



St Mary's College

Fees and Levies

2026

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. Parents are encouraged to contact the Business Assistant (Debtors), Mrs Mardi Ollett 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, to keep fees to a minimum. Families are given notification of any changes made to the annual fee structure by way of the "Fees and Levies 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 or are available on request.

The monthly fee statement from the College administration system will provide the details of the balance outstanding, or credit amount on the account, along with 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 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 primarily 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, excursions and incursions. The levy includes costs such as student and classroom supplies, curriculum subscriptions, class photocopying, printing, ICT resources, library resources, sports equipment, staff professional development, resources for all curriculum areas, sporting carnivals, the swimming program (Foundation to Year 7), inter-school sporting activities and health programs. The Tuition Levy excludes the cost of camps.

All excursions, incursions and programs are part of the curriculum and students are expected to attend and participate. For Years 7-10 secondary students, the tuition levy also includes the curricula text.

A Tuition Levy discount is provided to families with multiple students completing their secondary years (Year 7 to Year 12) as follows:

2 nd secondary student	\$ 250
3 rd secondary student	\$ 750
4 th secondary student	\$1,600

Camp Levy (charged per student)

The Camp Levy covers the full cost of student participation in camps. As camps are part of the curriculum, students are expected to attend and take part. To help us plan effectively, payment due dates must be strictly observed to ensure the camps remain viable. Further information will be provided to families prior to the end of 2025. Below are the details of the 2026 camps levies and payment due dates:

Years 3 – 4	Phillip Island	\$ 545	20 March 2026
Year 7	Halls Gap	\$ 660	20 March 2026
Year 9	Tasmania	\$ 1,860	1 May 2026

Camp Refund Application process

Please be aware that camp costs are calculated and, in many cases, paid well in advance of the camp date. These costs are based on the number of students expected to attend and are determined when the College's fees and levies are set. This allows the camp levy to appear on the first family statement. If attendance numbers change, it may affect whether a camp can proceed. This decision is at the discretion of the Principal. For these reasons, the following refunds apply to non-attendance of a College camp.

Phillip Island & Halls Gap - 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.

Tasmania

Further details regarding refunds that may be applicable will be provided to families in 2026.

Please contact the Business Assistant (Debtors), Mrs Mardi Ollett for an application form. The circumstances for the student's non-attendance at camp (other than leaving the College) must be discussed and approved by the Deputy Principal, Operations, Mrs Genevieve Gordon as part of the application process.

Device Levy - Secondary Laptop Instalments (charged per secondary student)

The College provides a take home laptop program for our secondary students.

A Device Levy will be charged to the account of all families with secondary students. This levy is paid via instalments over their secondary school attendance and covers the cost of providing the take home laptop, charger, an on-site warranty, on-site repairs & maintenance, licenses and software. The instalment due dates can be found on the Fees and Levies Schedule in this pack.

Year 7 students will be required to purchase a protective sleeve for their laptop, which can be used throughout their secondary schooling. This requirement will be included on the 2026 stationery list.

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 a buy-out fee of \$10, on the proviso that there is **no outstanding fee balance**. The instalments for all programs are as follows:

2026	Year 7 2 x \$220 New Program	Year 8 2 x \$220 Continued Program	Year 9 2 x 220 + buy-out \$10 Continued Program	Year 10 2 x \$220 New Program	Year 11 2 x \$220 Continued Program	Year 12 2 x \$220 + buy-out \$10 Continued Program
2027	Year 8 2 x \$220	Year 9 2 x \$220 + buy-out \$10	Year 10 New Program	Year 11 2 x \$220	Year 12 2 x 220 + buy-out \$10	
2028	Year 9 2 x \$220 + buy-out \$10	Year 10 New Program		Year 12 2 x 220 + buy-out \$10		
2029	Year 10 New Program					

Students enrolling at the College during the year

Where a student enrolls at the College part way through the year, the College will make available either:

- **Second-hand laptop** - These laptops are inspected and formatted and may have previously been handed back to the College following the transfer out of a student. Participation in this program only requires payment of future remaining instalments. There will be no option to purchase the laptop at the end of the program.

