Monday 1 December 2014

Dear Parents,

Gembrook Primary School aims to provide a high quality curriculum for all students. Each year the School Council develops a budget to deliver the educational program. At Gembrook Primary there is a commitment to identifying appropriate resources; ensuring that fees are kept to a minimum and that this money directly benefit the children. These funds are used for student materials, requisites and curriculum costs for your child to use during the 2015 year.

**THE FEE STRUCTURE FOR 2015 COMPRISSES:**

**IN SUMMARY**

1. **ESSENTIAL:** Materials & Requisites Charge which totals $260 per child

2. **OPTIONAL:**
   - Excursions and Incursions Prepayment- $75 per child at all year levels. Lump sum can either be paid in full at the beginning of the year, or ‘pay as you go’ to individual activities. The excursion prepayment cannot be made by instalments.
   - Senior School Sports $75 in addition to the $75 excursion/incursion payment. Sports activities are charged on an individual basis.
   - Swimming Programs $100 per child at all year levels. The swimming program is charged on an individual basis. Payment plans will be available.
   - Camps Program cost approx $125 grade 2; approx. $300 grades 3-4; approx $350 grades 5-6 Camps are charged on an individual basis. Payment plans will be available.

3. **VOLUNTARY:**
   - Maintenance and Grounds payment- $25 per family

   - *Payment to the Building Trust Fund* - All amounts of $2.00 and over are fully tax-deductible. Suggested payment is $25 per family.

Further information about these charges and the payment options are on the following page.

As is common practice at many schools, school council has the expectation that all families will make the required payments, choosing whichever payment method and schedule is most suitable to their individual needs. As always, if you have any questions or concerns do not hesitate to contact us. By supporting the school in this process you will help us to continue providing your children with the excellent educational opportunities they have experienced in the past. A copy of the Parent Payment Policy is available on the school website: www.gembrookps.vic.edu.au

Thank you for supporting the school’s efforts to provide your child with all the materials and resources that are so essential for their education.

Yours faithfully

Kym Peterson
Principal

Jodie Cunliffe
School Council President
FURTHER INFORMATION ON THE FEE STRUCTURE 2015:

1. **ESSENTIAL PAYMENTS**

   Essential payments are used to purchase consumable items used in class by each student such as books, stationery and classroom materials, and equipment for classroom and specialist programs including Physical Education, LOTE – Japanese, Visual Arts, Science and Performing Arts. Payments are also used to provide equipment such as iPads, computers and digital cameras for student use.

2. **OPTIONAL PAYMENTS**

   - *Excursions, Incursions and School Activities Prepayment $75*
     Excursions and incursions are linked to the educational program and greatly enrich the learning experiences of our children.

     Parents can choose to pay the total excursion/incursion payment as a lump sum at the beginning of the year, or alternatively pay for each excursion and incursion as they arise. Any portion of unspent excursion money will be returned to the parent at the end of the year, or in agreement with the parents, can be carried over into the next year.

     Parents will be notified of all excursions and incursions - permission slips for all excursions and incursions will still need to be completed and returned to school.

   - *Senior School Sports $75*
     Many senior school students are involved in a variety of sporting events during the year which foster relationships with other schools and students in the district, and provide opportunities to develop sporting abilities, develop confidence and school pride.

   - *Swimming Programs $100*
     Students in all levels are offered the swimming program which includes 5 one hour sessions and bus travel to and from the venue. The swimming program is an essential component of the Physical Education program and aims to develop water safety, confidence and swimming ability.

   - *Camps Program Cost varies per year level*
     The Gembrook Camp/Outdoor Education Program endeavors to promote the development of a child’s independence and self-reliance skills, in addition to fostering such social skills as co-operation, tolerance, leadership and environmental awareness.

3. **VOLUNTARY PAYMENTS**

   - *Maintenance and Grounds Payment*
     A levy of $25 per family will be used to pay for the repair of school facilities.

   - *Building Fund*
     This is a very important fund for Gembrook Primary School which has enabled the continued improvement of the facilities. Every donation is truly appreciated. We are seeking voluntary payments to the school’s Building Fund to be used for refurbishment of school facilities. Payments over $2 made to the school for this purpose are a [tax-deductible donation](#).
PAYMENT OPTIONS

In an effort to assist families with the payment of fees, six payment methods will be available to families at Gembrook Primary School in 2015.

