5 November 2015

Dear Parents / Guardians

ST. MONICA'S SCHOOL FEES- 2016

Please find attached forms that need to be completed as soon as possible and returned to the office
1) Direct Debit Authority for Bank Account or Credit Card Form (all families to complete)
2) CSEF Application Form (only for parents with Health care card or pensioner concession)
3) Student Conveyance Allowance Application (only families 4.8km from school and wanting bus passes)

Additional Fees will be:
5/6 Camp $230 (5/6 students only)
3/4 Camp $130 (3/4 students only)

Paying by Direct Debit or Credit Card?
We accept payment of school fees via Direct Debit or Credit Card deduction, and provide a number of payment frequencies to choose from. The Principal must approve any other payment method, and will only do so for special circumstances.

Your payment election for 2016 will be ongoing throughout your time at St Monica's Primary School. Amendments to payment plans can be discussed with the Finance Team at any time.

ALL parents/guardians MUST complete and return the Direct Debit Authority for Bank Account or Credit Card Form by Wednesday 16th December 2015. Forms can be returned by post to St. Monica's Primary School, 137 Brockley St, Wodonga Vic 3690, delivered to the office or by email mgraf@smwodonga.catholic.edu.au

Catholic Education Sandhurst Land Fund (CES Land Fund Levy)
On 1 July 2012, Catholic Education Sandhurst established a Land Fund to meet the need for providing financial support to purchase land for education, to cater for the growing population and expansion of primary and secondary schools within the Diocese. Catholic Education Wodonga (CEW) on behalf of the Wodonga schools, elected to join the fund. From 2013, an annual levy of $50 per family will be charged, which has been included in the 2016 school fee accounts. More information on the rationale behind this levy is available by request from the Principal.

Entitled to Camp, Sports, Excursion Fund?
To be eligible for the fund, 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 two or on the first day of Term three:
1. 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
2. Be a temporary foster parent, and;
3. Submit an application to the school by the due date.

Payment difficulties?
We understand that for some families, School Fees and the payment thereof, can be of concern, and we encourage you from the outset to communicate any concerns or queries to us.

Normally payment plans run from February to November, however ongoing payment plans (over a full calendar year) can be set up upon request. This suits families who wish to spread the cost across more payments.

Yours faithfully
Mrs Michelle Graf
Administration Officer
Primary School Fees 2016

Family Fee

The 2016 Family Fee for St Monica’s Primary School, St Augustine’s Primary School and St Francis’ Primary School will be $1,595 per annum. Please refer to the table below for payment frequency options:

PLEASE NOTE: THE FAMILY FEE IS INCLUSIVE OF THE CAPITAL LEVY, PROGRAM LEVY AND DIOCESAN LAND LEVY.

Student Fee

The student fee for primary students reflects the cost of the learning and teaching program at different year levels. A table showing payment frequency options is included below for your convenience.

2016 SCHOOL FEES

<table>
<thead>
<tr>
<th>PRIMARY STUDENT ENROLMENT</th>
<th>ANNUAL FEE</th>
<th>Fee per Term (4)</th>
<th>Fee per Month (10)</th>
<th>Fee per Fortnight (20) D/Debit</th>
<th>Fee per Week (40) D/Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAMILY FEE</td>
<td>$1,595</td>
<td>$398.75</td>
<td>$159.50</td>
<td>$79.75</td>
<td>$39.90</td>
</tr>
<tr>
<td>Add STUDENT FEE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td>$535</td>
<td>$133.75</td>
<td>$53.50</td>
<td>$26.75</td>
<td>$13.40</td>
</tr>
<tr>
<td>Year 1</td>
<td>$535</td>
<td>$133.75</td>
<td>$53.50</td>
<td>$26.75</td>
<td>$13.40</td>
</tr>
<tr>
<td>Year 2</td>
<td>$535</td>
<td>$133.75</td>
<td>$53.50</td>
<td>$26.75</td>
<td>$13.40</td>
</tr>
<tr>
<td>Year 3</td>
<td>$560</td>
<td>$140.00</td>
<td>$56.00</td>
<td>$28.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Year 4</td>
<td>$560</td>
<td>$140.00</td>
<td>$56.00</td>
<td>$28.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>Year 5</td>
<td>$925</td>
<td>$231.25</td>
<td>$92.50</td>
<td>$46.25</td>
<td>$23.15</td>
</tr>
<tr>
<td>Year 6</td>
<td>$925</td>
<td>$231.25</td>
<td>$92.50</td>
<td>$46.25</td>
<td>$23.15</td>
</tr>
</tbody>
</table>

Please note you need to add the student fee/s (depending the grade/s your child/ren is in) to the family fee.

