

# FEE CONCESSIONS

## Policy and Procedure

1. Families wishing to apply for fee concession should do so on the form "Application for Concession Fees" obtainable from the school office.
2. Parent/s or guardian/s requesting a fee concession must provide evidence of gross income, and housing costs. Payslips and Centrelink statements are acceptable evidence of income. Rental receipts, bank society statement and rate notice as evidence of housing costs.
3. Where the Principal is satisfied with the documentary evidence provided, a concession may be granted without necessitating an interview.
4. Parent/s or guardian/s will be notified by letter and will be requested to contact the school to sign an "Adjusted Financial Arrangements" form.
5. If there is a perceived problem on the part of either party, an interview will take place.
6. The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
7. Once a fee concession is granted, it is essential this commitment is honoured in full and on time. If family circumstances change the school must be informed.
8. Concessions are granted for the current school year. A new application is to be submitted each year.
9. The school is willing to arrange a different method of payment e.g. weekly, direct debit etc, if this is a help to the individual family.
10. Unless prior arrangements have been made, the school expects that agreed fees be paid by the due date. If there is a problem with meeting this deadline, a letter of explanation should be sent to the Principal.