OR

- **New formatted laptop** - Participation in this program requires payment of all instalments to date.

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

Students leaving the College during the year

A student who exits the College during the course of the Laptop Program, will be required to return the laptop. Should students wish to retain the laptop when leaving, payment of the balance of outstanding instalments will be required. Please note that this option is on the proviso that there is no outstanding fee balance.

COMMUNITY SERVICE DONATIONS

Apart from the fundraising, which is done by the Parents and Friends Association, the College occasionally supports other organisations not directly associated with the College. We are committed to Caritas Project Compassion, which runs throughout Lent each year. Other organisations supported in the past have included St Vincent De Paul Society, Mercy Works, Cancer Council of Victoria, Samaritan's Purse, My Room Children's Cancer Charity, Men's Shed, Beyond Blue and Gnarly Neighbours. Your support for these fundraising activities, whilst entirely voluntary, is encouraged. These donations are not charged to family accounts.

FEE PAYMENT

Payment Arrangement Options

Upfront Payment - Discount \$250

The College offers families who pay their total 2026 fees by **20 March** a discount of \$250. Families are welcome to take advantage of this arrangement at any time once fees are issued, which generally occurs in the last week of February. Notification will be provided to families via the Marian. When making payment, please pay the full statement amount less \$250.

Where fees are not paid upfront, the following payment arrangements are available:

4 Equal instalments

Payments can be made by 4 equal instalments. Quarterly payments of the total fees (excluding the camp and device levy) are payable on 20 March, 1 May, 1 August and 1 October 2026.

Weekly, fortnightly or monthly instalments

Payments can be made weekly, fortnightly or monthly, with the full payment to be received by 1 October 2026. To calculate the payment amount, divide the total fees (excluding the camps and device levy) by the number of weeks, fortnights, or months up to the 1 October 2026.

Note there are specific due dates for the camps and device levy, as listed in the Fees and Levies Schedule in this pack.

Fee payments can begin at any time if you wish to make an early start for next year. If fees are paid in full, and payments to the account continue, this amount will be applied as a pre-payment for fees to be charged the following year. Regardless of the payment arrangement, all fees are to be paid in full by 1 October 2026.

Payment Method Options

Our preferred method of payment is Direct Debit or EFT (Electronic funds transfer).

Direct Debit

If you wish to take advantage of the direct debit payment option, please complete the enclosed [CDF Authorisation Form](#).

EFT (Electronic funds transfer)

When making payments via EFT, please quote your family account number and surname as the reference. This will ensure your payment is correctly allocated, as there are multiple families with the same surname. Your family account number is listed on your monthly statement. 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

Payment at the College Office

Payments can be made via EFTPOS or cash at the College office. For cash payments, please provide the exact amount, as no change is available at the office.

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. For an account to be split, both parties must agree to and sign the attached [authority form](#). Arrangements made on enrolment will remain in place until the College is notified otherwise, in writing. A Split Billing Form has been included in this package.

Fee charges for students leaving the College during the year

Upon notice of a student leaving the College during the term, the following applies:

Family Fee	This fee will be charged per term. A refund will apply for any remaining terms in the school year.
Capital Levy	No refund applies to this levy.
Tuition Levy	This fee will be charged per term. A refund will apply for any remaining terms in the school year.
Camp Levy	Please refer to the camp refund application process note in this pack.
Device Levy	Please refer to the device levy note in this pack.

Fee charges for students enrolling at the College during the year

Upon notice of a student commencing anytime during a term, the following applies:

Family Fee	This fee will be charged per term and applies to the current and subsequent terms left in the school year.
Capital Levy	This levy will be charged in full, regardless of commencement date.
Tuition Levy	This fee will be charged per term and applies to the current and subsequent terms left in the school year.
Camp Levy	Please refer to the camp refund application process note in this pack.
Device Levy	Please refer to the device levy note in this pack.

