



## **School Fees Concession Program Financial Hardship Special Consideration**

### **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.

#### **Eligibility**

Any family experiencing financial hardship, and not eligible under Category 1, is encouraged to apply for special consideration for a school fee concession. The financial hardship may be the result of any of a range of issues that have impacted significantly on the family's ability to pay the standard school fees and levies.

#### **Application process:**

#### **Lodgement of Applications**

Applications should be lodged by (*insert date*).

Any family that experiences financial hardship during the school year should apply immediately for a pro-rata concession for the remainder of that school year.

#### **Application Forms**

- The school's application form is available from the school office.
- Supporting documentation required:
  - Most recent Income Tax Assessment for each income earner (TFN removed).
  - Most recent PAYG Payment Summary for each income earner.
  - Centrelink Income Statement, if applicable.

#### **Interview**

Once the application is lodged, the school office will contact you to arrange a meeting with the Principal to discuss the family's special circumstances that necessitated the request for a concession.

#### **Assessment of Applications**

In early Term 4, an assessment of all applications will be made by a regional committee comprised of Catholic Primary School Principals and CEO/Sale staff.

The name of applicants and any other identifying information will be withheld from the committee to ensure confidentiality and privacy, whilst at the same time, ensuring a fair and just assessment of applications across all primary schools in the Diocese.

The committee will make a recommendation to the school principal as to the merit of the application and, if approved, the level of concession to be offered.



## Application for School Fees Concession Special Consideration

### Applicant Details:

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address \_\_\_\_\_

Names of Person(s) responsible for payment of school fees (incl. applicant) and % split, if applicable:

Fee Payer 1 (Applicant): ..... (.....%)

Fee Payer 2: ..... (.....%)

### Details of Dependents

	Name	Age	Name of Pre-School, School or Tertiary Institution
1			
2			
3			
4			
5			
6			
7			
8			

Which of the following describes your current parenting situation?

Sole Parent       Married or Partnered       Separated or Divorced

Have you applied for, or are you currently receiving a fee concession at another school?

Yes       No



If Yes, school name: ..... and level of concession: ..... %

**Financial Situation**

	Applicant	Spouse/Partner
<b>Occupation</b>		
<b>Current Gross Income per fortnight</b>		
Gross Salary/Wages		
Centrelink Payment/Child Support		
Self-employed Income		
Other Income		
<b>Total Gross Income per fortnight</b>		

	Applicant	Spouse/Partner
<b>Gross Annual Income for previous financial year</b>		

Please attach a copy of most recent:

- Taxation Assessment (*remove Tax File Number (TFN) from copy*).
- PAYG Payment Summary (*previously known as Group Certificate*).
- Centrelink Income Statement (*if a Centrelink client*)

If current income differs from last year's Taxation Assessment, please explain the variation.

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Place of Residence: Home No Mortgage  Home Mortgage  Renting

Do you have Investment: Property? Yes  No

Shares? Yes  No



Please explain your reasons for applying for a fee concession (which may relate to such factors as unemployment, health issues, change in family circumstances, low family income, or financial distress). It is important that you provide sufficient information for a thorough consideration of your application. (Attach additional pages if insufficient space below.)

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Given the information above, please state what you believe you are able to afford in fee payments –

**\$..... per week / fortnight /month commencing on .....**

**Please Note:**

- The granting of any fee concession is conditional upon the fee payer(s) entering into a weekly, fortnightly or monthly direct debit arrangement.
- Any default in payment may result in the concession being withdrawn and full fees being payable.
- Any concession granted is for the school year only. A new application is required for each school year.



## Declaration

I declare that to the best of my knowledge, the information supplied in this application is correct and complete.

I undertake to notify the school immediately should there be a change in financial circumstances that may affect the level of concession granted.

Applicant's Signature:

Date:

Spouse/Partner Signature (if applicable):

Date:

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### **Office Use Only**

#### Documents

- |   |                |                     |
|---|----------------|---------------------|
| 1. Most recent Income Tax Assessment (TNF removed): | Applicant: Y N | Spouse/Partner: Y N |
| 2. PAYG Payment Summary:                            | Applicant: Y N | Spouse/Partner: Y N |
| 3. Centrelink Income Statement:                     | Applicant: Y N | Spouse/Partner: Y N |

Application Received By: ..... Date:

Interview Date: .....

**APPLICATION APPROVED:** Y N Date:

**DDR Agreement Lodged:** Y N