



Dear Parent/s or Guardian/s,

St Mary's School is committed to providing a Catholic education to all children whose parent/s or guardian/s desire it. We are also aware that some parent/s or guardian/s experience financial hardship during the period of school enrolment.

We have in place a system of fees concession which is available on application to any parent/s or guardian/s of a Catholic Student. These fees concessions are determined on the basis of a just and equitable formula reflecting financial hardship. Any fee reduction is looked at in terms of financial situation, encompassing both income and assets, of the family concerned and the efforts they make to meet their commitments.

The procedure:

- Families wishing to apply for concessional fees should do so on the form "Application of Concessional Fees".
- Parent/s or guardian/s requesting concession must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, rental receipts or bank statement and rate notices are evidence of housing costs.
- An interview is required for all concession applications each year. You will be contacted by the school to arrange a time once all documentation has been provided.
- The application and interview processes are aimed at determining a just and equitable fee which is with the family's ability to pay.
- All fee concession approvals are based on the use by parents of Direct Debit or Centrepay. This will be arranged at the interview.
- Once a fee concession is granted, it is essential that this commitment is honoured in full and on time.
- New concession arrangements must be negotiated each year.

The reason for formalising these procedures is to ensure justice and equity to all. I am sure that parent/s and guardian/s will appreciate the necessity for this and will support the efforts being made to provide resources for every one of our students.

Kind Regards,

Renay Condon
Principal - St Mary's Beaudesert