy-out Fee*	\$ 4,000
Year 10	\$ 1,950		\$ 220 x 2	\$ 2,390
Year 11	\$ 1,950		\$ 220 x 3	\$ 2,610
<b>Secondary Tuition Levy Discount</b> 2 <sup>nd</sup> secondary child \$ 340    3 <sup>rd</sup> secondary child \$ 850    4 <sup>th</sup> secondary child - \$1,700				
<b>*Buy-out Fee</b> \$230 + \$10    Refer to the Secondary Laptop Program Fees in the 2024 Fees and Levies Information pack				

To calculate fees, add (A) + (B) + (C)

#### Examples

1 Child Primary	Foundation student	$\$1,995 + \$200 + \$980 = \$3,175$
1 Child Secondary	Year 8	$\$1,995 + 200 + \$2,390 = \$4,585$
2 Children	Foundation & Year 8	$\$1,995 + \$200 + \$980 + \$2,390 = \$5,565$
2 Children	Year 8 & Year 10	$\$1,995 + \$200 + \$2,390 + \$2,390$ less discount \$340 = \$6,635

### Other Secondary Fees (charged where applicable)

<b>VET Levy Category A course</b>	applicable to Years 10-11 only	\$ 400
<b>VET Levy Category B course</b>	applicable to Years 10-11 only	No Charge
<b>VET Indonesian</b>	applicable to Years 9-10 only	No Charge
<b>VCE Distance Education (VSV) Units 1 &amp; 2</b>	applicable to Years 11 only	\$ 650

### Payment Due Dates

<b>Fees/Levies</b> - excluding Tech Fee (Secondary Laptop Instalments) below	Payable in 4 equal instalments	1 March, 1 May, 1 August, 1 October
<b>Technology Fee</b> Secondary Laptop Instalments	Year 7, 10, 11 Year 8, 9 Year 11 Year 7, 8, 9, 10, 11	25 January 1 March 1 May 1 September
<b>VET Levy</b>		1 March
<b>VCE Distance Education (VSV) Units 1 &amp; 2</b>		1 February

*Please note this is not an account. Accounts will be rendered in February 2024.  
Families are requested to make note of the due dates. All fees and levies are to be paid by the due dates.*





**PAYING SCHOOL FEES ELECTRONICALLY**

**How does it work?**

Direct Debiting allows the Catholic Development Fund (CDF), on behalf of your School, to deduct periodically from your account an agreed amount to cover your School Fees and Levies.

**Benefits to You**

CDF believes that this will assist families with the difficult task of budgeting for annual school fees and charges. One less major bill to worry about and it is free. It can save you time, money and hassles. No more problems with cheques left in school bags or the worry of sending cash.

**Benefits to School**

Transmission occurs automatically and is secure as no cash changes hands. The process of counting and banking funds will be greatly reduced, assisting school administration. CDF guarantees complete confidentiality on behalf of your School.

**How to Apply**

- Complete the attached **Authorisation form (Part "A")** and **Direct Debit Request form**.
- Sign both forms and return to the School office.
- The School will complete **Part "B"** and forward all completed forms to CDF (allow 14 days for CDF processing).

**Variations**

If you wish to alter the amount being transferred or cancel the authority, just advise your school.

Normal bank charges may apply, eg. dishonour fees if you have insufficient funds in your bank account.

*(You will need to contact your bank or financial institution to establish if your account is suitable for direct debiting to occur. Credit card accounts and Passbook accounts are not suitable for direct debiting with CDF.)*

**AUTHORISATION FORM**

New Authority  Amendment (please ✓ appropriate box)

**Part "A" (Parent to complete)**

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I/We authorise the Catholic Development Fund to arrange for debiting the account, as described in the **Direct Debit Request form** with the sum of \$ \_\_\_\_\_ (*minimum transaction amount \$20.00*).

weekly  fortnightly  monthly  quarterly  
(please ✓ preferred option.)

commencing \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (allow 14 days)

until \_\_\_\_ / \_\_\_\_ / \_\_\_\_

.....  
Sign here

.....  
Sign here  
(For joint accounts, two signatures are required)

**Part "B" (School to complete)**

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The above amount to be credited to:

School CDF Account No.

