



SCHOOL FEES CONCESSION PROGRAM ELIGIBLE CENTRELINK CONCESSION CARD HOLDER

School:	
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Applicant Details:			
Surname:		First Name:	
Address:			

Children attending this School:			
	Name:	Age	Year level
1			
2			
3			
4			

Centrelink Concession Card (CCC) Details:					
☐ Health Care Card ☐ Pensioner Card					
Card No. (CRN):		Card Code:		Expiry Date:	

Please Attach the following forms (unless already provided):	
☐	Completed Direct Debit Request Service Agreement or copy of CentrePay Deduction Authority application form for payment of the concessional amount in 52 weekly or 26 fortnightly instalments.
☐	CSEF Application Form

Declaration: I declare that:
The Centrelink Concession Card is in my name and I am the person responsible for the payment of school fees
I will notify the school if my Concession Card status changes during the year
I understand that I must submit a new application in the instance where a new CSEF application form has been completed

Signature:	Date:
Applicant	

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 applicants of the concessional fee to be charged. This concessional fee fixed annually by Diocese of Sale Catholic Education Limited (DOSCEL). Approved applicants will be charged only the annual concessional fee which will cover all standard school fees and levies including any charges remaining for camps, sports and excursions after the application of the Camps, Sports, Excursion Fund (CSEF) benefit. If the applicant has become eligible for a CCC concession throughout the year, a pro-rata concession will be granted. In this instance, standard school fees and levies will be incurred for the portion of the year whereby the applicant was not eligible for a CCC.

Eligible Concession Cards

Centrelink issues a number of concession cards 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 One. Only CCC's that are eligible for CSEF are eligible for the School Fees Concession Program.

The following CCC's are the most common cards that are eligible for CSEF. The CCC type is specified as a two or three letter code printed on the concession card.

YA or YAL	Youth Allowance
PPS	Parenting Payment Single
PPP	Parenting Payment Partnered
DSP	Disability Support Pension
NSA	New Start Allowance
LI	Low Income
FA	Family Tax Benefit
SA or SKA	Sickness Allowance
CAR	Carer Allowance
ABA or ABY	Schooling Applicant
AGE	Age Pension
AUS	Austudy
HCC	Health Care Card
PYA	Partnered Allowance
SPI	Special Benefit
WID or WFD or WFA	Widow Allowance/Pension

Eligible Concession Cards Continued
The CCC 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. Please follow the below steps:
Complete the school's application form, Direct Debit Request (DDR) Service Agreement or a CentrePay Deduction Authority form.
Submit the completed forms and present a valid CCC 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 Deduction Authority application.
CSEF application form.

Notification
Approved applicants will 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 Two Concession – Special Consideration if experiencing genuine financial hardship.

Important Notes
The concession is automatic for a parent/guardian responsible for the school fees, who holds an eligible CCC.
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.
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 CSEF and school application form must be submitted when there is a change in family circumstances.
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 Deduction Authority arrangement. Any default in payment may result in the concession being withdrawn.
Should a CCC be ineligible, the applicant will be notified that the application has been declined. If the applicant is experiencing genuine financial hardship, he/she is encouraged to apply for a fee concession using the Special Consideration application form available from the school office.