

SPECIAL CONSIDERATION

SCHOOL FEE CONCESSION APPLICATION FORM

APPLICANT DETAILS

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Post Code: _____

E-mail: _____ Phone: _____

NAMES OF PERSON(S) RESPONSIBLE FOR SCHOOL FEES (INCL. APPLICANT) AND % SPLIT, IF APPLICABLE:

Fee Payer 1 (Applicant):		Percentage Split:	%
Fee Payer 2 (Spouse/Partner):		Percentage Split:	%

DETAILS OF DEPENDENTS

	Name	Age	Year level	Name of Pre-school, School, or Tertiary Institution:
1				
2				
3				
4				
5				
6				

WHICH ONE OF THE FOLLOWING BEST DESCRIBES YOUR CURRENT HOUSEHOLD?

<input type="checkbox"/> Sole Parent	<input type="checkbox"/> Married or Partnered	<input type="checkbox"/> Other, please detail below:



HAVE YOU APPLIED FOR, OR ARE YOU CURRENTLY RECEIVING A FEE CONCESSION AT OTHER SCHOOL?
☐ Yes

☐ No

If yes: School Name:

Level of concession (\$ or %):

FINANCIAL SITUATION

	Fee Payer 1 (Applicant)	Fee Payer 2 (Spouse/Partner)
Occupation:		
CURRENT GROSS INCOME PER FORTNIGHT		
Gross Salary/Wages:		
Centrelink Payment/Child Support:		
Self-Employed Income:		
Other Income:		
Total Gross Income per fortnight:		

CONCESSION CARD DETAILS (IF APPLICABLE)

Fee Payer 1 (Applicant):	<input type="checkbox"/> Health Care Card	Card Expiry Date:	
Fee Payer 1 (Applicant):	<input type="checkbox"/> ImmiCard	Card Expiry Date:	
Fee Payer 2:	<input type="checkbox"/> Health Care Card	Card Expiry Date:	
Fee Payer 2:	<input type="checkbox"/> ImmiCard	Card Expiry Date:	

GROSS ANNUAL INCOME FOR PREVIOUS FINANCIAL YEAR - TAX ASSESSMENT STATEMENT

Fee Payer 1 (Applicant):		Fee Payer 2:	
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03 9132 6320



16 Woodlea Drive, Glen Waverley VIC 3150

PLEASE ATTACH A COPY OF MOST RECENT: (PLEASE TICK)

<input type="checkbox"/>	Taxation Assessment (remove Tax File Number (TFN) from copy)
<input type="checkbox"/>	Two most recent payslips
<input type="checkbox"/>	Centrelink Income Statement (if a Centrelink client)

PLEASE EXPLAIN ANY VARIATION IF YOUR CURRENT INCOME(S) DIFFERS FROM LAST YEAR'S TAXATION ASSESSMENT(S).

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PLACE OF RESIDENCE:

<input type="checkbox"/> Home no Mortgage	<input type="checkbox"/> Home Mortgage	<input type="checkbox"/> Renting
<input type="checkbox"/> Other	If other, please specify:	

DO YOU HAVE INVESTMENT / INVESTMENT PROPERTY? (PLEASE TICK AND INSERT VALUE)

Property	<input type="checkbox"/>	If yes, Value:	
Shares	<input type="checkbox"/>	If yes, Value:	

PLEASE PROVIDE A DETAILED EXPLANATION OF YOUR FINANCIAL CIRCUMSTANCES TO SUPPORT YOUR APPLICATION FOR A FEE CONCESSION. YOU CAN INCLUDE INFORMATION ABOUT FACTORS LIKE UNEMPLOYMENT, HEALTH ISSUES, CHANGES IN FAMILY CIRCUMSTANCES, OR LOW INCOME. THE MORE INFORMATION YOU PROVIDE, THE BETTER WE CAN ASSESS YOUR APPLICATION.

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GIVEN THE INFORMATION ABOVE, PLEASE STATE WHAT YOU BELIEVE YOU ARE ABLE TO AFFORD IN FEE PAYMENTS (SELECT ONE):

Dollar amount per week:		Dollar amount per fortnight:	
Dollar amount per month:		Date commencing on:	

PLEASE NOTE

1. Please remember to submit a new application each school year, as concessions do not carry over.
2. Receiving a fee concession requires you to set up a direct debit payment. A missed payment could lead to the withdrawal of the concession, making you responsible for the full fee amount.

DECLARATION:

I declare that all information provided in this application is, to the best of my knowledge, correct and complete. I agree to immediately notify the school of any change in my financial circumstances that could affect the level of concession I am granted.

SIGNATURE:

Fee Payer 1 (Applicant):		Date:
Fee Payer 2 (if applicable):		Date:



INFORMATION FOR APPLICANTS

AIM

To assist school families experiencing financial hardship in accessing an education for their child/children at Cheshire School.

CONFIDENTIALITY

At all times, the dignity and privacy of those seeking a fee concession will be respected.

ELIGIBILITY

Families who are unable to pay the annual school fee at the time of enrolment may apply for school fee concession. All claims of financial hardship must be supported by valid documentation.

LODGEMENT OF APPLICATIONS

- A new application must be submitted each school year
- For new applications, the application must be submitted at the same time enrolment is accepted.
- For re-applications for the following school year, the application must be submitted by November 1st of the current year.

SUPPORTING DOCUMENTATION

Supporting documentation required:

- Most recent Income Tax Assessment for each income earner (**please remove TFN**).
- Two of the most recent payslips for each income earner.
- Centrelink Income Statement, if applicable.

INTERVIEW

After you submit your application, the school office may contact you to schedule a meeting with the Principal and Chief Operating Officer. This meeting will be to discuss the special circumstances that led to your request for a fee concession

ASSESSMENT OF APPLICATION

All applications for fee concession will be subject to review and approval by the Chief Operating Officer. For applications submitted during the school year, families must immediately begin direct debit payments as per the terms of their application, and this payment arrangement will remain active until the assessment is complete.



INFORMATION FOR APPLICANTS

NOTIFICATION OF OUTCOME

- Applicants will be notified in writing of the outcome within four weeks from the date of submission.
- Should the application be approved and a change to the existing payment arrangement is required, a Direct Debit Request (DDR) Agreement will be attached. This must be completed and returned to the School to confirm acceptance of the offered concession.

COLLECTION OF INFORMATION

The information and supporting documents requested in this form are collected to ensure a fair, consistent, and informed assessment of all applications. All provided information will remain secure and confidential.

Applicants may access the information and supporting documents at any stage of the process by contacting the Principal. Failure to provide all or part of the requested information will result in the application not being considered for a fee concession.

The school's privacy policy is attached for your reference and is also available on bestchance website or by contacting the Principal.

SUPPORTING DOCUMENTATION

- **When to Apply:** Since financial situations can change, you may apply upon accepting the enrolment offer from the school. If you apply mid-year, you may receive a pro-rata (partial) concession.
- **Split Accounts:** If your fee account is split, the concession will only apply to the portion of the fees you are responsible for.
- **Direct Debit:** If you are offered a concession, you must agree to a Direct Debit arrangement. Missing a payment may result in the concession being cancelled.
- **Annual Application:** A new application for a fee concession must be submitted each school year.
- **Additional Information:** We may ask for more financial information if we need to verify that your application meets the criteria for genuine financial hardship.
- **Notify Us of Changes:** If your financial situation improves, you must notify the school, as it may affect the level of concession you receive.

