



2022 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 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
- 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.
 - 2 Most recent payslips for each income earner.
 - Child Support Income.

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.

2022 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

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
Occupation		
Current Gross Income per Fortnight		
Gross Salary / Wages		
Centrelink Payment		
Self-Employed Income		
Child Support		
Other Income		
Total Gross Income per Fortnight		

	Applicant	Spouse / Partner
Gross Annual Income for previous financial year		

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).
- Payslips
- Child Support Income

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

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 HCC/PCC 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.
- Any concession granted is for the current school year only. A new application is required for each school year.
- 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.

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. 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
4. Payslips	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:
DDR Agreement Lodged:	Y	N	
CentrePay Agreement Lodged:	Y	N	
CSEF Application Lodged:	Y	N	