



**MARIAN
COLLEGE**

APPLICATION FOR FEE ASSISTANCE

For the College to consider an application for fee assistance the following questions must be answered. All information will be treated in the strictest confidence with only the Principal, the Business Manager and Finance Department having access to the completed form. Please answer all questions. If you require assistance completing the form, please contact the Finance Department.

Parent/Guardian 1		Parent/Guardian 2	
Full Name			
Street Address			
Suburb	Postcode	Postcode	
Phone			
Employer			
Position			

Dependent Children

Note: Dependents include fulltime students or children below school age

Children's names	Name of School Attending /At Home	Age	Year Level (if applicable)

Family Income

Note: List individual income per fortnight. If combined place against Parent/Guardian 1.

Parent/Guardian 1 Income per fortnight	\$	Parent/Guardian 2 Income per fortnight	\$
Gross salary/Wages		Gross salary/Wages	
Centrelink Payments		Centrelink Payments	
Family Allowance		Family Allowance	
Youth Allowance		Youth Allowance	
Child Support Income		Child Support Income	
Investment Income		Investment Income	
Other income		Other income	
TOTAL:	\$	TOTAL:	\$

Family Assets

House/Property	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please give details</i>	Value	\$
Property 1		Value	\$
Property 2		Value	\$

Motor Vehicle <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please give details</i>			
Make/model		Value	\$
Make/model		Value	\$
Bank Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please give details</i>			
Savings accounts		Value	\$
Investment accounts		Value	\$
Other Assets (e.g. boat, caravan, jewellery, art) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please give details</i>			
Asset Description		Value	\$
Asset Description		Value	\$

Family Liabilities

Loan Type	Amount Owning on Loan	Loan Type	Amount Owning on Loan
Home Loan	\$	Personal Loan	\$
Car Loan	\$	Credit Card	\$
Other	\$		

Please provide supporting documentation (example: Payment Summaries, Rental Agreements, Loan Agreements, Bank Statements, Tax Returns)

Family Commitments per fortnight

Parent/Guardian 1 Commitments	\$	Parent/Guardian 2 Commitments	\$
House mortgage repayments		House mortgage repayments	
Rent		Rent	
Car loan		Car loan	
Loan repayments (credit card, personal etc)		Loan repayments (credit card, personal etc)	
Other school fees		Other school fees	
TOTAL:	\$	TOTAL:	\$

Other comments relevant to your application

To the best of my knowledge, I declare that the information I have provided on this form is true and correct

Parent/Guardian 1		Parent/Guardian 2	
Signed		Signed	
Name		Name	
Date		Date	

Terms and Conditions

Tuition fees are a vital component of the College's income. Fees paid by parents are primarily used to purchase resources and to further develop the College's facilities that benefit students who attend the College. We recognise that some families may have difficulties from time to time and consider fee assistance for eligible applicants.

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 will involve a meeting with the Business Manager and/or telephone discussions. 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 for 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.

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 to be granted.

Assistance is provided within the following limits and conditions:

1. The minimum payment that is expected from each family per week/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 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 fee assistance being withdrawn.
4. Fee assistance arrangements are strictly confidential between the family concerned and the College. No discussions are to occur with anyone. Failure to observe this requirement may result in the withdrawal of the fee assistance.
5. Applicants must supply a copy of their concession or Healthcare card. This will be considered when determining fee assistance.
6. Fee assistance is valid for one school year only. A new application must be submitted prior to the commencement of each school year.
7. Any additional conditions agreed with the Principal/Business Manager must be fully met, or the level of fee assistance will be adjusted.

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

1. Centrelink statements
2. Concession or Healthcare card
3. Last three pay slips
4. Last finalised Income tax return for father/guardian and/or mother/guardian
5. Bank statements (two months)
6. Loan statements (two months)
7. Credit Card statements (two months)

Failure to meet any of the conditions will result in the withdrawal of fee assistance.

Privacy Statement

All information collected by the College will be handled in accordance with the Marian College Privacy Policy which can be viewed on our website. <https://www.mariansw.catholic.edu.au/>