



Policy Number:	COLLEGE 07
Policy Name:	Fee Concession Policy
Contact Officer:	Business Manager
Date Approved by Executive:	May 18, 2020
Date of Next Review:	May 2023
Related Policies:	School Fee Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

- 1.1 Families wishing to apply for a concession on school fees must do so on the form "Application for Fee Concession" available from the Business Manager. It is to be returned to the Business Manager at the earliest possible time to ensure consideration. Issue of fee concession is at the discretion of the Principal.
- 1.2 All correspondence relating to the application should be marked "Private and Confidential".
- 1.3 Applications requesting a concession will be required to provide evidence of their financial circumstances either through the provision of a current taxation return and/or a copy of a current Centrelink statement. Applicants must supply the above mentioned documents for both parents/guardians when residing in the same household.
- 1.4 All income including pensions, youth allowance and other government allowances is to be declared.
- 1.5 Applicants are expected to keep the outcome of their applications confidential.
- 1.6 Concessions are granted for one year only. A further concession may be applied for in subsequent years.
- 1.7 It is expected the College will be notified of changes to the family financial circumstances.
- 1.8 The sole purpose of allowing fee concessions is to enable Catholic families who desire a Catholic education for their children to obtain one despite their economic circumstances.
- 1.9 In the event you are offered a fee concession or are being considered for a fee concession, you acknowledge and agree to the following:
 - You will not discuss the fee concession for which you are being considered with any person. The College considers such discussions of a confidential nature as between you and us; and

- That you have not mislead or provided misleading information to the College. If the College forms the view that misleading information has been provided to it, then you will be notified in writing and you will be liable to pay the full fee payment to the College.