Introduction

In 2024, the Fee Relief Payment under the Mobile Preschool Funding program provided eligible mobile preschools with funding to deliver low cost, or no cost preschool to eligible children attending mobile preschool services located in rural, regional and remote NSW. Passing through this funding directly to families in the form of fee relief is a requirement of the program.

This form is to be completed by service providers who are seeking a fee relief top-up payment due to enrolment changes in 2024. For example, an increase in overall enrolments or an increase in hours of enrolment.

The fee relief data collection will capture your service's fee relief expenditure and change of enrolments for the 2024 calendar year. The department will use this information to calculate a potential fee relief top-up payment. Submitting this form does not guarantee a top-up payment.

The form will request 2024 enrolment information on a per term basis to assist with the calculation and verification of fee relief pass through.

Please note that submissions are to be lodged for each mobile preschool service that may require a fee relief funding top-up, and not for each mobile preschool venue under a service. When completing the submission, please consider the enrolments across all venues under the mobile preschool service you are lodging a submission for.

Information submitted in the 2024 Annual Preschool Census and any relevant financial acquittal documents will be used to verify information submitted in this form.

Before you start please ensure you have :

- your 2024 enrolment information for each term; and
- your 2024 fee relief expenditure for the year.

You are also encouraged to review your fee relief funding allocation for 2024 prior to commencing a submission (for example, using your 2024 Mobile Preschool Funding program funding letter). This will assist with completing the sections asking you to reconcile your expenditure. You may also wish to refer to your 2024 Annual Preschool Census submission (available in ECCMS) to assist with verifying your enrolment information. The department may also refer to your 2024 Annual Preschool Census submission as a point of verification when reviewing your submission.

Please note:

- The fee relief data collection does not replace the annual accountability requirements.
- This collections refers to Fee Relief Payments only, and does not include Program Payments.
- Completing this process is optional, and that no amount of additional funding is guaranteed by completing this data collection.

Please refer to the [frequently asked questions](#) for further information. The 2024 Mobile Preschool Funding program guidelines are available [here](#) for further program

information. For support with the fee relief data collection, please send an email through to the department's funding teams at **ecec.funding@det.nsw.edu.au,** or contact the department's Information and Enquiries team at **1800 619 113.**

By entering a submission for the Mobile Preschool Funding program fee relief data collection, you acknowledge and agree that you have taken steps to ensure that any person whose personal information is included in a submission has consented to the disclosure of that information to the department, and the collection and use of that information by the department, consistent with the below privacy notice

Privacy Notice

The NSW Department of Education (the department) is committed to protecting the privacy of personal information in accordance with the Privacy and Personal Information Protection Act 1998 (NSW) (PIPP Act).

In this form, the department is collecting personal information including:

• your name;

• the service's name, service approval ID, email and phone number, plus the provider name, provider approval ID and ABN; and

• any other personal information you provide in response to a question.

The provision of this information is voluntary. If you do not provide this information the department may be unable to provide you with a top-up fee relief payment.

The department will use this information to:

• assist with the calculation of, and verification of eligibility for, a top-up fee relief payment;

• contact you to discuss your fee relief funding and expenditure; and

• analyse how funds from the department were used or not used.

The department will not disclose the personal information to third parties unless authorised by law or with your consent.

Personal information will be held and managed by the department in accordance with the PPIP Act and subject to the department's privacy policy (available at: https://education.nsw.gov.au/rights-and-accountability/privacy). For further information please see the department's Privacy Management Plan (https://education.nsw.gov.au/content/dam/main-education/about-us/rights-and-accountability/media/documents/privacy/privacy-management-plan-march-2014.pdf).

To access or amend your personal information please email us at ecec.funding@det.nsw.edu.au or call us on 1800 619 113.

If you have a concern or complaint about the way your personal information has been collected, used or disclosed you should contact:

Legal Services – Privacy

Department of Education

GPO Box 33

Sydney NSW 2001

E: legal.privacy@det.nsw.edu.au.

Identification Details

* indicates a required field

Identification Details

Please take the time to read through this section carefully and provide your identification details in the correct format. The information that you provide in this section will be used to calculate a potential one-off payment. Any errors that you enter into this section will delay the process. If you are unsure about any of your identification information, please do not hesitate to contact the department, or consult with your National Quality Agenda IT System information.

Contact Name *

Title   First Name   Last Name

Please provide your first name and surname.

Email *

Please provide your service's email address.

Phone Number *

Please provide your service's phone number.

Service Name *

Please enter service name, not provider name

Service Approval ID (SE-ID) of your Mobile Preschool base location *

Start typing your Service Approval ID (e.g., SE-00001234) and select your SE-ID when it appears. You can only select one SE-ID. If you selected the incorrect SE-ID, you can click on the 'x' next to the SE-ID chosen to remove it.

Provider Name *

Please enter the name of your provider, i.e., the organisation that manages the service.

Provider Approval ID (PR-ID) *

Start typing your Provider Approval ID (e.g., PR-00001234) and select your PR-ID when it appears. You can only select one PR-ID. If you selected the incorrect PR-ID, you can click on the 'x' next to the PR-ID chosen to remove it.