Over-Due College Fees

If required, throughout the year the Finance team will engage with families regarding their fee balances and payment arrangements.

FINANCIAL ASSISTANCE

Listed below are some of the financial incentives that families may be able to access to assist with the cost of educating their children.

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 2026, schools will receive \$400 for each eligible student. CSEF funds received are applied to your College account. The application process is as follows:

New students to the College

Complete and return the CSEF application form with a copy of a valid concession card. The CSEF application form is included in this pack.

Existing students

Provide a copy of your valid concession card. A new application is not required.

All information is to be emailed to the Business Assistant (Debtors), Mrs Mardi Ollett. Further information can be found on the Victorian Government website via the following link-> [CSEF Program](#).

Conveyance Allowance Program (CAP)

From 1 January 2026, all students aged under 18 will be eligible for free travel on Victorian public transport services. The Conveyance Allowance Policy is currently under review and is expected to be released by the Victorian Government in 2026.

Further information can be found on the Victorian Government website via this link -> [Conveyance Allowance Program](#).

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 student must be of Aboriginal or Torres Strait Islander descent and supply a Confirmation of Aboriginality. For assistance with the application process please contact the Learning Diversity team at the College. Further information can be found via this link -> [Opening the Doors Foundation Funding](#)

Special Circumstance Financial Assistance

In cases where special/difficult financial circumstances exist, parents/guardians are invited to contact the Business Assistant (Debtors), Mrs Mardi Ollett 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.

GOVERNMENT SCHOOL BUS PROGRAM

Students wishing to access the School Bus Program must complete an application form, which is available at the office.

Access to the bus program is dependent on a seat being available on the school bus and the student meeting the following eligible criteria:

- Student is attending their nearest Catholic school.
- Student resides more than 4.8km from the College.

Students who do not meet the eligibility criteria may still access the School Bus Program if a seat is available but may be required to give up their seat if an eligible traveler requires it.

A School Bus Program eligibility guide has been attached for your convenience. Further information can be found on the Victorian Government website via this link -> [School Bus Program](#).

FURTHER INFORMATION

For further information, please contact the office on 5792 2611 or via email at accounts@smseymour.catholic.edu.au



St Mary's College Fees and Levies Schedule 2026

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

(A) Family Fee - charged per family				\$ 2,200 per family
(B) Capital Levy - charged per family				\$ 270 per family
(C) Equals the total of the Tuition Levy, Camp Levy & Device Levy - charged per student				
Year level	Tuition Levy <small>Includes Excursions & Incursions</small>	Camp Levy <small>If Applicable</small>	Device Levy <small>Secondary Laptop Instalments</small>	Total per Student (C)
Foundation	\$ 1,080			\$ 1,080
Year 1	\$ 1,080			\$ 1,080
Year 2	\$ 1,080			\$ 1,080
Year 3	\$ 1,080	Phillip Island \$ 545		\$ 1,625
Year 4	\$ 1,080	Phillip Island \$ 545		\$ 1,625
Year 5	\$ 1,080			\$ 1,080
Year 6	\$ 1,080			\$ 1,080
Year 7	\$ 2,150	Halls Gap \$ 660	\$ 220 x 2	\$ 3,250
Year 8	\$ 2,150		\$ 220 x 2	\$ 2,590
Year 9	\$ 2,150	Tasmania \$ 1,860	\$ 220 x 2 Plus Buy-out fee*	\$ 4,450
Year 10	\$ 2,150		\$ 220 x 2	\$ 2,590
Year 11	\$ 2,150		\$ 220 x 2	\$ 2,590
Year 12	\$ 2,150		\$ 220 x 2 Plus Buy-out fee*	\$ 2,590
Secondary Tuition Levy Discount 2 nd secondary child \$250 3 rd secondary child \$750 4 th secondary child - \$1,600 *Buy-out Fee \$10 - please refer to the secondary laptop program note in the Fees and Levies Information Pack				