- THE GLOBAL STUDENT FEE DOES NOT INCLUDE CAMP FEES THAT VARY ACROSS SCHOOLS AND ACROSS YEAR LEVELS DEPENDING ON THE CAMP EXPERIENCE.
  - 5/6 Camp $230 (5/6 students only)
  - 3/4 Camp $130 (3/4 students only)
Billing
Invoices will be prepared and sent by your school. A Direct Debit form will be sent with your invoice or can be downloaded from the school website.

All existing Direct Debit arrangements will continue unless notice is given to the school.

Payment Arrangements
The school’s preferred payment option is Direct Debit or Credit Card deduction. Other payment options are EFT transfer (internet banking), Centrepay, Cheque, Cash or EFTPOS. The following payment frequencies are available for your convenience:

- Fortnightly / Weekly – Direct Debit or Centrepay arrangement only.
- Quarterly – Due in February, May, August and November 2016.
- Annual – Payment by 31 March 2016 is requested.

Any other payment arrangement is to be discussed with the School Principal and subject to approval.

Fee Assistance
It is an obligation binding parent(s)/guardian(s) who believe they may be unable to pay the fees in full, that they discuss this with the School Principal as soon as possible. Assistance may be available to families in cases of financial hardship.

For further information, please contact the school.

St Francis of Assisi
PRIMARY SCHOOL WODONGA

St Francis’ Primary School
Tel: 02 6020 9100

St Augustine’s Primary School
Tel: 02 6024 2711

St Monica’s Primary School
Tel: 02 6024 3151

www3.sawodonga.catholic.edu.au  www3.smwodonga.catholic.edu.au
ST MONICA’S PRIMARY SCHOOL WODONGA
DIRECT DEBIT AUTHORITY FOR BANK ACCOUNT OR CREDIT CARD

Request and Authority to debit the Account named below to pay St Monica's Primary School, Wodonga.

<table>
<thead>
<tr>
<th>Request and Authority to Debit</th>
<th>Account Name (from invoice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1:</td>
<td>Financial Institution Name</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Account Name</td>
</tr>
<tr>
<td></td>
<td>BSB number</td>
</tr>
<tr>
<td></td>
<td>Account number</td>
</tr>
</tbody>
</table>

OR Option 2: Credit Card

<table>
<thead>
<tr>
<th>Credit Card Type</th>
<th>Visa</th>
<th>MasterCard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name on Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiry Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When your credit card expires, please ensure you contact the Finance Officer to advise your new expiry date.

<table>
<thead>
<tr>
<th>Payment Details</th>
<th>Frequency</th>
<th>Start Date</th>
<th>First debit date</th>
<th>Alternative Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekly</td>
<td>12th February 2016</td>
<td>or <em><strong>/</strong></em>/___ (must be Friday)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fortnightly</td>
<td>12th or 19th February 2016</td>
<td>or <em><strong>/</strong></em>/___ (must be Friday) (please circle)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly</td>
<td>15th February 2016</td>
<td>or <em><strong>/</strong></em>/___ (must be 15th)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quarterly</td>
<td>15th February (then 15th May, Aug &amp; Nov 2016)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annually</td>
<td>31st March 2015</td>
<td>or <em><strong>/</strong></em>/___ (must be prior to 31 Mar)</td>
<td></td>
</tr>
</tbody>
</table>

* Alternative Date will apply if you wish to commence payments prior to the Start Date, or if enrolment is after the Start Date.

Acknowledgment

I/we request and authorise St Monica's Primary School Wodonga to arrange for funds to be debited from my/our account, at the financial institution identified and as prescribed above.

This authority will remain in place until I/we no longer have enrolled students and my/our account balance is Nil, or unless otherwise advised in writing.

By signing this Direct Debit Authority I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between me/us and St Monica’s Primary School Wodonga as set out in this Authority and in your Direct Debit Service Agreement overleaf.

Signature 1: _______________________________ Date: ___/___/___

Signature 2: _______________________________ Date: ___/___/___
(if applicable)
ST MONICA’S PRIMARY SCHOOL WODONGA
DIRECT DEBIT SERVICE AGREEMENT

The following is your Direct Debit Service Agreement with St Monica’s Primary School Wodonga (ABN 77 239 304 724). The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

Direct Debit arrangements

Your signature on the Direct Debit Authority form allows us to debit your nominated account in the manner referred to. If a direct debit falls on a day, which is not a business day, the drawing will be made on the next business day.