Provider ABN (Note: This ABN needs to match with the ABN listed against your provider information in ECCMS) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.
Please note that this needs to match with the ABN that receives Start Strong funding.

Fee Relief Expenditure

2024 Fee Relief Expenditure

In this section please enter how much fee relief funding under the Mobile Preschool Funding program your service expended in the 2024 calendar year (i.e. how much of your service's fee relief funding was passed on to families/carers).

Reminder: your Financial Accountability submission/s may be used to verify the information submitted in this section.

Total amount of Fee Relief funding expended in 2024

Please provide your expenditure to two decimal places. Please do not enter a dollar symbol ($).

2024 Enrolment Information

This section requests information on your enrolments across the 2024 calendar year, including:

- **Total enrolments** claiming fee relief across all venues (how many enrolments claimed fee relief across all of your venues per term)
- **Hours of enrolments breakdown** (600 hours or more, 480 to less than 600 hours, and less than 480 hours of enrolment in 2024)

If your service/venues experienced a fluctuating amount of enrolments throughout a single term, please note the peak number of enrolments that you had in that term across all venues. **Note:** if the same child was enrolled across multiple venues, please only count them once.

Section 1: Total Enrolments Claiming Fee Relief by Term (Across all venues)

Term 1 2024 Enrolments Claiming Fee Relief	Term 2 2024 Enrolments Claiming Fee Relief	Term 3 2024 Enrolments Claiming Fee Relief	Term 4 2024 Enrolments Claiming Fee Relief
Please count all enrolments across all venues	Please count all enrolments across all venues	Please count all enrolments across all venues	Please count all enrolments across all venues

Help Tool - Identifying Hours of Enrolment

This question is not mandatory.This help tool is to assist with identifying the hours per week a child will need to be enrolled to meet 480 hours of preschool in a year. This will assist with breaking down your enrolments in the following questions.

Weeks of operation in 2024

40

Must be a number.

Hours of enrolment per week to reach 480 hours of preschool in 2024

This number/amount is calculated.

Hours of Enrolments Breakdown for Children Claiming Fee Relief (600+ hours)

In this section, please count how many enrolments you had across all mobile preschool venues that were enrolled for 600 hours or more in 2024

Term 1 2024 Enrolments Claiming Fee Relief for 600+ hours	Term 2 2024 Enrolments Claiming Fee Relief for 600+ hours	Term 3 2024 Enrolments Claiming Fee Relief for 600+ hours	Term 4 2024 Enrolments Claiming Fee Relief for 600+ hours
Must be a number.	Must be a number.	Must be a number.	Must be a number.

Hours of Enrolments Breakdown for Children Claiming Fee Relief (480 to less than 600 hours)

In this section, please count how many enrolments you had across all mobile preschool venues that were enrolled for 480 to less than 600 hours per year

Term 1 2024 Enrolments Claiming Fee Relief for 480 to less than 600 hours	Term 2 2024 Enrolments Claiming Fee Relief for 480 to less than 600 hours	Term 3 2024 Enrolments Claiming Fee Relief for 480 to less than 600 hours	Term 4 2024 Enrolments Claiming Fee Relief for 480 to less than 600 hours
Must be a number.	Must be a number.	Must be a number.	Must be a number.

Hours of Enrolments Breakdown for Children Claiming Fee Relief (Fewer than 480 hours)

In this section, please count how many enrolments you had across all mobile preschool venues that were enrolled for less than 480 hours (i.e., enrolled for fewer hours per week than what was listed in Section 3 above (the Help Tool).

Term 1 2024 Enrolments Claiming Fee Relief for Less than 480 Hours	Term 2 2024 Enrolments Claiming Fee Relief for Less than 480 Hours	Term 3 2024 Enrolments Claiming Fee Relief for Less than 480 Hours	Term 4 2024 Enrolments Claiming Fee Relief for Less than 480 Hours
Must be a number.	Must be a number.	Must be a number.	Must be a number.

Section 3: Enrolment Check

The below table will automatically provide the total number of children claiming fee relief per term, based on the information submitted in the questions:- 600 hour or more enrolments claiming fee relief;- 480 to less 600 hour enrolments claiming fee relief; and- Less than 480 hour enrolments claiming fee relief

If the number calculated below does not match the number you entered for the questions on "Total Enrolments Claiming Fee Relief", please review and update the information you have entered into the questions:- 600 hour or more enrolments claiming fee relief;- 480 to less 600 hour enrolments claiming fee relief; and- Less than 480 hour enrolments claiming fee relief

Total Term 1 2024 Enrolments Claiming Fee Relief	Term 2 2024 Enrolments Claiming Fee Relief	Term 3 2024 Enrolments Claiming Fee Relief	Term 4 2024 Enrolments Claiming Fee Relief
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Review & Conclusion

* indicates a required field

Declaration

I confirm the information provided is complete, correct and accurate *
○ Yes
Please tick the box to confirm the statement

I am authorised to submit this information on behalf of the Approved Provider *
First Name   Last Name

Feedback

You are nearing the end of the submission process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the reporting process:
○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

How many minutes in total did it take you to complete this progress report?

Estimate in minutes

Please provide any further comments or details you wish to include as part of this data collection