Examples

1 primary student	Foundation student	$\$2,200 + \$270 + \$1,080 = \$3,550$
1 secondary student	Year 8	$\$2,200 + \$270 + \$2,590 = \$5,060$
1 primary + 1 secondary student	Foundation & Year 8	$\$2,200 + \$270 + \$1,080 + 2,590 = \$6,140$
2 secondary students	Year 8 & Year 10	$\$2,200 + \$270 + \$2,590 + \$2,590$ less discount \$250 = \$7,400

Other Secondary Fees (charged where applicable)

VET Levy Category A course	Years 10-12 only where applicable	\$ 450
VET Levy Category B course	Years 10-12 only where applicable	No Charge
VCE Distance Education (VSV)	Years 11-12 only where applicable	\$ 960

Payment Options & Due Dates	Payment Options	Payment Due Date
Total 2026 Fees	Upfront - Early payment discount - \$250	20 March
Fees excluding Camp & Device Levy <small>see below</small>	4 equal instalments Direct debits - weekly/fortnightly/monthly	20 March, 1 May, 1 August, 1 October 1 October
Device Levy <small>Secondary Laptop Instalments</small>	Year 7,10 Years 8, 9, 11, 12 Years 7, 8, 9, 10, 11, 12	21 January 1 March 1 September
Camp Levy	Phillip Island Halls Gap Tasmania	20 March 20 March 1 May
VET Levy VCE Distance Education (VSV) Levy	If applicable If applicable	20 February On enrolment

Please note this is not an account. Accounts will be rendered in February 2026.
Families are requested to make note of the due dates. All fees and levies are to be paid by the due dates.

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1/10/01

DIRECT DEBIT REQUEST SERVICE AGREEMENT

Definitions

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



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.)

December 2002

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 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 play the Catholic Development Fund

Request and Authority to debit	Surname or Company name Given names or AC/NARBN (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).
Insert name and address of financial institution at which account is held	Financial Institution Name: _____ Address: _____
Insert details of account to be debited	Name of Account: _____ BSB Number: [][][] [][][] [][][] Account Number: [][][][][][] [][][][][][] [][][][][][]
Acknowledgment	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.
Insert your signature(s) and address	Sign here: _____ Print Name: _____ Sign here: _____ Print Name: _____ Sign here: _____ Print Name: _____ If signing for a company include your capacity for signing, eg. Director) Address: _____ Date ____/____/____

AUTHORITY TO APPLY SPLIT BILLING FOR FEES AND LEVIES

Arrangements will remain in place unless notified otherwise in writing

Fee payer 1 _____ of _____
name billing address

and

Fee payer 2 _____ of _____
name billing address

wish to apply a split billing arrangements for the payment of the College fees 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 _____% of College fees.
Fee payer 1 name

_____ agrees to be billed for _____% of College fees.
Fee payer 2 name

Signature

Signature

Date

Date

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Camps, Sports and Excursions Fund

APPLICATION FORM

St Mary's College Seymour

School Name

20161

School Ref ID

Parent/carer details

Surname	
First Name	
Address	
Town/Suburb	
State and Postcode	
Contact Number	

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

- - - **OR**

Foster Parent* **OR** Veterans affairs pensioner (Gold Card)** **OR** Special Consideration

*Foster Parents must provide a letter of support from the institution facilitating the arrangement (for example Mackillop Family Services) or the Department of Families, Fairness and Housing (DFFH) is required as evidence).

**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 ___/___/2026

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).

Criterion 1 – General eligibility

The applicant must be one of the following:

- a parent or carer who is the beneficiary of a financially means-tested card.
- a student over 16 years who is considered a mature minor and holds a valid concession card (such as a Youth Allowance Health Care Card or Disability Support Pension Card). For guidance on assessing whether a student is a mature minor, refer to the department's policy on [Mature Minors and Decision Making](#).
- A parent or carer whose child is 16 or over and the beneficiary of a financially means tested card but are not considered a mature minor.

