



# School Fees Concession Program

## Financial Assistance For Special Consideration

### Information for Applicants

#### Aim

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

#### Confidentiality

At all times, the dignity and privacy of those seeking a fee concession will be respected. Additionally, the College requests any assistance granted is not discussed in the community.

#### Eligibility

Any family experiencing financial hardship, 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 week 5 of Term 1.

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, College website or by emailing [schoolfees@penola.vic.edu.au](mailto:schoolfees@penola.vic.edu.au)

##### Supporting documentation required:

- Most recent Taxation Notice of Assessment - for each income earner (TFN removed)
- Most recent Income Statement - for each income earner (previously known as PAYG Payment Summary)
- Two (2) most recent Payslips - for each income earner.
- Centrelink Income Statement - for each applicant receiving a payment from Centrelink (available from myGov)
- Child Support Income - for each applicant if applicable

#### Interview

Once the application is lodged with all supporting documentation, the Fee Collection Officer will contact you to arrange a meeting time to discuss your family's special circumstances that necessitated the request for a concession.

#### Assessment of Applications

Assessment of all applications will be made by the School Council Finance Committee.

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.

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

# School Fees Concession Program

## Financial Assistance For Special Consideration

### Applicants Details

Debtor ID: \_\_\_\_\_

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

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email \_\_\_\_\_ Phone No/s \_\_\_\_\_

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

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email \_\_\_\_\_ Phone No/s \_\_\_\_\_

Are you 100% responsible for payment of school fees  Yes  No

If your account is a Split account, what percentage are you responsible for \_\_\_\_\_ %

### 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     Widow/er

**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 copies of the below required supporting documentation for each applicant:**

- Most recent Taxation Notice of Assessment - for each income earner (TFN removed)
- Most recent Income Statement - for each income earner (previously known as PAYG Payment Summary)
- Two (2) most recent Payslips - for each income earner.
- Centrelink Income Statement - for each applicant receiving a payment from Centrelink (available from myGov)
- Child Support Income - for each applicant if applicable

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

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## Please Note

- For non-Centrelink families the granting of any fee concession is conditional upon the fee payer(s) entering into a weekly, fortnightly direct debit arrangement.
- For Centrelink families the granting of any fee concession is conditional upon the fee payer(s) entering into a fortnightly CentrePay arrangement.
- Centrelink families with a valid Health Care Card/Pension Concession Card are also required to complete a CSEF Application for their child/children at the College.
- Any default in payment may result in the concession being withdrawn and full fees being payable.
- For families in receipt of fee concessions, it would not generally be expected that your child/ren would participate in extra curricular activities such as IMP or overseas trips. Any concession granted is for the current 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: \_\_\_\_\_

### Office Use Only

1. Taxation Notice of Assessment	Applicant: Y N	Spouse/Partner: Y N
2. Income Statement	Applicant: Y N	Spouse/Partner: Y N
3. Two (2) Payslips	Applicant: Y N	Spouse/Partner: Y N
4. Centrelink Income Statement	Applicant: Y N	Spouse/Partner: Y N
5. Child Support Income	Applicant: Y N	Spouse/Partner: Y N

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Interview Date: \_\_\_\_\_

APPLICATION APPROVED:	Y	N	Date:
CC Agreement Lodged	Y	N	
DD Agreement Lodged:	Y	N	
Centrepay Deduction Lodged:	Y	N	
CSEF Application Lodged:	Y	N	