

of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request.
- We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

Your rights

Changes to the arrangement

You may change or terminate this agreement by providing us with at least fourteen (14) days notification by

- calling us on (03) 8312 6312 during school business hours; or
- writing to: Resurrection Catholic Primary School, 51 Gum Road, Kings Park Vic 3021; or
- emailing to: accounts@rskingspark.catholic.edu.au

Enquiries

You may enquire about anything relating to your Direct Debit arrangement at the School Office or by telephoning us on (03) 8312 6312 during school business hours.

Disputes

You should check your account statement to verify that the amounts debited from your account are correct.

If you believe that there has been an error in debiting your account, you should notify us directly on (03) 8312 6312 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude as a result of our investigations that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding in writing.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.



Centrepay Deduction Authority Form



School: E1300 Resurrection Catholic Primary School

Account Details

| | | | | | | | |
|--------------------------------------|---|---|---|---|---|---|-----|
| Student Name: | | | | | | | |
| Account/Debtor Number: | | | | | | | |
| Parent/Guardian Name: | | | | | | | |
| Fortnightly deduction amount: | \$ | | | | | | |
| Commencement date: | D | D | / | M | M | / | Y Y |
| Centrelink Reference Number: | CRN | | | | | | |
| Benefit: | Eg. Family Tax Benefit, Age Pension, Newstart Allowance | | | | | | |
| Date of birth: | D | D | / | M | M | / | Y Y |

I authorise Services Australia to make the fortnightly deductions from my entitled benefits and pay to **Resurrection Catholic Primary School (555 134 618 B)** for school fees with the details confirmed in the table above.

Please select one (1) payment option:

| Option | Description |
|----------------------------|---|
| <input type="checkbox"/> 1 | <p>Setting up a target amount</p> <p>I request that this deduction of \$_____ continue until the target of \$_____ is reached.</p> <p><i>*Note: If a deduction has a target amount and the final deduction is set to pay less than \$2, the second last deduction will be increased by up to \$2 over the final amount.*</i></p> |
| <input type="checkbox"/> 2 | <p>Setting up an end date</p> <p>I request that this deduction of \$_____ continue until _____.</p> |
| <input type="checkbox"/> 3 | <p>Selecting neither option 1 nor 2</p> <p>I can confirm that this deduction has no target amount and no end date.</p> |

I give permission for **Resurrection Catholic Primary School (555 134 618 B)** to disclose my information to Services Australia for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment deduction details.

I also give permission for **Resurrection Catholic Primary School (555 134 618 B)** to give Services Australia my correct account and billing number if required.

I understand that:

I can change or cancel my deduction at any time; and further information about Centrepay can be found online at www.servicesaustralia.gov.au/centrepay.

Acknowledgment:

Applicant signature: _____ **Date:** _____

Camps, Sports and Excursions Fund APPLICATION Form

Resurrection Catholic Primary School, Kings Park (21764)

School Name

Account ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

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

- - - **OR**

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

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

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

Student details

| Child's surname | Child's first name | Student ID | Date of birth (dd/mm/yyyy) | Year level |
|-----------------|--------------------|------------|----------------------------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____

Date ____ / ____ / ____

Camps, Sports and Excursions fund eligibility

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

Criteria 1 – Eligibility

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

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

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



School Fees Concession Program

For eligible families under the eligibility criteria



School: E1300 Resurrection Catholic Primary School

Applicant details

| | | | |
|-----------------|--|--------------------|--|
| Surname: | | First name: | |
| Address: | | | |

