



St Joseph's Catholic Primary School

Fee Concession Policy

In cases of real financial difficulties, the school will consider offering concessions on the Tuition Component of the school fee account. Concessions can only be granted after a one on one confidential interview with the Principal. It is important to understand that concessions do expire at the end of each school year in which the concession is granted. If financial hardships continue into the following year, a new confidential interview should be arranged with the Principal

PROCEDURES:

1. Families wishing to apply for concessional fees should do so using the "Application for Concessional Fees" form obtainable from the Finance Secretary.
2. Parent/s or guardian/s requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank society statements and rate notices as evidence of housing costs.
3. The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
4. No allowance is made for repayments on such items as holiday houses, luxury cars, investment houses, pools etc.
5. Once a fee concession is granted, it is **essential** that this commitment is honoured in full and on time. If family circumstances change the school **must** be informed.
6. If concessions are required beyond the current year, new arrangements must be negotiated each school year at the instigation of the fee payer/s.
7. The school is willing to arrange different methods of payment if this is of help to the individual family. The School accepts electronic payment into our account, direct debit from savings, eftpos, mastercard, visa, cash and cheque.
8. Unless prior arrangements have been made, the school expects that agreed fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation should be sent to the Principal.