

Fee Assistance Program

The Fee Relief Program is available to eligible families upon completion of a stringent application process.

A capped rebate of up to 50% (currently) on tuition is available to families experiencing financial challenges or special circumstances. This capped limit includes any additional rebates currently offered to the family, such as sibling discounts. The cap is reviewed and set by the Board annually.

The offered rebate is valid for one school year only and is only applicable to tuition fees. All other fees must be met by the Parents / Guardians who have signed the offer of enrolment. Families must apply per year they wish to receive the fee assistance. The application form will be made available on the school website or from the Reception Desk. The application form must be completed and submitted, together with all supporting documentation, **to Reception who will then forward to the Board** for review and approval. The supporting documentation required is detailed on the application form and includes, but is not limited to:

- bank statements;
- Centrelink statements;
- finance agreements;
- rates notices;
- utilities bills;
- payslips; and
- tax returns.

The form must be completed in its entirety and all required documentation must be received before the rebate application can progress.

The Board of Directors shall review each application and will notify each applicant in writing as to whether their application has been accepted, rejected or withheld pending further information. If the application is successful, the applicant will be advised as to the amount of the rebate offered and their fee invoice will reflect the rebate offered, together with a supporting payment plan. The parents will be required to formally accept the conditions of the offered rebate and any payment plan within seven days either by:

- Signing and returning the required documentation, either to the Reception Desk or by email;
- By providing a digital signature, as per the details set out on the payment plan.

Failure to accept the payment plan within the stipulated time frame without notifying the school will result in the offered rebate being withdrawn. In the event that an application is rejected, the applicants may appeal the decision by writing a letter providing any additional information not contained in their original application and providing any additional supporting documentation.

The parents / guardians are obligated to continue paying their annual school fees while their application for hardship is being assessed. A payment plan, based on the full annual amount before the rebate, can be negotiated with the Principal during this time. Failure to make payments will result in the hardship assessment process being refused. Fee Relief Programs are only offers and the offer will be withdrawn upon default and/or upon failure to meet the conditions of the rebate letter or payment plan.

Applications for Fee Assistance commencing from Semester 2 2017 close at 5pm on Friday 21st July.