



IMPORTANT INFORMATION ABOUT APPLYING FOR FEE ASSISTANCE

Rationale:

Supporting your children to obtain a Catholic education can present financial challenges for families. The Catholic Schools Office (CSO) recognises these challenges and aims to support this important education choice by families.

It is expected that families, having chosen a Catholic education, have considered the payment of fees and payments are prioritised accordingly. However, when unexpected changes occur, short- or long-term assistance may be required. The Fee Assistance Scheme has been designed to try to address the individual needs of families. The nature of support provided is determined following an assessment of the financial circumstances of parents/guardians. Whilst aiming to support as many families as possible, it is important to recognise that not all will qualify.

The CSO welcomes applications submitted on the form provided. All information is treated in the strictest confidence. **As income and circumstances change from year to year, it is necessary to reapply annually if ongoing assistance is required.** Please note that failure to submit an application with PROOF OF INCOME documents in accordance with the following directives will result in full fees being charged.

Assessment Criteria:

1. Fee assistance is available for low-income families.
2. Fee assistance is means tested and based on families in similar financial situations.
3. Usually 2 Income families with 1 student will not qualify for assistance unless there are exceptional circumstances.
4. An application for fee assistance only applies to tuition fees and not to any charges a school may raise for subject electives, camps and non-compulsory excursions or trips.
5. Salary sacrifice arrangements are payments of private expenditure before tax. Therefore, such arrangements are income and must be disclosed as such.
6. Additional mortgage payments due to borrowing for investment purposes will not qualify as exceptional circumstances.
7. Where assistance is granted to a Centrelink recipient, the preferred method of payment is via Centrepay – an automatic payment from Centrelink.

Proof of Income – applications will not be accepted without proof of income:

1. Centrelink recipients must supply a Summary of Centrelink Benefits with their application. Applications will be rejected unless accompanied by this summary. In cases where Family Tax Payments are received at the end of the financial year through the tax system, last year's tax assessment must be provided showing the amount received.
2. Other income documentation required:
 - a) Wages - last 2 payslips or last income tax return;
 - b) Child maintenance – Child Support Scheme correspondence;
 - c) Business income - last year's financial statements for the business, including notice of assessment from the ATO
3. In exceptional circumstances, full details will be required in writing, including examples of medical bills, associated travel expenses or other extraordinary expenses.



2023 APPLICATION FOR FEE ASSISTANCE:

St. Augustines's Primary School

Details

PARENT/GUARDIAN 1

Name:
Address:
Email:
Daytime Telephone:
Occupation:
Employer:

PARENT/GUARDIAN 2

Name:
Address:
Email:
Daytime Telephone:
Occupation:
Employer:

DEPENDENT CHILDREN

Name	Age	2023 School Year	School

Have you applied for fee assistance previously? Yes No

Period that assistance is required: Term 1 Term 2 Term 3 Term 4

Other: (Specify) _____

REASON(S) FOR APPLICATION FOR FEE ASSISTANCE

This application will be means tested. Please TICK reason(s) for consideration and provide details:

Financial Hardship: _____
Changed Circumstances: _____
Accident or Illness: _____
Medical Expenses: _____
Other: _____

Please complete financial details below ✂

INCOME & ASSETS:

FORTNIGHTLY INCOME: PARENT/GUARDIAN 1	\$	FORTNIGHTLY INCOME: PARENT/GUARDIAN 2	\$
Wages (Net – After Tax)		Wages (Net – After Tax)	
Centrelink Payments		Centrelink Payments	
Child Support/Maintenance		Child Support/Maintenance	
Net Business Income (per last Income Tax Return))		Net Business Income (per last Income Tax Return))	
Other Income E.g. Investment, Rental Income		Other Income E.g. Investment, Rental Income	
TOTAL NET INCOME: Parent/Guardian 1		TOTAL NET INCOME: Parent/Guardian 2	

Total Combined Net Income: \$ _____

PAYMENT PLAN: Please TICK payment option and payment method:

I am able to pay \$ _____ per Week Fortnight Month Term

NOTE: The amount nominated is your estimate only, you will be advised of the final assessment.

The preferred method of payment is by **BPAY** or **Centrepay**

BPay

Centrepay – 22 Fortnight

Centrepay – 26 Fortnight

FEE ASSISTANCE SCHEME AGREEMENT

(To be signed by BOTH PARENTS or GUARDIANS)

I/We certify that the information provided above is correct and I/we will inform the Catholic Schools Office Clarence Regional Office of any significant changes in circumstances immediately. I/We also understand that granting of an extension or fee assistance is conditional upon the agreed payment plan being honoured. Fee assistance may be granted for as long as your circumstances remain constant, but is always at the discretion of the Catholic Schools Office.

Signature of Parent/Guardian 1

Name (Please print)

Date

Signature of Parent/Guardian 2

Name (Please print)

Date

Please Note: All information must be completed and is strictly confidential. If you require help completing this form, please call the Catholic Schools Office – Clarence Regional Office (02) 6653 1655.

Proof of income is required and application will not be assessed until we receive supporting income documents. For Example: two pay slips and current Centrelink Income Statement(s) or last tax assessment notice(s).

Please email the application form and supporting income documents to: cofhp-fees@lism.catholic.edu.au.