FEE CONCESSION APPLICATION

ST JOSEPH'S
COLLEGE MILDURA

VIRTUE CONQUERS

ENRICH
INSPIRE
ACHIEVE

General Information

Catholic schools have a long tradition of offering school fee relief and assistance to families facing financial difficulties. St Joseph's College is committed to looking at ways to ease the financial strain on families, and to determine appropriate measures to best support the needs of families across the community.

St Joseph's College believes no child should be excluded from a Catholic education due to their parents being unable to pay the required school fees. Such families may be eligible for a fee concession if they are experiencing financial hardship for reasons outside of their control.

We appreciate how difficult it is for parents to come forward with financial concerns, but we will ensure each case is handled with care and discretion.

Please be aware the college will not consider personal financial choices when assessing applications. No allowance is made for repayments or expenses on items such as holiday houses, luxury cars, investment properties, pools, etc. Similarly, holidays, excessive housing costs and the cost of students' extra-curricular activities will not be considered when assessing a family's financial hardship. If a family's priorities include these expenses, the financial burden of that decision remains with the family and will not be subsidised by the college.

Concessions are not automatically carried over from year to year. A new application is required if a concession is needed beyond the current year. It is the family's responsibility to contact the college should they continue to require assistance the following year.

The college has at its disposal investigative resources to monitor publicly-available information relating to the financial activity of families. These resources will also be used when considering Fee Concession Applications.

The submission of a Fee Concession Application and subsequently entering into a payment plan may preclude a student's involvement in optional extra-curricular activities such as the Debutante Ball and overseas study tours. Please refer to the St Joseph's College School Fee Policy and Fee Concession Policy for further information.

Families whose financial circumstances improve and no longer require fee relief, must inform the Business Manager or the Finance & Administration Manager in a timely manner.

Process of Fee Concession

Step 1

Complete the Fee Concession Application form and **submit within seven days of your initial enquiry**. You must submit all supporting documentation with the application.

Please note: The college will not assess your application until it receives all documentation. Failure to do so will result in a concession not being offered.

Step 2

The Finance & Administration Manager will review your application and request any additional information that may be required. You may then be contacted to arrange a meeting (in person) to discuss your situation further with the Business Manager.

Step 3

A decision on your application will be made and you will be notified in writing. Should your application be successful, details of the fee relief amount, agreed ongoing repayments and any other conditions will be provided to you in writing. Should your application be unsuccessful, you will be required to pay full fees as set out in the St Joseph's College Fee Schedule.

ST JOSEPH'S COLLEGE ENRIGHT, MERCY & LANGTREE

FEE CONCESSION APPLICATION FORM

ST JOSEPH'S COLLEGE MILDURA

Family Name

Student Names	Year Level
	Year Level
	Year Level
	Year Level

I/We have provided the following documentation (where there are two parents/guardians living in the same household, documentation must be supplied for both parties):

- Completed all sections of this document;
- Attached my/our most recent Notice of Tax Assessment/s;
- Attached profit and loss statement;
- Attached my/our last two payslips;
- Attached my/our two most recent Centrelink Income Statements or payment advice slips;
- Attached a current copy of a Health Care Card/Pension Card;
- Attached any other information that may support this application.

I/We acknowledge that the information I/we have provided on the following pages is provided to enable the college to fully consider my/our application for a variation of the normal fee conditions.

I/We certify that the information provided to the college is true and correct and has not mislead the college in any way.

Parent/Guardian 1 Name

Parent/Guardian 1 Signature

Date

Parent/Guardian 2 Name

Parent/Guardian 2 Signature

Date

Privacy Statement

St Joseph's College Mildura acknowledges that some of the information you are asked to provide in this application or subsequent additional information that may be sought could be of a personal and sensitive nature. The information is used only to assess this application. Identifying information is not provided to any other organisation except debt collection agencies, the college's legal advisors, or similar organisations where debt collection recovery action is instigated by the college. The college is not aware of any law that requires you to provide this information, however, should you fail to provide full and accurate information, the college may not consider your application. You have the right to access any personal information that the college holds about you, subject to the exception of the Privacy Act 1988. You may also request the correction of information that is inaccurate.

