

APPLICATION FOR FEE ASSISTANCE PROGRAM

This application should be completed by the individual(s) accountable for payment of school tuition fees

FAMILY DETAILS - Please write clearly and use BLOCK CAPITALS where appropriate			
Applicant's Family Name		Given Name/s	
Address			Postcode
Contact Details	Phone	Home	Work
	Fax		
	Mobile		
	Home email		
	Work email		
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Cohabiting	<input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	<input type="checkbox"/> Single
Residency Status	<input type="checkbox"/> Australian resident	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Overseas resident
Health Care Card holder	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>To be provided at interview</i>		
Children Currently Attending COLLEGENAME College			
Student Name	Age	Year Level	
Children Currently Attending Other Schools			
Student Name	Age	Year Level	School
Other Dependent Children			
Name	Age		

FINANCIAL INFORMATION

NOTE – Financial information must be expressed on either a **MONTHLY** or **WEEKLY** basis

Applicant's Details	Occupation		Gross Income \$.....
	Employer		
	<i>*Circle one</i>	<i>* Full time/part time/casual</i>	
Partner's Details <i>(If applicable)</i>	Occupation		Gross Income \$.....
	Employer		
	<i>*Circle one</i>	<i>* Full time/part time/casual</i>	

CENTRELINK BENEFITS MONTHLY OR WEEKLY

Family Tax Benefit A	\$.....
Partner/Widow Allowance	\$.....
Family Tax Benefit B	\$.....
Disability Support Pension	\$.....
Child Care Benefit	\$.....
Age Pension/Mature Age Allowance	\$.....
Parenting Payment	\$.....
Carer Allowance	\$.....
Youth Allowance	\$.....
Newstart Allowance	\$.....
Austudy/Abstudy	\$.....
Other (eg – Double Orphan, Maternity Allowance	\$.....

Total Centrelink (per week or per month) \$.....

TOTAL HOUSEHOLD INCOME AND EXPENDITURE MONTHLY OR WEEKLY

Show details for main applicant, partner and all dependents shown on page 1

Income (Monthly/Weekly)		Expenditure (Monthly/Weekly)	
Net Wage (Applicant)	\$.....	Rent/Mortgage	\$.....
Net Wage (Partner)	\$.....	Maintenance & Repairs	\$.....
Centrelink Benefits (as listed above)	\$.....	Childcare (net of Childcare Rebate & Benefit)	\$.....
Child Maintenance	\$.....	Utilities	\$.....
Board/Lodging	\$.....	Other Repayments (Car, Credit Cards, etc)	\$.....
Interest	\$.....	Food/Clothing	\$.....
Rental Income	\$.....	Car Expenses	\$.....
Interest/Dividends	\$.....	Medical and Insurance	\$.....
Other –		Other School Fees	\$.....
•	\$.....	Expenses of an Extraordinary Nature (* Show details below)	\$.....
•	\$.....	Other –	
		•	\$.....
Total Income		Total Expenditure	
Monthly/Weekly	\$.....	Monthly/Weekly	\$.....

*** Expenses of an Extraordinary Nature** – Please give details

The following documentation is required to support the income and expenditure information provided above:

Tick that copy attached

- Payslips (most recent)
- Rates notices or Valuer-General's property value assessment
- Bank statement(s) where Centrelink benefits are directly deposited
- Centrelink statement of benefit
- Rent/mortgage bank statement or rent receipt
- Bank statement where pay is deposited
- Tax return – most recent for each income earner or BAS if sole trader
- Management accounts or end of year accounts (profit & loss and balance sheet) – if sole trader
- Credit card statement
- Loan statement
- Payout/settlement figure on car finance
- Utilities bills
- Childcare Centre Statements
- School fees statement (if children attending other schools)

ASSETS AND LIABILITIES

Show details for applicant, partner and all dependents shown on page 1

Assets		Liabilities	
House (Principal residence)	\$.....	Mortgage	\$.....
Motor Vehicle/s	\$.....	Other Loans (Car, etc)	\$.....
Shares and Investments	\$.....	Credit Cards	\$.....
Bank Accounts/Building Societies/Credit Unions	\$.....	Retail Store Accounts	\$.....
Other Properties	\$.....	Other Credit Accounts	\$.....
Overseas Assets	\$.....	Overseas Assets	\$.....
Overseas Bank Accounts	\$.....	Overseas loans	\$.....
Other –		Other –	
•	\$.....	•	\$.....
•	\$.....	•	\$.....
Total Assets	\$.....	Total Liabilities	\$.....

