

ANNUAL APPLICATION FOR FEE ASSISTANCE - 2024

This application recognises that not all parents seeking a Catholic education for their children are able to meet the full level of fees. At the same time, as a matter of justice, Notre Dame College has a responsibility to those people managing to pay full fees to handle any variation to the fees charged within processes that are consistent, fair and equitable. Accordingly, there is some intrusiveness in this process, deemed necessary to achieve this fair and equitable resolution.

Notre Dame College fees are established to provide sufficient budget to effectively deliver curriculum, provide excursions, support the maintenance of the notebook computer program, and to maintain and improve buildings, furniture and equipment as required.

It is an expectation of Notre Dame College that all parents pay what is affordable given their particular circumstance. **This application is required to be completed annually by any person who is concerned they will be unable to fully pay fees in the forthcoming year.**

Families are reminded that we do have an excellent history of reaching agreements with our families who have genuine difficulty in settling accounts. Regular communication though is essential to ensure that any assistance needs can be addressed as early as possible. Where appropriate, fee concessions, deferments or instalments can be negotiated. Ongoing enrolment is not in jeopardy because of your inability to pay fees in full.

Notre Dame College retains the right to make decisions regarding the appropriate level of variation to the fees charged. It is the responsibility of the applicant to provide appropriate documentary proof. Notre Dame College cannot consider an application for a fee variation where the necessary documentation is not provided or there is not full disclosure of the individual circumstances.

Notre Dame College will assess your application in an effort to determine if an appropriate level of assistance is warranted. To assist the College with this assessment, in many cases an interview to discuss your circumstances will be requested.

It is important that you fully familiarise yourself with all the terms and conditions set out in this application. **It is an express condition of this application that confidentiality is maintained by all parties at all times.** Whilst copies of applications will be maintained in the Finance Department exclusively, applications may require general discussion with the Notre Dame College Principal as part of the assessment process.

Applications are due by 1 April 2024. If you cannot return the form by this date, please contact me directly. Alternatively, you may be asked to complete an application by a set date as part of our fee collection letter processes. Where we do not have this form returned by the specified date, it will be deemed that a variation to the fees is not required.

If you are requesting a payment plan to pay your account within the year, you will not need to complete this form. You simply need to contact the College Finance Department to make such arrangements.



David Smyth

FINANCE MANAGER

TERMS AND CONDITIONS FOR ANNUAL FEE ASSISTANCE – 2024

Notre Dame College, as a matter of justice and equity to all families in our College community, expect that all families will pay fees to a level they are able to afford.

The following terms and conditions apply to all applications requesting a variation to the fees charged. Your assistance in providing full information will allow us to determine a fair and equitable assessment of your application.

Families wishing to apply for a variation to the fees charged must complete the accompanying APPLICATION FOR FEE ASSISTANCE, signed **by all** responsible for the payment of College fees, and returned with all necessary documentation attached to enable an assessment of the application to occur.

- 1) Parents requesting a variation to fees charged will be required to provide satisfactory evidence detailed in the Checklist on the final page of the application.
- 2) Where the College is fully satisfied with the documentary evidence provided, a variation to fees may be granted. An interview may be requested to discuss the application.
- 3) The application process is aimed at determining a just and equitable variation, which is within the family's ability to service the balance of fees owed.
- 4) This variation to fees charged is granted for a proportion of the Year Level Fees only. It does not cover other charges that may be incurred – such as VET courses or Outdoor Education.

In the event that subjects which incur additional cost will cause financial difficulties, please contact the Finance Department to discuss suitable arrangements.

- 5) Fee assistance is also not applicable to extra-curricular activities such as Music Tuition, Study Tours, Immersion Trips or other instances attracting a cost to families – such as notebook repairs, damage to school property, unpaid digital resources specified on our College Booklist.

In the event that extra-curricular activities or other instances incurring additional cost will cause financial difficulties, please contact the Finance Department to discuss suitable arrangements.