We will keep your direct debit records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relating to an alleged incorrect or wrongful debit, or otherwise as required by law.

If you believe that there has been an error in debiting your account, you should notify the Finance Officer as soon as possible and we will endeavor to respond to your dispute within 5 business days of receipt.

Your rights

You can cancel, alter or suspend your drawing arrangements at any time by notifying the St Monica’s Primary School Finance Officer, at least 2 business days before the cancellation, alteration or suspension is to take effect. You can also stop or defer an individual drawing by notifying us at least 2 business days before the date that the drawing is to be made. Any amendments should be made in writing to the Finance Officer via email or post (details below).

Your responsibilities

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Finance Officer. Advice of payments will be via quarterly Statements issued each term.
- Ensure that your designated account can accept direct debits. Direct debiting may not be available on all accounts, so please check with your financial institution.
- Check that you have filled in your correct account details on the Direct Debit Authority.
- Ensure that there are sufficient cleared funds in your nominated account by the due date to enable drawings to be made in accordance with your drawing arrangements. 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.
- Notify us immediately if your nominated account is transferred, closed or any other account details change.
- Arrange a timely and suitable alternative payment method if your drawing arrangements are cancelled.

Finance Officer Contact Details

Principal: Jacqui Partington 0417 683 381
Finance Officer: Michelle Graf 02 6024 3151
Email: mgraf@smwodonga.catholic.edu.au
Postal Address: 137 Brockley Street Wodonga VIC 3689
CSEF Application Form

School REF ID

Parent/legal guardian details
Surname
First name
Address
Town/suburb  State  Postcode
Contact number

Centrelink Pensioner Concession Card  OR  Health Care Card number (CRN)

* Foster Parents must provide a letter from the Department of Health and Human Services (DHHS) or the Community Service Organisation supervising the placement confirming the care arrangement.

Student details

<table>
<thead>
<tr>
<th>Child's surname</th>
<th>Child's first name</th>
<th>Student ID</th>
<th>Date of birth (dd/mm/yyyy)</th>
<th>Year level</th>
</tr>
</thead>
</table>

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Human Services (the department) to provide the results of that enquiry to DET.

I understand that:

• the department will use information I have provided to the DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose the DET personal information including my name, address, payment and concession card type and status.
• this consent, once signed, remains valid unless I withdraw it by contacting the school or the department.
• I can obtain proof of my circumstances/details from the department and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
• if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
• Some personal information may be disclosed to the Victorian Department of Health and Human Services, for the purpose of evaluation and monitoring of concession card services.

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

Signature of applicant  Date / /
CSEF eligibility

Below is 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 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 two, or;
- on the first day of Term three;

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.

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 17 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 18 years inclusive.

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

Eligibility Date

CSEF eligibility will be subject to the parent/legal guardian’s concession card being successfully validated with Centrelink on the first day of either term two (13 April 2015) or term three (13 July 2015).

Payment amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: $125 per year.
- Secondary school student rate: $225 per year.

For ungraded students, the rate payable is determined by the student’s date of birth. For more information, see: www.education.vic.gov.au/csef

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 Centrelink card - unless you are claiming as a Foster Parent or Veterans Affairs Pensioner. You will also need to provide your Centrelink card to the school.

   If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, tick the appropriate box. In this case, 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.

   The CSEF payment is paid directly to your child’s school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

2. Complete the STUDENT’S DETAILS section for students at this school.
   - enter SURNAME AND FIRST NAMES in full.
   - enter the DATE OF BIRTH e.g. 15/09/2008.
   - enter the YEAR LEVEL, unless the student is ungraded, e.g. attending a Special School or language Centre, then enter ‘UNGRADED’ in the YEAR LEVEL column.

3. Sign and date the form and return it to the school office.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.
**Student Conveyance Allowance Application**

**Public Transport Travel**

**School year:** 2016

**Primary or Secondary School Students**

An application on behalf of a student may be submitted if the student is:
- a Victorian resident
- school aged and enrolled (3) three or more days per week at a school; and
- attending a school/campus located outside the Melbourne metropolitan conveyance boundary

A student who meets the above requirements may be eligible if they:
- attend their nearest or designated neighbourhood government school/campus appropriate to their year level, at which admission is permissible, or
- attend their nearest appropriate non-government school/campus appropriate to their year level, at which admission is permissible, and
- reside 4.8km or more by the shortest practicable route from the campus attended

No allowance is payable if the journey to and from school could be made using a contract school bus.