Children attending this school

| | Name | Age | Year level |
|---|------|-----|------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Please indicate which category you are applying under

| Criteria | Indicate if applicable |
|--|--------------------------|
| Aboriginal or Torres Strait Islander | <input type="checkbox"/> |
| Services Australia Health Care Card holder | <input type="checkbox"/> |
| Department of Veterans' Affairs Gold Card holder | <input type="checkbox"/> |
| Department of Home Affairs ImmiCard (proof of identity card) holder | <input type="checkbox"/> |
| Refugee, where the child has attended a school in Australia for less than five years | <input type="checkbox"/> |
| Required to transfer to St Michael's School, North Melbourne, for treatment at the Royal Children's Hospital | <input type="checkbox"/> |
| Experiencing genuine financial hardship | <input type="checkbox"/> |
| Homeschooled, but attending a MACS primary school part-time and meeting any of the above criteria | <input type="checkbox"/> |
| Other (please indicate): | <input type="checkbox"/> |

Card type (please indicate where applicable)

| | | |
|---|--|-----------------------------------|
| Health Care Card <input type="checkbox"/> | Veterans' Affairs Gold Card <input type="checkbox"/> | ImmiCard <input type="checkbox"/> |
|---|--|-----------------------------------|

Card details for the relevant category

| | | |
|-----------|------------|--------------|
| Card no.: | Card code: | Expiry date: |
|-----------|------------|--------------|

Please attach the following forms (unless already provided)

| | |
|--------------------------|--|
| <input type="checkbox"/> | Completed direct debit request (DDR) service agreement or copy of Centrepay deduction authority for payment of the concessional amount |
| <input type="checkbox"/> | Completed Camps, Sports and Excursions Fund (CSEF) application form |

Declaration

I declare that:

- I/my child is eligible for the School Fee Concession Program under the selected category
- the card I have applied under is in my name and I am the person responsible for the payment of school fees
- I will notify the school if my card status changes during the year
- I understand that I must submit a new application in the instance where a new CSEF application form has been completed.

Applicant signature: _____ **Date:** _____

Information for applicants

Aim

To assist school families experiencing financial hardship in accessing a Catholic primary education for their child/children.

Confidentiality

At all times, the dignity and privacy of those seeking a fee concession will be respected.

Level of concession

School office staff can advise applicants of the concessional fee to be charged. This concessional fee is fixed annually by Melbourne Archdiocese Catholic Schools (MACS). Approved applicants will be charged only the annual concessional fee, which will cover all standard school fees and levies. If the applicant has become eligible under one of the eligibility criteria throughout the year, a pro-rata concession will be granted. In this instance, standard school fees and levies will be incurred for the portion of the year whereby the applicant was not eligible. To be eligible for the concession, the family must agree to either a direct debit or Centrepay deduction arrangement.

Eligible concession cards

Centrelink issues a number of concession cards for a variety of reasons. Some cards have a generous or no income test and therefore holders of these cards are ineligible for a fee concession under this program. Only Health Care Cards that are eligible for the CSEF are eligible for the School Fees Concession Program.

The card must be issued in the name of the fee payer and list the students for whom the concession is to be applied.

The expiry date of the card must be after 1 January of the year for which the concession is to be applied. If an eligible concession card expires after the start of the year, the concessional fee rate will still be applied for the entire year. If a family becomes eligible during the course of the school year, then a pro-rata concession will be granted.

Lodgment of application

An application should be lodged prior to the commencement of the school year so that it can be assessed and direct debit or Centrepay deduction arrangements can be initiated for the following year. Please follow the steps below:

1. Complete the school's application form, DDR service agreement or Centrepay deduction authority.
2. Submit the completed forms along with a copy of a valid card.
3. Complete and return the CSEF application form (where applicable).

Application forms

The following forms can be obtained from the school office:

1. School's application form.
2. School's DDR service agreement or copy of the Centrepay deduction authority.
3. CSEF application form.

Notification

Approved applicants will receive written notification of the outcome of their application for concessional fees from the school. Declined applicants will be contacted promptly to allow sufficient time to arrange a meeting with the Principal to discuss the fee structure.