Payment can be made by cash, cheque payable to Gembrook Primary School, EFT at the school office, direct debit or BPAY. Eligible families may choose to pay through Centrelink Centrepay.

Option 1.
Full payment is preferred – payable by 13 February 2014 by Qkr, bPay. EFTPOS at the school office, cheque or cash.

Option 2.
Payment of three equal instalments by Qkr, BPay. EFTPOS at the school office, cheque or cash.

1\textsuperscript{st} instalment by 13/2/2015  
2\textsuperscript{nd} instalment by 15/5/2015  
3\textsuperscript{rd} instalment by 14/8/2015

Option 3
Direct Debit Authority for 10 monthly payments from your nominated bank account. This can combine any or all of the subject contributions, grounds fees, camps or swimming into a single monthly payment. The optional excursion prepayment cannot be made in instalments. A form is attached and is available from the school office and on the website to take up this option.

Option 4 Centrepay
Centrepay is a free service for Centrelink customers to pay bills as regular deductions from their Centrelink payments. Gembrook Primary School is now a registered recipient of Centrepay payments. If you are eligible and interested in making payments to the school through Centrepay, please contact the office to find out our recipient number. More information about Centrepay is available at: http://www.humanservices.gov.au/customer/services/centrelink/centrepay

PAYMENT METHODS

Phone and web based application for payment of all school expenses secured by Mastercard. See more information at: https://www.commbank.com.au/corporate/industries/qkrschoolpayments.html

The Biller code is 87361 DEECD Department of Education and Early Childhood Development
Your reference number is on your statement or can be obtained by phoning the school office on 59681313

Direct debit  
The blue form attached can be used to select your payments and then arrange debit in the number of instalments you nominate. The instalments should be paid by the 14/8/2014

Centrelink  
Centrepay: Centrepay is a free direct bill-paying service offered to customers receiving Centrelink payments. Through Centrepay you can choose to pay school fees by having a regular amount deducted from your payments and transferred electronically to Gembrook Primary School.

Contact Centrelink or apply via the application form available at the school office or at http://www.humanservices.gov.au/sp/customer/forms/resources/sa325-1407en.pdf
The school reference number is: 555 102 681 K

No Longer Available: The Education Maintenance Allowance (EMA) program has been cancelled and will not be available in 2015

U:admin/enrolments/enrolpack/curriculumcons2015
GEMBROOK PRIMARY SCHOOL
SCHOOL CONTRIBUTIONS PAYMENT, 2015

PLEASE COMPLETE AND RETURN TO SCHOOL OFFICE:

FAMILY NAME: ____________________________________________

CHILDREN:
Name ____________________________________________ Year ________ $260.00
Name ____________________________________________ Year ________ $260.00
Name ____________________________________________ Year ________ $260.00
Name ____________________________________________ Year ________ $260.00

Excursion payment @$75 per child (2-$150/3-$225/4-$300) (optional) ______
Swimming Program Deposit ($50 per child) (optional) ______
Camps 2015 Deposit ($50 per child) (optional) ______
Tax deductible donation to the building fund (Receipt will be issued) ______
Maintenance & Grounds payment in place of attending a Working Bee 25.00
(voluntary payment - per family)

TOTAL PAYABLE______________________________

I elect to pay my child’s/children’s fees by OPTION NUMBER 1 ☐ 2 ☐ 3 ☐ 4 ☐
(please ✓ as appropriate)

I will pay by the following method:

☐ Direct Debit (Authority Forms attached.)

☐ EFT at Counter ☐ Cheque ☐ CentrePay centrelink (Authority Forms attached.)

☐ Cash

(please ✓ as appropriate)
Gembrook Primary School Direct Debit (DDR) Request

Parent's Authority

I/We

Name of Parent's giving the DDR

Authorise and request the

Gembrook Primary School

APCA User ID number

404165

Until further notice in writing, to arrange for funds to be debited through the Bulk Electronic Clearing System (BECs) from my/our account at the Financial Institution identified below as instructed by me/us or any other amounts as instructed or authorised to be debited in accordance with the terms and conditions of the Direct Debit Request Service Agreement (DDRSA) as amended from time to time.

