

SSCPS - 2024 Fee Relief Top-up Payment Collection Form Preview

Introduction

In 2024, the Fee Relief Payment under the Start Strong for Community Preschools program provided eligible community and mobile preschools with funding to deliver 600 hours of low cost, or no cost preschool to eligible children. 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 in 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.

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 Start Strong for Community Preschools program funding letter). This will assist with completing the sections asking you to reconcile your expenditure.
- 2024 Annual Preschool Census submission (available in ECCMS) to assist with verifying your enrolment information.

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.

Please refer to the [fee relief scenario, and Fee Relief Top-up Payment Help Guide](#) for further information. The 2024 Start Strong for Community Preschools 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 Start Strong for Community Preschools 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

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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.

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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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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) *

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) *

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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 Start Strong for Community Preschools Fee Relief funding your service expended in 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 \$

2024 Enrolment Information

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

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- **Total enrolments** (how many enrolments your service had per term)
- **Total enrolments claiming fee relief** (how many children claimed fee relief per term in 2024)
- **Hours of enrolments breakdown** (how many children claimed fee relief per term in 2024 and whether their hours of enrolment across the year equalled more than 600 hour or less than 600 hours.)

If your service experienced a fluctuating amount of enrolments claiming fee relief throughout a term, please only include the highest number of enrolments claiming fee relief in a single week period.

If you did not have any enrolments that claimed fee relief in a particular term, please enter '0'.

Note to mobile preschool providers: If the same child attends multiple mobile venues, please only count this child once. You can determine total hours of enrolment by adding the hours a child is enrolled across your services' venues.

Total Enrolments

Term 1 2024 Total Enrolments	Term 2 2024 Total Enrolments	Term 3 2024 Total Enrolments	Term 4 2024 Total Enrolments
Enter all enrolments for Term 1 2024 Must be a number.	Enter all enrolments for Term 2 2024 Must be a number.	Enter all enrolments for Term 3 2024 Must be a number.	Enter all enrolments for Term 4 2024 Must be a number.

Total Enrolments Claiming Fee Relief

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
Only include enrolments that claimed fee relief	Only include enrolments that claimed fee relief	Only include enrolments that claimed fee relief	Only include enrolments that claimed fee relief

Help Tool - identifying hours of enrolment

This help tool is to assist with identifying the hours per week a child will need to be enrolled to meet 600 hours of preschool in a year. This question is not mandatory.

This form requires you to input information on the hours of enrolment for children claiming fee relief in the 2024 calendar year.

Weeks of operation in 2024

Must be a number.

Hours of enrolment per week to reach 600 hours of preschool in 2024

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This number/amount is calculated.

Hours of Enrolment Breakdown for Children Claiming Fee Relief

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.

Term 1 2024 Enrolments Claiming Fee Relief for Less than 600 Hours	Term 2 2024 Enrolments Claiming Fee Relief for Less than 600 Hours	Term 3 2024 Enrolments Claiming Fee Relief for Less than 600 Hours	Term 4 2024 Enrolments Claiming Fee Relief for Less than 600 Hours
Must be a number.	Must be a number.	Must be a number.	Must be a number.

The below table will automatically provide the total number of children claiming fee relief per term, based on the information submitted in the questions:- Enrolments claiming fee relief for 600+ hours; and- Enrolments claiming fee relief for less than 600 hours

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:- Enrolments claiming fee relief for 600+ hours; and- Enrolments claiming fee relief for Less than 600 hours

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

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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