ASSETS UNDER FINANCE

Show details for applicant, partner and all dependents shown on page 1

Asset	Purchased Price	Amount Payable	Equity
Principal Residence			
Other property			
Other property			
Car			
Second Car			
<i>List other assets under finance</i>			

The following documentation is required to support the asset and liability information provided above:

Tick that copy attached

- Rates notices or Valuer-General's property value assessment
- House Valuation (online house valuation is sufficient)
- Mortgage bank statement
- Loan statement
- Payout/settlement figure on car finance

ADDITIONAL INFORMATION

This section **MUST** be completed

Please provide your reasons and any additional information below. It is recommended that you provide as much information as possible in this section to support your application for a rebate of tuition fees.

VOLUNTARY ASSISTANCE TO THE COLLEGE

This section **MUST** be completed

I/We **can offer voluntary help** to the College.

Canteen

Fete

Maintenance

Working Bee

Name/s of volunteer/s

.....

I/We **cannot** offer voluntary help to the College.

NEGOTIATED FEES

This section **MUST** be completed

Level of fees you wish to negotiate (total)

\$..... per term

DECLARATION – TERMS AND CONDITIONS

I/we certify that to the best of my/our knowledge the information supplied in this form is complete and correct. I/we understand that if any of the information provided in this form is found to be false or misleading, or if it is discovered that there have been material omissions or understatements, the Rebate Offer may be withdrawn.

I/we hereby agree to notify the College within 7 days of any improvement in either personal circumstances or financial position. If it is discovered that my/our financial position has improved and appropriate notice has not been given to the College, it is understood that the College may withdraw or refuse a rebate offer and the maximum possible tuition fee for the school year reverts to being payable (tuition fees are set annually and are provided in the College’s Fee Schedule at the commencement of each year).

I/we understand that the information provided in this application and any supporting documentation will be used for the sole purpose for which it was collected and will not be disclosed to any third party (other than upon default, where it may be passed to debt collection agencies, solicitors or financial advisors). I/we understand that all personal information will only be removed from the College’s records once it is no longer required for its original purpose.

I/we understand that Rebate Offers:

- are automatically subject to annual review unless an earlier termination or review date is specified within the conditions of the rebate offer letter;
- are wholly discretionary and the College reserves the right to refuse to grant a rebate or withdraw a rebate offer at any time (and without justification); and
- are subject to the specific conditions of the rebate offer being met in full by December of each and every year (the full conditions as they apply to each Rebate Offer will be set out in your Rebate Offer Letter).

I/we understand that:

- the payment frequency (set out in the Rebate Offer Letter or any attached repayment schedule) must be strictly adhered to and the total amount of tuition fees for the year must be paid in full to the College by December of each and every year (unless prior written approval if given by the Finance Subcommittee);
- failure to meet the conditions of a rebate offer will render me/us liable for the maximum possible tuition fee for the school year (taking into account the circumstances, this will be at the discretion of the Finance Subcommittee);
- failure to adhere to the conditions of a Rebate Offer constitutes default and the full sum will be payable immediately (statutory interest and costs may also be added); and
- should I/we remove my/our student(s) from the College at anytime during the course of the school year, the rebate offer may be withdrawn (and, at the discretion of the Finance Subcommittee, the maximum tuition fee for the school year reverts to being payable) and that such action requires one full term’s prior notice to be given to the College in writing.

I/we hereby certify that I/we fully understand the above terms and conditions and confirm my/our agreement.

Applicant
Signature Date

.....
Print Name

Applicant
(If applicable) Signature Date

.....
Print Name

OFFICE USE ONLY

Application Received/...../.....
...../...../.....

Acknowledgement Sent

Previous year rebate (type and amount)

Total amount rebate received to date and type.....

Currently making payments as per payment plan Yes No

Past payment performance

.....
.....
.....
.

Historic amount owing

Current year's balance

Any unauthorised failure to pay fees

.....

Recommendation

Approve Reject

Duration: Term(s) Year

Amount \$.....

Comments

.....
.....
.....

Business Manager
Signature

.....
Date

Decision

Chair
Finance Subcommittee
Signature

.....
Date

Decision advised to parents