



*Confidence
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CSEF YEAR 7 UNIFORM PACKAGE 2018

UPDATE FOR SECONDARY SCHOOLS | AUGUST 2017

Applications for the State Schools' Relief Year 7 Uniform Subsidy begin Monday 9th October 2017

What you need to know

Pack eligibility and CSEF	To be eligible to receive the package the student must be a Camps, Sports and Excursion Fund (CSEF) recipient. If the student has CSEF in 2017, their application for the CSEF Year 7 Uniform Package will be preloaded. If the student does not have CSEF in 2017, they can register in 2018 when applications open, and your school will need to place an application for the CSEF Year 7 Uniform Package. To find out more about CSEF or to apply for assistance go to www.education.vic.gov.au/csef .
When	Applications can be submitted from Monday 9 th October 2017. This information can be found on our website www.ssr.net.au/schools . Applications close end of term 1 2018 Deliveries for authorised applications will begin 5 th December in time for Year 7 Orientation so we urge you to place applications as early as possible.
What's in the package	The 2018 package contains the following: <ul style="list-style-type: none">• 1 x Jumper• 1 x pair shoes (lace ups OR t-bars OR sneakers)• Summer Dress OR Trousers & Shirt OR Shorts & Shirt (<i>Shirt can be either Short sleeved shirt, long sleeved shirt or short sleeved polo</i>)
Applying for physical items rather than a voucher	By selecting State Schools' Relief as the fulfiller the physical item will be supplied. All shoes will be supplied by State Schools' Relief, we will need the shoe type and size.
Category when placing an application	It's really important to select the correct category when placing an application, we can then accurately report on the success of the program which will impact its longevity. For the Year 7 Uniform Package please select "13. 2018 CSEF Year 7 Package"
Voucher Expiry Dates	As applications will be processed earlier the expiry date will be extended to 150 days.
Cost to parents	Parents receiving vouchers may need to make a contribution towards the cost of the items, depending on the retail purchase price and how much State Schools' Relief subsidises (this will appear on the voucher). Parents who receive vouchers can work out how much extra they may need to pay towards uniform items using the school's uniform price list.

What you need to do

Select items	Sample parent order form templates can be found on our website www.ssr.net.au/schools under resources called 'Order form template for schools'
Record shoe sizes	Measure child's foot using the template found on our website www.ssr.net.au/schools under resources called 'A3 Child shoe sizing chart'. Either the school or the parents can do this. Many schools are purchasing sample shoes for \$57 inc gst per pair to assist this process.
Place an application	***APPLICATIONS HAVE BEEN PRELOADED FOR 2017 CSEF RECIPIENTS*** <ol style="list-style-type: none">1. Log on to the SSR applications database www.ssr.net.au/schools2. All Year 7 CSEF applications will appear with the status 'More Info Required'.<ul style="list-style-type: none">• Update the following fields: Campus (if applicable) and Gender• Select uniform items from your product list<ul style="list-style-type: none">➢ 1 x Jumper➢ 1 x pair shoes (lace ups OR t-bars OR sneakers)➢ Summer Dress OR Trousers & Shirt OR Shorts & Shirt (Shirt can be either Short sleeved shirt, long sleeved shirt or short sleeved polo)3. Select save and submit

Need help? See screenshots
Once you've logged into the online portal, click on a student's name and follow the below:

Step 1:
Update Gender and Campus (if applicable)

Create Application

Details Products Sizing Summary

VSN N/A

* Campus [Redacted] ▼

* First name [Redacted]

Middle name

* Last name [Redacted]

Year level Prep ▼

* Gender [Redacted] ▼

* Date of birth [Redacted]

* Category 12. 2017 CSEF Prep Package ▼

* Comments Prep CSEF Pre Approved

Save

Step 2: Add products

Create Application - Add products

Details Products Sizing Summary

+ Add product

Product	Qty	Size	Fulfiller	Retailer
- Product - ▼	Qty	Size	- Fulfiller - ▼	- Retailer - ▼

Save

Step 3:

No need to add sizing

Create Application - Sizing

Details Products **Sizing** Summary

No sizing information necessary

Next

Step 4:

Review application and press 'Submit Application'

Create Application

Details Products Sizing **Summary**

Campus: [Redacted]

Products

Submit Application

Student Information

VSN: N/A

Name: [Redacted]

Year Level: Prep

Gender: Need more information

Date of Birth: [Redacted]

Comments

Prep CSEF Pre Approved

Sizing

What happens now?

Vouchers will be emailed to the school, and the physical items will be delivered by courier to the school.