Payment Details

This authority allows the debiting of amounts payable by the Parent under the Agreement between the Parent and the Gembrook Primary School.

This payment is for:

Eldest Child's Name:

Details of the Account to be debited

Name of the Financial Institution

Branch name

Account name (please insert your name in full)

BSB number

Account number

ABN/ARBN (if applicable)

Note: Direct debiting is not available on the full range of accounts. If in doubt, please refer to your bank/financial institution.

Parent Authorisation

If the bank account is in joint names both signatures may be required

By signing below, I/we acknowledge that this Direct Debit arrangement is governed by the terms of Authorisation the DDRSA attached to this request.

Signature

Date

Signature

Date
Direct Debit Request Service Agreement (DDRSA)

1 By signing the Direct Debit Request, you authorise us to arrange for funds to be debited from your Account in accordance with the Agreement Appendix A

   Maximum amount to be debited $
   Frequency of debit - monthly/weekly
   First payment date - dd/mm/yyyy
   Final payment date - dd/mm/yyyy

2 We will advise you 14 days in advance of any changes to the Direct Debit Request.

3 For all matters relating to the Direct Debit Request, including cancellation, alteration or suspension of drawing arrangements or to stop or defer a payment, or to investigate or dispute a previous payment, you should:
   (a) Write to: Shelley McLaren, Business Manager, Gembrook Primary School, 50 Main Road, Gembrook 3783. Ph 03 59681 313
   And
   (b) Allow for 14 days for the amendments to take effect or to respond to a dispute.

   If our investigations show that your Account has been incorrectly debited, we will arrange for the Financial Institution to adjust your Account accordingly. We will also notify you in writing of the amount by which your Account has been adjusted. If, following our investigations, we believe on reasonable grounds that your Account has been correctly debited, we will respond to your query by providing you with reasons and copies of any evidence for this finding.

   If we cannot resolve the matter, you can still refer it to your Financial Institution, which will obtain details from you of the disputed payment and may lodge a claim on your behalf.

4 You should be aware that:
   (a) direct debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts; and
   (b) You should check your Account details (including the Bank State Branch (BSB) number) directly against a recent statement from your Financial Institution.

   If you are in any doubt, please check with your Financial Institution before completing the drawing authority.

5 It is your responsibility to ensure that:
   (a) sufficient cleared funds are in the Account when the payments are to be drawn;
   (b) the authorisation to debit the Account is in the same name as the Account signing instruction held by the Financial Institution where the Account is held;
   (c) suitable arrangements are made if the direct debit

is cancelled:
   - by yourself;
   - by your Financial Institution; or
   - For any other reason.

6 If the due date for payment falls on a day other than a Banking Business Day, the payment will be processed on the next Banking Business Day. If you are uncertain when the payment will be debited from your Account, please check with your Financial Institution.

7 For returned unpaid transactions, the following procedures or policies will apply:
   (a) we treat the payment as if it was never made;
   (b) services may be suspended until the outstanding charges are paid; and/or
   (c) A fee may be applied for drawings that are returned unpaid. We reserve the right to cancel the Direct Debit Request at any time if drawings are returned unpaid by your Financial Institution.

8 All Customer records and Account details will be kept private and confidential to be disclosed only at your request or at the request of the Financial Institution in connection with a claim made to correct/investigate an alleged incorrect or wrongful debit or otherwise as required by law.

9 If any provision of this DDRSA is found to be illegal, void or unenforceable for unfairness or any other reason (for example, if a court or other tribunal or authority declares it so), the remaining provisions of this DDRSA will continue to apply to the extent possible as if the void or unenforceable provision had never existed.

