



## **School Fees Concession Program**

### **Financial Hardship**

#### **Eligible Concession Card Holder**

#### **Information for Applicants**

##### **Aim**

To assist school families experiencing financial hardship in accessing a Catholic Primary education for their child/children.

##### **Confidentiality**

At all times, the dignity and privacy of those seeking a fee concession will be respected.

##### **Level of Concession**

School office staff can advise you of the concessional rate to be applied when you collect the application forms.

The recommended concessional rate is a fixed amount advised annually by Catholic Education Office, Diocese of Sale (CEOSale). Approved applicants will only be charged the concessional rate to cover all school fees and levies including any charges remaining for camps, sports and excursions after the application of the Camps, Sports, Excursion Fund (CSEF) benefit.

##### **Eligible Concession Cards**

Centrelink issues a number of Health Care Cards (HCCs) and Pensioner Concession Cards (PCCs) for a variety of reasons. Some cards have a generous or no income test and therefore holders of these cards are ineligible for a fee concession under Category 1. Only cards with a low income test requirement are eligible.

Ineligible Concession card categories include the following:

- Carer Allowance and Mobility Allowance;
- Couples receiving Carer Payments, Disability Support or Aged Pensions;
- Department of Veterans Affairs Pensioner Concession Card;
- HCCs issued in the name of a child.

The Concession Card must be issued in the name of the fee payer and list the students for which the concession is to be applied.

The expiry date of the card must be on or after 1 January of the year for which the concession is to be applied.

If an eligible concession card expires after the start of the year, the concessional fee rate will still be applied for the entire year.

If a family becomes eligible during the course of a school year, then a pro-rata concession will be granted.



### **Lodgement of Application**

Normally, an application should be lodged **by Week Five of Term Three** so that it can be assessed and direct debit or CentrePay arrangements can be initiated for the following year.

- Complete the school's application form, Direct Debit Request (DDR) Service Agreement or a CentrePay form.
- Submit the completed forms and present a valid HCC or PCC for verifying and copying.
- Complete and return the CSEF application form immediately after receiving it from the school.

### **Application Forms**

The following forms can be obtained from the school office:

- School's application form
- School's DDR Service Agreement or copy of the CentrePay application
- CSEF application form. This form will be forwarded to applicants when it becomes available from the Department of Education and Training.

### **Notification**

Approved applicants should receive written notification of the outcome of their application by Week Five of Term Four.

Declined applicants will be contacted promptly before the end of Term Three to allow sufficient time to lodge an application under Category 2 – Special Consideration if experiencing financial hardship.

### **Important Notes**

- The concession is automatic for a parent/guardian responsible for the school fees, who holds an eligible means-tested HCC or PCC.
- The CentrePay application form is available from the school office or online at <https://www.humanservices.gov.au/customer/forms/sa325>.
- A CSEF application must be submitted for a concession to be granted.
- Where the fee account is split, the concession applies to only that portion payable by the eligible card holder.
- A meeting with the Principal and the submitting of additional information may be requested by the Principal should there be any question about the application satisfying the criteria of financial hardship.
- All families requesting, or receiving, a fee concession must notify the school should their financial circumstances change sufficiently to affect the level of concession offered.
- A new application must be made for each school year.
- Normally, applications should be lodged by Week Five of Term Three. But, as a family's finances might change at any time, applications can be lodged during the school year. In such cases, a pro-rata concession will be applied.
- Any offer of a concession is subject to the applicant entering into a DDR Service Agreement or CentrePay arrangement. Any default in payment may result in the concession being withdrawn.
- Should a Concession Card be ineligible, the applicant will be notified that the application has been declined. If the applicant is experiencing financial hardship, he/she is encouraged to apply for a fee concession using the Special Consideration application form available from the school office.



**School Fees Concession Program  
Financial Hardship  
Eligible Concession Card Holder**

**Applicant's Details:**

Surname

First Name

Address

Children attending this school:

Student Name	Year Level
1.	
2.	
3.	
4.	

**Concession Card Details:**

Health Care Card

Pensioner Concession Card

Card No. (CRN)

Card Code:

Expiry Date

**Please attach the following form:**

- Completed Direct Debit Request Service Agreement or copy of CentrePay application form (unless already on file) for payment of the concessional amount in 52 weekly or 26 fortnightly instalments.

**Applicant Declaration**

I declare that:

- The card is in my name being the person responsible for fees
- I will notify the school if my Concession Card status changes during the year
- I understand that I must submit a new application each school year
- I will lodge a completed CSEF form when supplied by the school.

**Applicant's Signature:**

**Date:**



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**Office Use Only**

Concession Card:  Sighted & Copied  Copy attached  Expiry Date on/after Jan 1

Direct Debit Form or Copy of CentrePay Application:  Completed & Attached  On File

CSEF Application lodged:  Yes  No

Application Received By: ..... Date: .....