



Application for Fee Concession

In order for the school to consider an application for fee concession, the following questions must be answered. All information will be treated in strictest confidence with only the Principal and the Business Manager having access to the completed form. Please answer all questions. If you require assistance in filling in the form please contact the Business Manager on 03 5551 1200.

NAME: _____ DAYTIME PHONE: _____
ADDRESS: _____ POSTCODE: _____

Employment Details

Husband:

Wife:

Name:
Employer:
Position:

Marital Status: Single Married De Facto Separated Divorced

NAME: _____ YR LEVEL _____ NAME: _____ AGE _____ HOME/NAME OF SCHOOL _____

Income Section

Husband's wages (after tax) Per Fortnight
Wife's wages (after tax) Per Fortnight
Pension/Social Security
Family Allowance/Supplement
Other Income (give details)

TOTAL

House Mortgage Repayments
Rent
Car Loan
Monivae School Fees
Other School Fees
Credit Cards
Other Loans
Living Expenses
TOTAL

Asset Section

House
Land
Investment Property
Motor Vehicle(s)
Shares
Any other assets

Mortgage
Personal Loans
Credit Cards
School Fees (any school fees owing)
Any other Loans / Debts

TOTAL

TOTAL

Do you currently hold a Concession Card (e.g. Health Care Card)? YES / NO

Have you applied for Education Maintenance Allowance? YES / NO

How much are you proposing to pay towards your School Fees? (Per fortnight / month)

Background for making this application

Please explain why you believe you need assistance for a concession on school fees. Please also include any services you could offer the school (e.g. painting, canteen volunteering etc) in exchange for being granted a concession.

Terms and Conditions

Tuition fees are a vital component of the College's Income. Fees paid by parents are primarily used to purchase resources, to meet loan commitments and to further develop the College's facilities.

Fee assistance is not a right, nor is it automatically granted. The application process is detailed and rigorous, so assistance is only given when truly necessary and within the scope of the College's overall budget limitations. The process involves completion of the detailed financial information section of the application. It may also involve a meeting with the Business Manager and/or telephone discussions to clarify any aspect of the application. The Business Manager may ask for additional conditions to be met by some applicants.

Assistance given is limited, and is intended to reduce the cost to some families to a level they can afford. Priority will be given to those families who have demonstrated commitment to the College, regular payments of past tuition fees and levies and the number of children enrolled in the College.

Assistance is only given in relation to Tuition Fees. No assistance can be offered in regard to the Subject or IT Levy or any other programs offer by the College.

Not all applications will be successful in receiving assistance.

Written notification is to be given to the Business Manager immediately upon any change in your financial circumstances. On receipt of this information another form or an interview may be required to review the level of fee assistance.

Assistance is provided within the following limits and conditions:

1. The minimum payment that is expected from each family per fortnight will be determined by the College in consultation with the applicant.
2. The amount agreed to per term is either paid on the due date each term or a direct debit authority for the amount of tuition fees must be signed and remain in force for the assistance to remain valid.
3. Repayments of tuition fees must always be current. Repayments which are outside the agreed arrangements may result in the assistance being withdrawn.
4. Any arrangement in connection with fee assistance is strictly confidential between the family concerned and the College. No discussions are to occur with anyone except the Principal or Business Manager. Failure to observe this requirement may result in the withdrawal of the Fee Assistance.
5. You must apply for the Educational Maintenance Allowance if you and your child are eligible. This amount will be taken into consideration when considering fee assistance.
6. Fee assistance is valid for one school year only. A new application must be submitted on an annual basis.
7. Any additional conditions agreed with the Principal/Business Manager must be fully met, or the level of fee assistance will be adjusted.
8. Where Monivae grants assistance under this application, students will not be able to attend non-curriculum excursions/trips (e.g. annual snow trip, mission trips etc.) as it is expected that this money could have been used to pay for school fees.

Applicants are to supply the College with the following documents. These documents will be used to assess the level of assistance, if any, the College will offer to your family.

1. Centrelink Income Statement.
2. Last three pay advices
3. Last finalised Income Tax Return for Father/Guardian and / or Mother/Guardian.
4. Loan Statements
5. Credit Card Statements

Failure to meet any of the conditions will result in the withdrawal of Fee Assistance.

Health Care Card or Pension Concession Card Holders:

As a condition of this application, by signing the attached statutory declaration, you agree to the College using the Centrelink Confirmation eService to confirm that you have an active Health Care Card or a Pensioner Concession Card as detailed on page 1 of this application.

Privacy Statement

All information collected by the College will be handled in accordance with the Monivae College Privacy Notice. All families have previously been issued with a copy of this notice.

I have read the terms and conditions as described above and agree to be bound by them.

Signed: _____

Dated: _____

Signed: _____

Dated: _____