School Fees Concession Program
For eligible families under the eligibility criteria

MELBOURNE ARCHDIOCESE CATHOLIC SCHOOLS

School:	St Augustines School-Keilor

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 heritage	☐
Services Australia Health Care Card holder	☐
Department of Veterans' Affairs Gold Card holder	☐
Department of Home Affairs ImmiCard (proof of identity card) holder	☐
Refugee, where the child has attended a school in Australia for less than five years	☐
Required to transfer to St Michael's School, North Melbourne, for treatment at the Royal Children's Hospital	☐
Experiencing genuine financial hardship	☐
Homeschooled, but attending a MACS primary school part-time and meeting any of the above criteria	☐
Other **(please indicate)**:	☐

Card type (please indicate)

Health Care Card ☐	Veterans' Affairs Gold Card ☐	ImmiCard ☐

Card details

Card no.:	Card code:	Expiry date:

Please attach the following forms (unless already provided)

- ☐ Completed direct debit request (DDR) service agreement or copy of Centrepay deduction authority for payment of the concessional amount
- ☐ Completed Camps, Sports and Excursions Fund (CSEF) application form

Declaration

I declare that:

- 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.

OFFICE USE ONLY

Checklist	Completed	Date
Copy of card attached	☐	
Signed DDR service agreement or Centrepay deduction authority attached	☐	
Signed CSEF application form attached	☐	
Approved/Declined letter signed by Principal attached	☐	
Processed in debtor system	☐	
CSEF application accepted	☐	

St Augustines School – Keilor
Augustines Way, Keilor, 3036
office@sakeilor.catholic.edu.au
03 9336 4294

Direct Debit Request (DDR)

I/We request and authorise St Augustines School-Keilor, User ID 628304, to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified.

Name(s) or Company Name and ABN/ARBN: ....

....

Address: ....

.... Postcode ....

Telephone: .... Facsimile: ....

Email: ....

Please deduct money from my/our Financial Institution account:

This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Name of Bank Account: ....

Name and Branch of Financial Institution where account is held:

....

BSB Number: |__|__|__| - |__|__|__| Account Number: |__|__|__|__|__|__|__|__|__|

Please debit $........................... from the above account each:

Week ☐ Fortnight ☐ Month ☐ Commencing on: ____/____/____

Signature(s): ....

....

(To be signed by both parties for joint accounts. If signing for a Company, sign and print full name and capacity for signing eg. Director.)

Date signed: ____/____/____

Direct Debit Request (DDR) Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between St Augustines School-Keilor ABN 82713872487 (User ID 628304) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. 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.

We recommend you keep this agreement in a safe place for future reference. It forms part 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, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on 03 9336 4294 during business hours;
- writing to: office@sakeilor.catholic.edu.au ; or
- arranging it through your own financial institution.

Enquiries

You may enquire about anything relating to your Direct Debit arrangement by emailing office@sakeilor.catholc.edu.au with your Name and Contact Details.

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 9336 4294 or office@sakeilor.catholic.edu.au and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.

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.