Applications must be submitted to the school by the end of Term 2.

Where the parent or carer is seeking eligibility based on an eligible financially means-tested card, eligibility will be determined when the relevant concession card successfully validates with Centrelink on either the first day of Term 1 or Term 2.

For students over 16 years of age and where the eligible card is in the name of the student, the fund is only granted to that student, not their siblings.

Criterion 2 – Be of school age and attend a Victorian school

For the purposes of CSEF, students may be eligible for assistance if they attend a registered Victorian school.

CSEF is not payable to a student attending pre-school, kindergarten, TAFE or who are home schooled.

A special consideration eligibility category also exists and should be made through the application form. For more information, see: [Camps, Sports and Excursions Fund \(CSEF\): Eligibility | education.vic.gov.au](#)

Eligible means tested cards

The full list of eligible concession and health care cards is available on the [Services Australia](#) website.

Eligibility date

For concession card holders, CSEF eligibility will be subject to the parent/carer's concession card being successfully validated with Centrelink (see [Camps, Sports and Excursions Fund \(CSEF\): Policy | education.vic.gov.au](#)).

Payment amounts

CSEF is an annual payment paid directly to the school and will be allocated by the school towards camps, sports and/or excursion costs for your child. Please refer to the policy for the current rates.

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](#)

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/carer

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 Foster Parent a letter of support from the institution facilitating the arrangement (for example Mackillop Family Services) or the Department of Families, Fairness and Housing (DFFH) is required as evidence. If you are claiming a Veteran Affairs Pensioner, you will need to provide a copy your Veterans Affairs Pensioner Gold card.
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.

CSEF payments cannot be claimed retrospectively for prior years.

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

Privacy Statement

The Department of Education is committed to protecting your privacy. All information collected will be handled in accordance with the Privacy Data and Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). Your data is securely managed and only shared with third parties when necessary for business operations or legal compliance. By submitting this form, you consent to our data practices. For more information regarding correction to your personal information or the handling of personal information please email csef@education.vic.gov.au. For more information about the departments privacy policy, please visit: [Schools' privacy policy | vic.gov.au](#)

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

The Student Transport Unit of the Department of Education (DE) sets the policy and provides general transport advice to regional offices and schools. The Department of Transport and Planning (DTP) administers the SBP as directed by the policy.

Categories of eligibility determine whether a student is eligible or ineligible, and their priority of access to a school bus service. Students wishing to access a seat on a bus must complete an application form and parents/carer must agree to the conditions of travel.

