



SPECIAL CONSIDERATION PRIMARY SCHOOL FEE CONCESSION APPLICATION FORM

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

Names of Person(s) responsible for school fees (incl. applicant) and % split, if applicable:			
Fee Payer 1 (Applicant):		Percentage Split:	%
Fee Payer 2:		Percentage Split:	%

Details of Dependents				
	Name:	Age	Year level	Name of Pre-School, School or Tertiary Institution:
1				
2				
3				
4				
5				
6				
7				
8				

Which one of the following best describes your current household? (Please tick/ provide detail)					
☐	Sole Parent	☐	Married or Partnered	☐	Other, Please detail below:

Have you applied for, or are you currently receiving a fee concession at another school? (Please tick/ provide detail)			
☐ Yes		☐ No	
If Yes, School Name:		Level of concession (\$ or %)	

Financial Situation		
	Applicant	Spouse/Partner
Occupation:		
Current Gross Income per fortnight		
Gross Salary/Wages:		
Centrelink Payment/Child Support:		
Self-employed Income:		
Other Income:		
Total Gross Income per fortnight:		

Please attach a copy of most recent: (Please tick)	
☐	Taxation Assessment (remove Tax File Number (TFN) from copy)
☐	Two most recent payslips
☐	Centrelink Income Statement (if a Centrelink client)

Place of Residence: (Please tick/ Specify)			
☐	Home no Mortgage	☐	Home Mortgage
☐	Other	If other, please specify:	
☐		☐	Renting

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 to enable thorough consideration of your application.

Given the information above, please state what you believe you are able to afford in fee payments (select one):			
Dollar amount per week:		Dollar amount per fortnight:	
Dollar amount per month:		Date 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 or a fortnightly Centrepay Deduction.
Any default in payment may result in the concession being withdrawn and full fees being payable.
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

Signature:		Date:
Applicant		
Spouse/Partner (if applicable)		

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 One Concession - Centrelink Concession Card Holder, 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.

Lodgement of Applications

Applications should be lodged by the last day of Term 3.

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.

Supporting Documentation

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 may 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

To ensure a level of consistency across all Diocesan primary schools, the assessments will be undertaken by the Catholic Education Office, Diocese of Sale (CEOSale) School Fee Officer (SFO). All assessments should be completed by the end of week four of term four.

In cases where an application is submitted during the school year, the family should immediately commence direct debit payments in accordance with the terms offered in their application. This would remain in place until the assessment of their application has been completed.

Notification of Outcome
All applicants will receive from the school, written notification of the outcome of their application by Week Five of Term Four.
If approved and there is a change to the current payment arrangement, the school's Direct Debit Request (DDR) Agreement will be attached. It should be completed and returned to the school thus confirming acceptance of the concession offered.

Collection Notice
The information and support documentation requested in the <i>Application for School Fee Concession Special Consideration</i> form is collected to enable informed, equitable and consistent assessment of applications.
All information provided will be kept secure and confidential at all times
The applicant may gain access to the information and support documentation provided to the school at any stage during the application and assessment process by contacting the Principal.
If all or part of the information and support documentation requested is not provided, the applicant will not be considered for fee concession.
The school's privacy policy is attached and is also available on the school's website or by contacting the Principal.
CEOSale's Privacy policy is available at on the Catholic Education Office Diocese of Sale website or by contacting a CEOSale SFO at schoolfees@ceosale.catholic.edu.au .

Important Notes
Normally, applications should be lodged before the end of Term Three. 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 may be applied.
Where the fee account is split, the concession applies to only that portion payable by the applicant.
Any offer of a concession is subject to the applicant entering into a Direct Debit Agreement. Any default in payment may result in the concession being withdrawn.
A new application must be made for each school year.
The concessional fee amount will cover all school fees, levies and other curriculum charges including excursions and levies
Additional financial information may be requested should there be doubt about the application meeting the criteria of genuine financial hardship.
Families requesting, or receiving, a fee concession must notify the school should their financial circumstances change sufficiently to affect the level of concession offered.