Definitions

Unless otherwise defined, a term defined in the Agreement has the same meaning when used in this DDRSA and:

Account means the account nominated in the Direct Debit Request, held at your Financial Institution from which we are authorised to arrange for funds to be debited;

Agreement means the Terms and Conditions (including BPAY), including the Schedules to those Terms and Conditions, as amended from time to time;

Direct Debit Request means the Direct Debit Request between us and you as amended from time to time;

Financial Institution is the financial institution where you hold the account nominated in your Direct Debit Request as the account from which we are authorised to arrange for funds to be debited;

We means Gembrook Primary School and

You mean the Parent/s who signed the Direct Debit Request.
Appendix A

Direct Debit Arrangements for 2015 Subject Contributions

From Cheque/Savings Account

Parent Name: __________________________
Child’s Name: ____________________________ Grade: ______
__________________________
__________________________
__________________________

Telephone Contact Bus Hrs ____________________________

Subject Contributions Charge __________ x $260 per child = ______
Grounds Maintenance Charge __________ per family = ______
Swimming Program Charge _______ x $50 deposit per child = ______
Camp Payment ________ x $50 deposit per child = ______

TOTAL to be paid ______

Maximum amount to be debited $ _________

Frequency of debit – mthly/weekly

First payment date - dd/mm/yyyy

Final payment date - dd/mm/yyyy

The Direct Debit of $ _________ per _________ will be to cover the expenses as listed above.

The first deduction will be the 13th of February 2015 unless otherwise negotiated.
CENTREPAY DEDUCTIONS
(For families who receive a Centrelink Payment)

What is Centrepay?
Centrepay is a free direct bill-paying service offered to customers receiving Centrelink payments. Through Centrepay you can choose to pay school fees by having a regular amount deducted from your payments and transferred electronically to Gembrook Primary School.

Will it cost you anything?
There is no charge for this service.

Is there a minimum payment amount?
Yes, the minimum payment amount for deductions for Gembrook Primary School is $20 per fortnight.

How do you apply for Centrepay?
You can apply for Centrepay deductions:
- by completing the Centrepay deduction form available at
  or at Gembrook Primary School

What information do you need to provide when applying for Centrepay?
You will need:
- your Customer Reference Number (CRN)
- the amount you want deducted from your payments each fortnight
- the payments from which you want the deductions to be paid
- the payday that you want the deduction to start.

Centrelink will send you a letter confirming the details of your deductions. Centrelink will pay your deductions to Gembrook Primary School on the same day you receive your Centrelink payments.

Can you change your Centrepay deductions?
Yes, you can change, suspend or cancel your deductions at any time online at humanservices.gov.au/onlineservices, by calling Centrelink completing a Centrepay deduction form at a Centrelink Service Centre. Centrelink will send you a letter and advise Gembrook Primary School of your changes, suspensions or cancellation.

What changes can you make to your Centrepay deductions?
You can make the following changes to your deductions:
- suspend your deduction amount temporarily for a maximum period of 13 weeks
- request a future end date when deductions will automatically cease
- nominate or change a target amount so deductions will automatically stop when that target amount has been reached
- change the deduction amount you are paying to a new amount or change the amount temporarily
- cancel your deduction at any time.

What happens if there is a change to your payments?
You may not always be able to deduct the full amount requested if your Centrelink payment:
- is reduced because of income or earnings
- has been reduced or suspended because of a non-payment period, or
- is reduced because other deductions have been made, such as overpayments—leaving you with an insufficient amount left for your Centrepay deduction.

If this happens you will need to contact the Business Manager, Shelley McLaren, at Gembrook Primary School on 59681313 and make other arrangements.
Centrepay is a free direct bill paying service available to customers who receive an Australian Government Department of Human Services Centrepay, family assistance payment or Parental Leave Pay.
Note: If you use this form for family assistance lump sum payments or Parental Leave Pay provided by us, you MUST lodge this form with your completed claim OR before your family assistance lump sum payment has been made.

To arrange your deduction, choose one of the following options:
• go online humanservices.gov.au/centrepay to register and to find out more information.
• call us on your usual payment number:
  ABSTUDY 1800 132 317
  Disability and Carers 132 717
  Employment Services 132 850
  Families 136 150
  Seniors 132 300
  Youth and Students 132 490
Note: Call charges apply — calls from mobile phones may be charged at a higher rate.
To speak to us in languages other than English, call 131 202.
• fax the completed form to 1300 766 412.
• lodge your form online. To access online services or to find out how to register, go to humanservices.gov.au/submitdocumentsonline
• complete this form and return it to us in the reply paid envelope provided or post to:
  Department of Human Services
  Centrepay Services
  Reply Paid 7813
  CANBERRA BC ACT 2610

This form cannot be used for:
• government housing authority deductions. Contact your local housing authority to start deductions,
• court fine deductions (except Tasmania). Contact the relevant Court Administration Office to start a new deduction, and
• employer provided Parental Leave Pay.
Please use black or blue pen.
Note: Do not attach any bills to this Centrepay form.