ST JOSEPH'S COLLEGE ENRIGHT, MERCY & LANGTREE

FEE CONCESSION APPLICATION FORM

SECTION 1

ST JOSEPH'S COLLEGE MILDURA

VIRTUE CONQUERS

○ **GLOBAL FEE**

Health care card holders only may apply for the following:

○ Year 7 Enrolment Application Fee Waiver

○ Year 11 Recommitment Fee Waiver

Full Name of Parent 1/Guardian

Marital Status ○ Single ○ Married or de facto ○ Separated ○ Divorced ○ Widowed

Address

Phone Numbers

Mobile | Home | Work

Residential Status ○ Renting ○ Paying off home *(mortgage)* ○ Own home

Employment Status ○ Employed ○ Self-employed ○ Home duties ○ Unemployed *(government support)* ○ Other *(provide further information)*

If Employed

Occupation

Employer | Date commenced

Status ○ Full time ○ Part time ○ Casual ○ Contract for a term *(provide termination date)* _____

If you have more than one employer, please include full details of each.

Please provide your two most recent payslips for each employer, along with your most recent Notice of Tax Assessment.
To attach forms electronically, please refer to file attachment button at the end of this document.

If Self-employed

What is your occupation?

Please provide your average weekly gross income $ _____ along with a copy of your most recent Notice of Tax Assessment.

If receiving government support (Centrelink payments)

How long have you been receiving government support?

What type/s of benefits do you receive?

Please attach copies of your two most recent Centrelink payment advice slips.
To attach forms electronically, please refer to file attachment button at the end of this document

Do you hold a current Health Care Card or other concession card? Please specify _____
A copy will need to be supplied.

Do you receive any of the following?

○ Child Maintenance/ Child support

○ Interest or dividends from investments *(including rental properties)*

○ Other income *(please describe)* _____

Have you received any lump sum payments in the last two years?

This can be a result of termination of employment, redundancy, compensation, legal action, inheritance or superannuation.
If YES, please state nature of the payment, amount and date received below.

FEE CONCESSION APPLICATION FORM

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VIRTUE CONQUERS

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Marital Status ○ Single ○ Married or de facto ○ Separated ○ Divorced ○ Widowed

Address

Phone Numbers

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ST JOSEPH'S COLLEGE ENRIGHT, MERCY & LANGTREE

FEE CONCESSION APPLICATION FORM

SECTION 2

ST JOSEPH'S COLLEGE MILDURA

Please provide reasons behind your request for financial assistance from the college.
Please indicate whether you see this as a short term, or ongoing issue.

Please provide a proposal for how much you can afford to pay.
Fee concession applications will not be considered without this information.

Instalments of $ _____ ◯ Weekly ◯ Fortnightly ◯ Monthly *(Please tick)*

Total for year $ _____

Supporting documentation checklist

- ◯ Health Care Card
- ◯ Most recent Tax Return
- ◯ Profit and Loss Statement
- ◯ Two most recent pay slips
- ◯ Centrelink Income Statement

All applications must be submitted to fees@sjcmda.vic.edu.au

OFFICE USE ONLY

Application approved by Principal ◯ Yes ◯ No Principal's Signature

Fee Concession Granted ◯ Yes ◯ No Confirmation Letter Completed ◯ Yes ◯ No Date

Comments

ST JOSEPH'S COLLEGE MILDURA

ENRIGHT CAMPUS
154 TWELFTH STREET, MILDURA VICTORIA 3500

MERCY CAMPUS
CORNER RIVERSIDE AVENUE &
ELEVENTH STREET, MILDURA VICTORIA 3500

LANGTREE CAMPUS
8-10 LANGTREE PARADE, MILDURA VICTORIA 3500

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