Where public transport is available an allowance for private travel will not be paid.

If approved the allowance payable will be based on the least expensive public transport fares. Students who are privately transported 4.8km or more to meet public transport services may be able to claim a private car conveyance allowance as well.


**SCHOOL STUDENT ATTENDS**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Campus:</th>
</tr>
</thead>
</table>

**STUDENT’S PARENT/GUARDIAN DETAILS** (Please circle or print clearly)

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Surname:</th>
<th>Applicant Type:</th>
<th>Parent</th>
<th>Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Postcode:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT DETAILS** (Please print clearly)

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Student VSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if known)</td>
<td>(If known)</td>
</tr>
<tr>
<td>First Name:</td>
<td>Surname:</td>
</tr>
<tr>
<td>Birthdate:</td>
<td>FTE (time fraction):</td>
</tr>
<tr>
<td>(If known)</td>
<td></td>
</tr>
<tr>
<td>Enrolment Date:</td>
<td>Exit Date:</td>
</tr>
<tr>
<td>Contact Number:</td>
<td>Year Level:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Suburb:</td>
<td>Postcode:</td>
</tr>
</tbody>
</table>

**STUDENT ENROLMENT DETAILS** (Please circle or print clearly)

<table>
<thead>
<tr>
<th>International full fee paying?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the child severely disabled?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the student on the PSD Program?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Provider type student attends?</td>
<td>School</td>
<td>Special setting</td>
</tr>
<tr>
<td>Estimated distance from home to closest campus:</td>
<td>(km’s)</td>
<td>Must be 4.8km or more by shortest practicable route. SCAS tests a student’s eligibility more thoroughly and consistently than in previous years. The school should inform parents about the process and evidence what will happen if the application for conveyance is not approved. Parents will be required to pay for student travel costs.</td>
</tr>
<tr>
<td>Is student attending nearest campus?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If No please provide reason</td>
<td>If No please provide details of below and supporting documents if available.</td>
<td></td>
</tr>
</tbody>
</table>
### TRAVEL INFORMATION

<table>
<thead>
<tr>
<th>Travel start date:</th>
<th>Travel end date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student claiming:</td>
<td>To school allowance (Attends school only)</td>
</tr>
</tbody>
</table>

The allowance payable is based on the one-way distance from home to school and/or the daily amount for off campus.

#### Single or Multi-mode:

<table>
<thead>
<tr>
<th>Single</th>
<th>Multi mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>One mode of transport only</td>
<td>(private car to meet Public Transport, or Two different public transport tickets required)</td>
</tr>
</tbody>
</table>

#### Estimated distance to Bus Stop:

(Only claiming for private car to meet Government funded transport services)

- **Single**: Must be 4.8km or more to Bus Stop (km's)
- **Multi mode**: Address of bus stop:

#### Furthermore – First student in car or Additional student in car:

- Furthermore
- Additional

#### Ticket Type:

Eg VSP, Myki Zone 2 Pass, TSP, BSP

#### Ticket Frequency:

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Fortnightly</th>
<th>Monthly</th>
<th>Term</th>
<th>Half Yearly</th>
<th>Yearly</th>
</tr>
</thead>
</table>

#### Ticket Amount:

Proof of purchase must be sighted by the school (i.e. copy of receipt, ticket). The allowance payable will be based on the least expensive public transport fares.

#### Service Operator:

(If known)

#### Service Route:

(If known)

#### Travel Distance – Leg 1:

(km's) | Travel Distance – Leg 2: (km's)

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### PARENT/GUARDIAN DECLARATION

- I declare that the information provided is true and correct
- I will notify the school in writing within seven days of any changed circumstances

**Signature:**

Parent/Guardian

**Date:**

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### PRINCIPAL’S ENDORSEMENT

- I declare to the best of my knowledge the information provided is true and correct

**Signature:**

Principal

**Date:**

Applications for Conveyance Allowance are subject to audit

---

DEECD collects personal information for the purposes of assessing eligibility for receipt of a conveyance allowance. Personal information will not be used for any other purposes and will not be disclosed to any other organisation/body. The department protects paper records in secure storage and computerised records are protected through access and authorisation controls. DEECD takes reasonable technical and organisational precautions to prevent the loss, misuse or alteration of collected personal information. You are able to request access to the personal information that we hold about you and to request that it be corrected. Please contact your school directly. The Department respects individuals’ privacy.