



SCHOOL FEES CONCESSION PROGRAM ELIGIBLE CENTRELINK CONCESSION CARD HOLDER

School:	
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Applicant Details:			
Surname:		First Name:	
Address:			

Children attending this School:			
	Name:	Age	Year level
1			
2			
3			
4			

Centrelink Concession Card (CCC) Details:			
<input type="checkbox"/> Health Care Card <input type="checkbox"/> Pensioner Card			
Card No. (CRN):		Card Code:	
		Expiry Date:	

Please Attach the following forms (unless already provided):	
<input type="checkbox"/>	Completed Direct Debit Request Service Agreement or copy of CentrePay Deduction Authority application form for payment of the concessional amount in 52 weekly or 26 fortnightly instalments.
<input type="checkbox"/>	CSEF Application Form

Declaration: I declare that:
The Centrelink Concession Card is in my name and I am the person responsible for the payment of school fees
I will notify the school if my Concession 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

Signature:	Date:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; padding: 5px;">Applicant</td> <td style="width: 40%; padding: 5px;"></td> <td style="width: 20%; padding: 5px;"></td> </tr> </table>	Applicant			
Applicant				

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 Catholic Education Sandhurst Limited (CESL). Approved applicants will be charged only the annual concessional fee per student which will cover all school fees and levies including any charges remaining for camps, sports and excursions after the application of the Camps, Sports, Excursion Fund (CSEF) benefit. If the applicant has become eligible for a CCC concession 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 for a CCC.

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 Category One. Only CCC's that are eligible for CSEF are eligible for the School Fees Concession Program.

The following CCC's are the most common cards that are eligible for CSEF. The CCC type is specified as a two or three letter code printed on the concession card.

YA or YAL	Youth Allowance
PPS	Parenting Payment Single
PPP	Parenting Payment Partnered
DSP	Disability Support Pension
NSA	New Start Allowance
LI	Low Income
FA	Family Tax Benefit
SA or SKA	Sickness Allowance
CAR	Carer Allowance
ABA or ABY	Schooling Applicant
AGE	Age Pension
AUS	Austudy
HCC	Health Care Card
PYA	Partnered Allowance
SPI	Special Benefit
WID or WFD or WFA	Widow Allowance/Pension

Eligible Concession Cards <i>Continued</i>
The CCC must be issued in the name of the fee payer and list the students for which the concession is to be applied.
The expiry date of the card must be on or 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 a school year, then a pro-rata concession will be granted.

Lodgement of Application
An application should be lodged to the school so that it can be assessed and direct debit or CentrePay arrangements can be initiated. Please follow the below steps:
Complete the school's application form, Direct Debit Request (DDR) Service Agreement or a CentrePay Deduction Authority form.
Submit the completed forms and present a valid CCC for verifying and copying.
Complete and return the CSEF application form immediately after receiving it from the school.

Application Forms
The following forms can be obtained from the school office:
School's application form.
School's DDR Service Agreement or copy of the CentrePay Deduction Authority application.
CSEF application form.

Notification
Approved applicants will receive written notification of the outcome of their application.
Declined applicants will be contacted promptly to allow sufficient time to lodge an application under Category Two Concession – Special Consideration if experiencing genuine financial hardship.

Important Notes
The concession is automatic for a parent/guardian responsible for the school fees, who holds an eligible CCC.
The CentrePay application form is available from the school office or online at www.servicesaustralia.gov.au/centrepay .
A CSEF application must be submitted for a concession to be granted.
Where the fee account is split, the concession applies to only that portion payable by the eligible card holder.
All families requesting, or receiving, a fee concession must notify the school should their financial circumstances change sufficiently to affect the level of concession offered.
A new CSEF and school application form must be submitted when there is a change in family circumstances.
Applications should be lodged promptly by families. However, as a family's finances might change at any time, applications can be lodged during the school year. In such cases, a pro-rata concession will be applied.
Any offer of a concession is subject to the applicant entering into a DDR Service Agreement or CentrePay Deduction Authority arrangement. Any default in payment may result in the concession being withdrawn.
Should a CCC be ineligible, the applicant will be notified that the application has been declined. If the applicant is experiencing genuine financial hardship, he/she is encouraged to apply for a fee concession using the Special Consideration application form available from the school office.

Camps, Sports and Excursions Fund APPLICATION Form

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/camps-sports-and-excursions-fund/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 (see [Camps, Sports and Excursions Fund \(CSEF\): Policy | education.vic.gov.au](https://www.education.vic.gov.au/camps-sports-and-excursions-fund/csef-policy)).

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.

The CSEF is 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](https://www.education.vic.gov.au/camps-sports-and-excursions-fund/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.

CSEF payments cannot be claimed retrospectively for prior years.

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



CES Ltd Frameworks

Standard Collection Notice for Schools

1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing, through technology systems (Simon) or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.

6. The School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
- third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-services applications (such as the Integrated Catholic Online Network (ICON) and Google's G Suite)
- CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
- Authorised organisations in accordance with the Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme (FVISS)
- CECV to support the training of selected staff in the use of schools' systems, such as ICON
- another school to facilitate the transfer of a student
- Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
- health service providers, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
- people providing administrative and financial services to the School
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.

7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

8. Personal information collected from students is regularly disclosed to their parents or guardians.

9. If you make an enrolment application to another School, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
10. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.
11. CES Limited's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
12. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. CES Limited's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.
17. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's

fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.

18. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. The school may include student's and parents' or guardians' contact details in a class list and School directory.
19. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why.