- 6) Where an application for variation to fees charged is successful, it is Notre Dame College's expectation that the family will make every effort to honour the agreed commitment.
- 7) Where an application for variation to fees charged is successful, if a family's financial circumstances improve, such as successfully gaining employment, it is expected that the College will be informed immediately so arrangements can be re-visited.
- 8) Where an application for variation to fees charged is successful, it is expected a **direct debit, or a similar payment plan**, will be implemented to pay the agreed balance of fees.
- 9) **The variation for fees charged is for 2024 School Year. If your circumstances have not improved, you are encouraged to submit a new application for consideration for the following year.**
- 10) Where an application for variation to fees charged is granted, any further variation necessary to the agreement would need to be discussed with the Finance Manager.
- 11) The College Fee Collection Policy is enforceable for all remaining fees to be serviced by those responsible for the payment of fees.

PRIVATE & CONFIDENTIAL - 2024

[illegible]

CONFIDENTIAL FINANCIAL DETAILS

FORTNIGHTLY INCOME

DETAILS	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Employment Income (net after tax)	\$	\$
Pension Income (name pension type in 'Other relevant information' below)	\$	\$
Family Tax Benefit A	\$	\$
Family Tax Benefit B	\$	\$
Other Centrelink Payments	\$	\$
Maintenance/Child Support	\$	\$
Other Income (describe under 'Other Relevant Information' below)	\$	\$
TOTAL FORTNIGHTLY INCOME	\$	\$

OTHER RELEVANT INFORMATION

Pension Income Type:

Other Income:

Other Information:

MAJOR FORTNIGHTLY EXPENDITURE

DETAILS	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Mortgage/Rent	\$	\$
Other Loan Repayments (describe under 'Other Relevant Information' below)	\$	\$
Other Major Expenses (describe under 'Other Relevant Information' below)	\$	\$

OTHER RELEVANT INFORMATION

Details of Other Loan Repayments:

Other Major Expenses:

ASSETS/LIABILITIES

DETAILS	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Bank Accounts	\$	\$
Investments (Property/Shares)	\$	\$
Motor Vehicle/s	\$	\$
Boat/Caravan	\$	\$
Housing Loans	\$	\$
Other Loan/s	\$	\$

OTHER INFORMATION

Detail reason/s you are applying for fee assistance consideration and whether you consider this a short or long term issue:

Depending on circumstances, fee assistance may take many forms. Amongst other things, fee assistance may include:

- Reduced fees;
- Deferment of balances;
- Request to pay a fixed instalment amount each week, fortnight or month; and
- Approval to continue paying fees after your children have exited Notre Dame

Please state specifically the assistance you are applying for:

APPLICATION CHECKLIST

Please use the checklist below to avoid delays. Please ensure that you have properly completed all parts of the application form and have signed the form.

The information provided in this form will be treated confidentially and is subject to the school's Privacy Policy, which can be viewed on our website.

CHECKLIST: *(please provide the following supporting documentation for each Parent/Guardian)*

TICK ITEMS TO CONFIRM ALL ITEMS ARE PROVIDED:

- ☐ Most Recent Payslip
- ☐ Copy of latest Tax Return
- ☐ If self-employed: latest Taxation Assessment and a copy of the corresponding latest Tax Return and financial statements
- ☐ Centrelink **Income Statement** (available from www.humanservices.gov.au/customer/enablers/online-services/guides/request-a-document-centrelink-online) detailing all payments/allowances being received
- ☐ Copy of current Mortgage statements/Copy of Current Rental Payment

Do you agree to have your name provided to external agencies for consideration for assistance with text books, financial scholarships etc? **YES** ☐ **NO** ☐

(Please contact the Finance Manager if you require further information regarding this)

ACKNOWLEDGMENT AND CONSENT

I/we confirm that the information provided in this statement of my/our financial position and the financial information supporting it are in all respects true, complete and correct.

Signature of Parent/Guardian 1:

Signature of Parent/Guardian 2:

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Date: / /

Date: / /

Applications for fee assistance are for the current year only. Further assistance must be applied for annually.