**1038438 S31.2 General**

School CDF Account Name

**St Mary's College Seymour**

SF No. ....  
(Debtor Number)

Parent/s Name .....

**DIRECT DEBIT REQUEST**

Request and Authority to debit the account named below to pay the Catholic Development Fund

<b>Request and Authority to debit</b>	Surname or Company name _____  Given names or ACN/ARBN _____ ("you") request and authorise the Catholic Development Fund (User ID 111860) to arrange for any amount the Catholic Development Fund may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].																		
<b>Insert name and address of financial institution at which account is held</b>	Financial Institution Name: _____  Address: _____																		
<b>Insert details of account to be debited</b>	Name of Account: _____ BSB Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> - <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Account Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																		
<b>Acknowledgment</b>	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the Catholic Development Fund as set out in this Request and in your Direct Debit Request Service Agreement.																		
<b>Insert your signature(s) and address</b>	_____ Sign here:  _____ Print Name  _____ Sign here:  _____ Print Name ( <i>Sign and print full names. For joint accounts, both names are required. If signing for a company include your capacity for signing, eg. Director.</i> ) Address: _____  _____ 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 or 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.



## **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. \_\_\_\_\_

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 Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Fee Payer 2 Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Camps, Sports and Excursions Fund APPLICATION Form

St Mary's College, Seymour

20161

**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

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://www.education.vic.gov.au/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://www.education.vic.gov.au/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.**



**St Mary's College**  
Seymour

## 2024 CONVEYANCE ALLOWANCE CONSENT FORM

I/We \_\_\_\_\_

[parent/guardian name]

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

SIGNATURE \_\_\_\_\_

# School Bus Program

## Eligibility guide for families

This leaflet will help explain the School Bus Program and assist you in determining your child's eligibility to travel on a school bus.

While parents/guardians are primarily responsible for getting their children to and from school, the School Bus Program assists families in rural and regional Victoria by transporting students to school. The School Bus Program services both government and non-government schools.

Categories of eligibility determine whether a student travels at no cost or travels upon the payment of a fare. Students wishing to access a seat on a bus must complete an application form and parents/guardians must agree to the conditions of travel including, if applicable, the payment of a fare.

The Student Transport Unit of the Department of Education and Training (DET) sets the policy and provides general transport advice to regional offices and schools. The Department of Transport (DoT) administers the School Bus Program as directed by the policy.

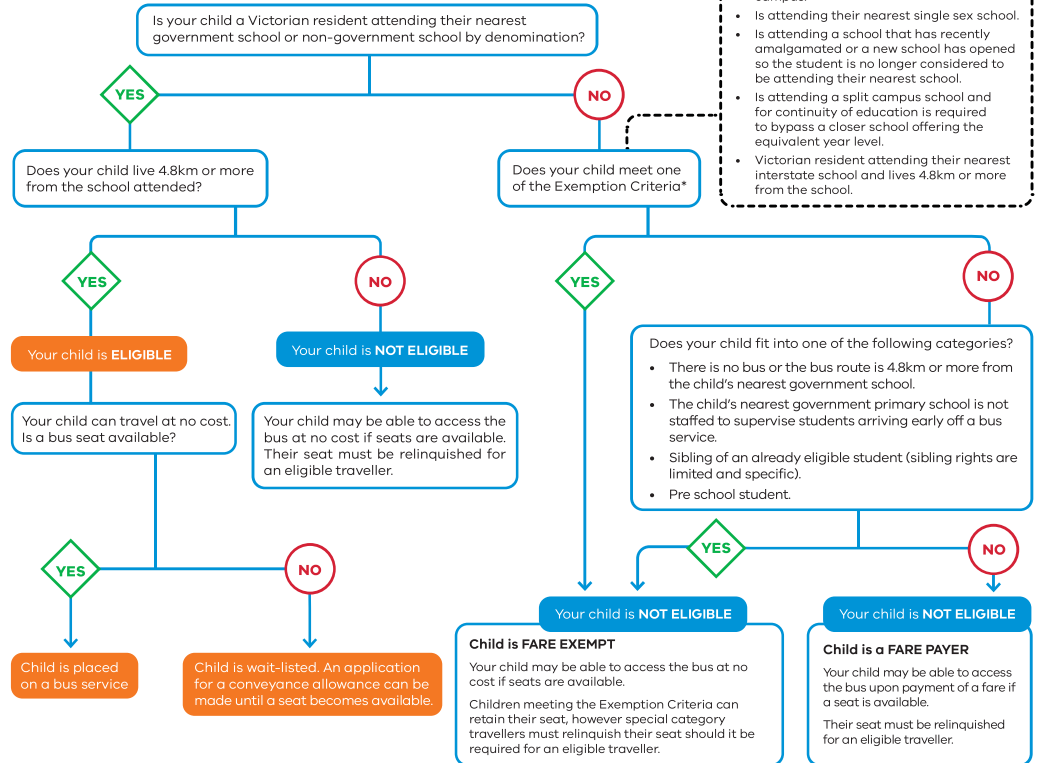
### To be eligible for a seat on a bus at no cost a student must:

1. Attend their closest government school, according to year level, or closest appropriate non-government school, which is determined by the denomination of the school.
2. Reside 4.8 km or more from the school; measured by the shortest practicable route from the student's front gate to the school's main entrance.
3. Reside in Victoria.

Students with access to public transport within 1.6km of their home or closer than their nearest school bus service, cannot be approved for travel on the school bus. However, they may be eligible for transport assistance through the Conveyance Allowance Program. For more information visit: [www.education.vic.gov.au](http://www.education.vic.gov.au) (search 'travelling to school').

## Is your child eligible for the school bus?

If your child has access to public transport within 1.6km of home or nearer than the school bus, your child cannot be approved for travel on the school bus.



## Notes

### Non-government school students

- Eligible government students have priority over eligible non-government students when being accommodated on services.
- Non-government students may be accommodated where capacity exists.
- Non-government students on their own do not form a case for the establishment of a new school bus service or an extension to a route.

### Ineligible students

- Government and non-government students not attending their closest appropriate school are required to pay a fare of \$120 per term, regardless of the frequency of travel unless they meet one of the exemption criteria.
- A fare paying student may be required to relinquish their seat if the service is at capacity and an eligible non-fare paying student (government or non-government) wishes to access the service. The status of fare paying students is assessed each term.
- Parents and guardians must agree in writing that their child will travel as long as they pay a fare and seating capacity exists.
- Parents/guardians agree to make alternative travel arrangements should their child be required to relinquish their seat.
- Fare paying students do not form a case for the establishment of a new school bus service, service retention or an extension to the route.

### Conditions of travel and parental responsibilities

- Students and parents/guardians must agree to comply with the conditions of bus travel as stated on the School Bus Program travel application forms.
- Parents/guardians are responsible for transporting their child to and from authorised bus stops and their safety while at the bus stop.
- Parents/guardians understand that school bus travel is a privilege and not a right.

### Bus Stops

- Bus stops are determined by the coordinating school and are based on appropriate locations that benefit as many travellers as possible to reduce travel time.
- If a bus that stops near your home travels to a school other than your nearest, your child may be able to travel on it subject to seating capacity and upon payment of a fare.
- Bus drivers are not permitted to carry students on the way to or from the start and end of a school run. For safety reasons, students must be picked up and dropped off at designated bus stops.

### Special cases

- Families may apply for special consideration in complex and challenging transport circumstances. An application for special case consideration can be made through the school. Documentation that supports the case should be provided together with DET regional endorsement if a government school.
- Speak to your school's bus coordinator for further information on special case consideration.

### Emergency management

- In a forecast emergency school bus services will be cancelled if any part of the route is deemed at risk.
- A rapid onset emergency may result in service cancellations and buses being held at the school or if in transit, the buses returning to the school.
- Parents/guardians should familiarise themselves with the school's school bus emergency management plans.

### How to apply

- Please contact the bus coordinator at your child's school for the appropriate school bus application form to complete and sign.
- Alternatively, you can download an application form from the Department's website: [www.education.vic.gov.au](http://www.education.vic.gov.au) (search 'travelling to school').
- If your school is in the School Bus Management System, you can apply online at: <https://schoolbus.educationapps.vic.gov.au/>
- You must complete a new application if your circumstances change (e.g. you move house or school).

### Further information

Please visit: [www.education.vic.gov.au](http://www.education.vic.gov.au) (search 'travelling to school') or contact the bus coordinator at the school your child will be attending.