PART A — Your details

Family name
Given name(s)
Your date of birth
   /
   /
   ( )
Your Centrelink Reference Number
   /
   /
   -
   -
   -

PART B — Type of request
(For more than one deduction a separate form needs to be completed)

If you want to:
1. START a new deduction  You must complete PARTs C, D and G
2. CHANGE a current deduction  You must complete PARTs C, E and G
3. CANCEL a current deduction  You must complete PARTs C, F and G

PART C — Service provider's details
(MUST be completed to start, change or cancel a deduction)

Service provider's name
Service provider's address
Postcode
Service provider's phone number

Service provider's Centrelink Reference Number
Note: You will need to get the Centrelink Reference Number from the service provider you are making payments to. This number always starts with 555.

Your account number with the service provider

Reason for payment (e.g. gas, electricity, water, private rent)

PART D — to START a new deduction

From which payment do you want the deduction to be taken (e.g. Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

What amount do you want deducted?
The minimum amount for most deductions is $10 per fortnight. You should check with your service provider to find out what amount you should be paying.

$ One off payment  Fortnightly  

Which payment date do you want the deductions to start from?
Your next available payment date  OR A future payment date

Do you want to specify a target amount?
Regular deductions will be made until the total (target) amount is reached or this deduction is cancelled.

No  Yes  Target amount  Go to PART G

1 of 2
PART E — to CHANGE your current deduction

CHANGE your current deduction permanently by providing a start payment date, the amount and the Centrelink payment type.

Start payment date / / New deduction amount $

Payment type

Change your current deduction temporarily by also providing an end payment date. Your deduction will revert back to your regular amount after the end payment date nominated has been reached.

Note: The temporary period you specify can only be for a maximum of 13 weeks.

End payment date / /

SUSPEND your current deduction temporarily

You have the option to suspend your regular deduction for a temporary period. Your deduction will restart after the end payment date nominated has been reached.

Note: The period you specify can only be for a maximum of 13 weeks.

Start payment date / / End payment date / /

CHANGE your current TARGET AMOUNT for deductions

We will send you a letter to let you know your target amount has been reached or less than $2 remains and your deductions will stop.

New target amount $

Do you want to change your deduction amount?

No ☐ Yes ☐ New deduction amount $ Go to PART G

PART F — to CANCEL your current deduction

Note: You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required. If you would like to start this deduction again in the future, a new Centrepay request will need to be submitted.

From which payment date do you want the cancellation to take effect?

Your next available payment date ☐ OR A future payment date / /

PART G — Authorisation — read, sign and date the statement (MUST be completed)

I authorise the Australian Government Department of Human Services to make the nominated deduction and pay the amount to the service provider (or as they direct).

I give permission for:

- the information I have provided on this form to be given by Human Services to the service provider (or their agent).
- the service provider I have nominated on this form to provide my correct account or billing number to Human Services if required.

I understand that:

- If my deduction has a target amount and the final deduction is set to pay less than $2, my second last deduction will be increased by up to $2 to cover the final amount.
- If I have a current Centrepay deduction and I lodge a new claim, that the existing deduction(s) will not be carried over to the new payment.
- If I have a current Centrepay deduction and I transfer to another eligible Centrelink payment in the future that my deductions will continue.
- It is my choice to have this amount deducted from my Centrelink payments, and I can change my Centrepay deduction at any time.
- If I stop using the service provider but do not stop my Centrepay deduction, the service provider may instruct Human Services to stop the deduction.
- If I change service providers, I may also need to advise Human Services to stop my previous deduction.
- When a payment has been made to a service provider after my deduction authority has been cancelled or suspended, Human Services may be able to assist me to recover the Centrepay deduction.
- If my deduction is for rent, any updates I make to my Centrepay deduction for rent will not automatically update my rent assistance. I will need to contact Human Services and update this separately.

Your signature

Date / /

IMPORTANT INFORMATION

Privacy and your personal information

Your personal information is protected by law, including the Privacy Act 1988, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.