# Camps, Sports and Excursions Fund

## APPLICATION FORM FOR 16 YEARS AND OVER
## (Requiring parent/carer's consent)

This form can be signed by the student's parents or carer if the student is 16 years and over and holds a concession card but is not a mature minor. In this instance, if the school believes that the minor applicant is incapable of understanding the general nature and effect of giving the consent or communicating the consent, then the parent or carer must consent on their behalf.

***This form is only to be used when the student is the applicant.***

**School Name**

**School Ref ID**

## Applicant details

| | |
|---|---|
| **Surname** | |
| **First Name** | |
| **Address** | |
| **Town/Suburb** | |
| **State and Postcode** | |
| **Contact Number** | |

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

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## Applicant details

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

## Declaration

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 parent/carert** _____ **Date** ____/____/202_

## Camps, Sports and Excursions Fund eligibility

Applications must be submitted to the school as soon as possible and no later than the end of Term 2.

Where a school or family is unsure if the concession card is eligible, they are encouraged to submit the application into the CSEF system for validation.

CSEF payments cannot be claimed retrospectively for prior years.

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

Those that are eligible to apply for the CSEF **must meet both** of the following two criteria or be eligible for special consideration.

### Eligible means-tested cards

Only financially means-tested cards are eligible.

### Eligibility date

Eligibility will be subject to the parent/carer's concession card being successfully validated with Centrelink (refer to the department's policy, Camps, Sports and Excursions Fund (CSEF)), on either the first student day of Term 1 or Term 2.

### Criterion 1 – General eligibility

The applicant must be one of the following:

- a parent or carer who is the beneficiary of a financially means-tested card.
- a student over 16 years who is considered a mature minor and holds a valid concession card (such as a Youth Allowance Health Care Card). Applicant to use the 16 and over application form. For guidance on assessing whether a student is a mature minor, refer to the department's policy on Mature Minors and Decision Making.
- a parent or carer whose child is 16 or over and the beneficiary of a financially means-tested card but are not considered a mature minor. Applicant to use the 16 and over parent consent form.

For students over 16 years of age and where the eligible card is in the name of the student, the fund is only granted to that student, not their siblings.

### Criterion 2 – Be of school age and attend a Victorian school

For the purposes of CSEF, students may be eligible for assistance if they attend a registered Victorian school. CSEF is not payable to a student attending pre-school, kindergarten, TAFE or who are home-schooled.

### Special Consideration

A special consideration eligibility category exists to assist families and students in certain circumstances. Applications should be made through this application form. For more information, refer to: Camps, Sports and Excursions Fund (CSEF): Eligibility.

## Payment amounts

The CSEF is an annual payment 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 and more information, Camps, Sports and Excursions Fund (CSEF): Payment amounts.

## How to complete the application form

**Note: all sections must be completed by the applicant.**

1. Complete the APPLICANT 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.
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 and no later than the end of Term 2.

### Privacy Statement

The Department of Education is committed to protecting your privacy. All information collected will be handled in accordance with the Privacy Data and Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). This personal information is collected to assess your eligibility to receive a CSEF payment. Your data is securely managed and only shared with Centrelink and DFFH when necessary for business operations or legal compliance. By submitting this form, you consent to our data practices. For more information regarding correction to your personal information or the handling of personal information please email csef@education.vic.gov.au. For more information about the departments privacy policy, please visit: Schools' privacy policy | vic.gov.au