

**PO Box 378**

**Robinvale VIC 3549**

 **Phone: 03 5026 3704**

**Email:** **robinvale.co@education.vic.gov.au**

**ABN: 65 586 231 337**

29th October, 2020

Dear Parents/Carers,

Robinvale College is looking forward to another great year of teaching and learning and would like to advise you of Robinvale College’s parent payment arrangements for 2021.

Robinvale College makes every effort to keep the cost of items and activities to a minimum and affordable for all parents/carers. The College has taken into consideration the impact Covid-19 restrictions may have had financially on families, and kept all charges to a minimum.

Please find the year level fee schedule for 2021 attached. Completed forms should be returned to the administration office by Friday 4th December 2020, so the school can prepare accordingly and order a stationery pack if indicated.

### *Financial Support for Families*

Robinvale College understands that some families may experience financial difficulty and offers a range of support options, including:

1. Working with families to arrange a payment plan.
2. Assisting eligible families to access funds through the Camps, Sports and Excursions Fund (CSEF)

(Please note an application to access these funds must be made prior to payment due date. A copy of your current Health Care card will also be required. Please contact the administration office for assistance).

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact the College Business Manager, Annie Evans to discuss possible support options and flexible payment arrangements. Ph: 03 5026 3704 / Email: annie.evans@education.vic.gov.au

Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

### *Payment Methods*

### Direct Deposit Transfer (Robinvale College: BSB: 063 739 ACC: 1021 6566)

Reference: Please use your child’s name and a brief description of payment (i.e. fees, camp etc)

* Cash
* Eftpos facilities available
* BPAY (BPAY number will be allocated)
* Financial Assistance – payment plan

### *Refunds*

Each request will be treated on an individual basis with both the Principal and Business Manager.

For further information on the Department’s Parent Payment Policy please see a one-page overview attached.

Yours sincerely,

**SARA BROSTER ADAM JEALOUS**

**PRINCIPAL COLLEGE COUNCIL PRESIDENT**