Important notes

1. The concession is automatic for a parent/guardian/carer responsible for the school fees who holds the eligible card.
2. A CSEF application must be submitted for a concession to be granted.
3. Where the fee account is split, the concession applies to only that portion payable by the eligible card holder.
4. All families receiving or requesting a fee concession must notify the school should their financial circumstances change sufficiently to affect the level of concession offered.
5. Any offer of a concession is subject to the applicant entering into a DDR service agreement or Centrepay deduction arrangement. Any default in payment may result in the concession being withdrawn.
6. Should an application be considered ineligible, the applicant will be notified that the application has been declined. If the applicant is experiencing genuine financial hardship, they are encouraged to arrange to meet with the Principal.
7. For further information on Centrepay, please refer to:
<https://www.servicesaustralia.gov.au/organisations/business/services/centrelink/centrepay-businesses>.

| | |
|--------------------|-----------------------------------|
| Approval authority | Director, Finance and Digital |
| Approval date | May 2022 (rebranded October 2023) |
| Next review | May 2025 |

OFFICE USE ONLY

| Checklist | Completed | Date |
|--|--------------------------|------|
| Copy of card attached | <input type="checkbox"/> | |
| Signed DDR service agreement or Centrepay deduction authority attached | <input type="checkbox"/> | |
| Signed CSEF application form attached | <input type="checkbox"/> | |
| Approved/Declined letter signed by Principal attached | <input type="checkbox"/> | |
| Processed in debtor system | <input type="checkbox"/> | |
| CSEF application accepted | <input type="checkbox"/> | |



2024 School Family Fee \$1,025 + Total Annual Levy(s)

| Grade | Curriculum | Swimming | Camp | Excursion | Total Levy |
|--------|------------|----------|-------|-----------|------------|
| Prep | \$420 | \$100 | | \$90 | \$610 |
| Year 1 | \$420 | \$100 | | \$90 | \$610 |
| Year 2 | \$420 | \$100 | | \$90 | \$610 |
| Year 3 | \$420 | | \$405 | \$90 | \$915 |
| Year 4 | \$420 | | \$405 | \$90 | \$915 |
| Year 5 | \$420 | | \$405 | \$90 | \$915 |
| Year 6 | \$420 | | \$405 | \$90 | \$915 |

What's inclusive of the School Fees?

The annual school fees at Resurrection Primary School include all excursions, incursions, personal learning devices, stationery, camps and administration costs. School photos and school uniforms will be at an additional cost to you. Please advise us if you have a current healthcare card, pension card or immigration card, as this could further reduce the cost of your school fees.

School Fees Pack

A school fees pack is provided to all families at the start of Term 1 and includes:

- School fees statement
- CSEF (Camp, Sports and Excursions Fund) application form
- MACS (Melbourne Archdiocese Catholic Schools) concessional fee application form
- Direct debit authority form
- Centrepay deductions authority form

School fees payment plans

Families have the option to enter a school fees payment plan as follows:

| Plan | Schedule |
|--------------------|--|
| Fortnightly | Total fees spread across 16 payments |
| Monthly | Total fees spread across 8 payments |
| Instalment | Instalment 1 - 10th Mar 2024 Family Fee \$342 + total student(s) levy |
| | Instalment 2 - 10th Jun 2024 Family Fee \$342 |
| | Instalment 3 - 10th Sep 2024 Family Fee \$341 |

Example

Prep and Year 3 - Total annual cost is \$2,550

Additional Notes

All school fees are due by **10th March 2024** unless a payment plan has been arranged with the School Bursar.

School fees are determined annually by the MACS Board. Fees generally increase with the EPI (Education Price Index), which is approximately 3-4% per annum.

School fees questions

If you have any questions regarding school fees, please do not hesitate to contact our School Bursar at 03 8312 6312 or at accounts@rskingspark.catholic.edu.au.

Enrolment questions

If you have any questions regarding the enrolment process, please do not hesitate to contact our Office at 03 8312 6312 or at office@rskingspark.catholic.edu.au.