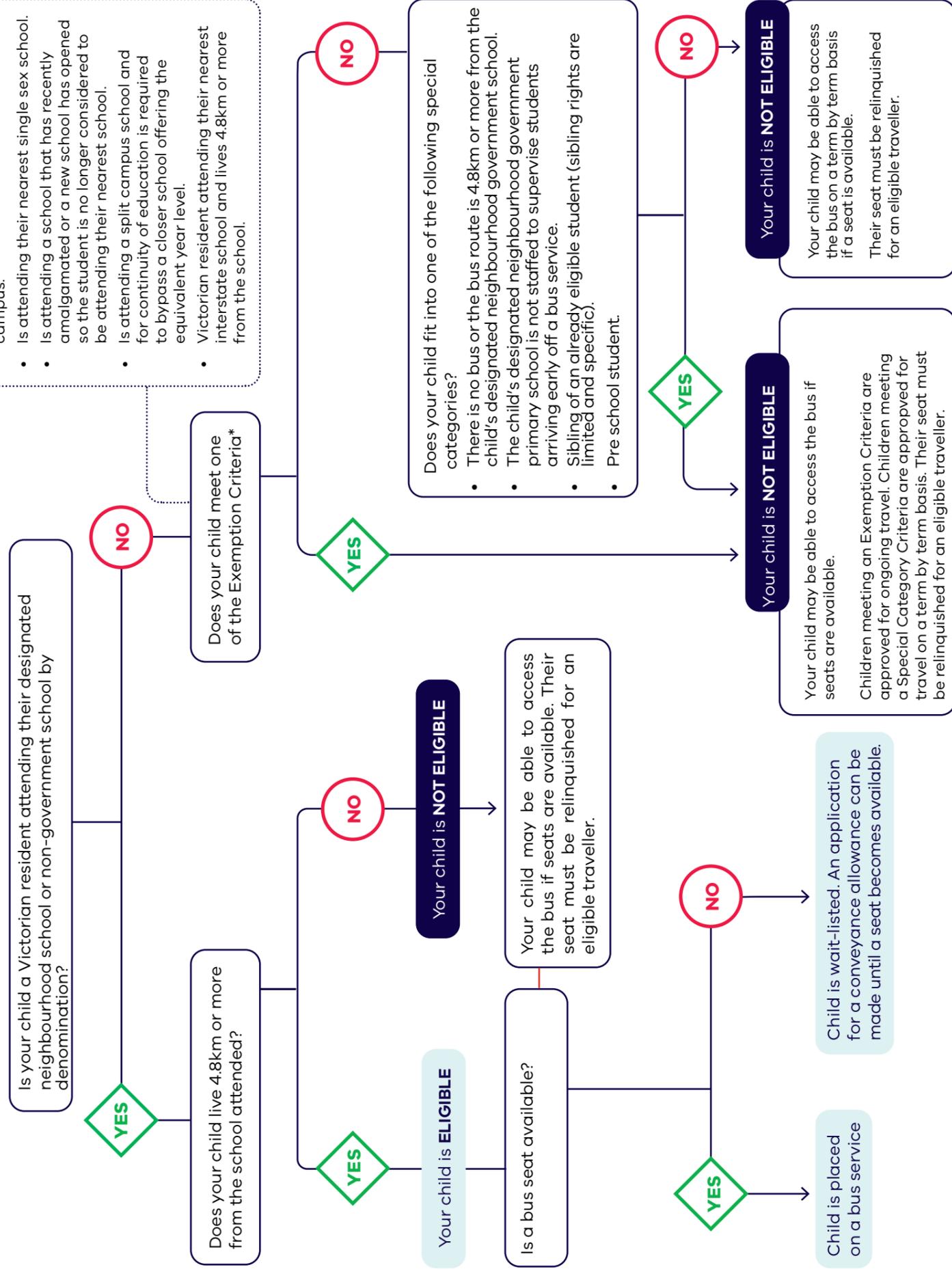
To be eligible for a seat a students must

1. Attend their designated neighbourhood government school according to the DE 'Find my School' website, or nearest appropriate non-government school, which is determined by the religious 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 SBP. For most people aged under 18, public transport is free from 1 January 2026. Where students are required to purchase a ticket, they may be eligible for transport assistance through the Conveyance Allowance Program. For more information visit: 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 bus.



*Exemption Criteria

- Refused entry to their nearest school.
- Is in Year 11 or 12 and taking two or more VCE subjects at another school that are not available at their nearest school/campus.
- Is attending their nearest single sex school.
- Is attending a school that has recently amalgamated or a new school has opened so the student is no longer considered to be attending their nearest school.
- Is attending a split campus school and for continuity of education is required to bypass a closer school offering the equivalent year level.
- Victorian resident attending their nearest interstate school and lives 4.8km or more from the school.

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 not eligible for transport assistance.
- An ineligible student may be required to relinquish their seat if the service is at capacity and an eligible student (government or non-government) wishes to access the service. The status of ineligible students is assessed each term.
- Parents/guardians must agree in writing that their child will travel as long as seating capacity exists.
- Parents/guardians agree to make alternative travel arrangements should their child be required to relinquish their seat.
- Ineligible 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.
- 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 DE 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 online at: vic.gov.au (search 'travelling to school').
- If your school is in the Student Travel Assistance Portal, you can apply online at: studenttravelassistance.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: vic.gov.au (search 'travelling to school') or contact the bus coordinator at the school your child will be attending.