

**ST MARY'S PRIMARY SCHOOL**  
**FEES CONCESSION PROCEDURE**

**Procedure:**

1. Families wishing to apply for concessional fees should do so on the form "Application for Concessional Fees" obtainable from the school's financial secretary.
2. Parent/s or guardian/s requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank society statements and rate notices as evidence of housing costs.
3. Where the Principal is satisfied with the documentary evidence provided, a concession may be granted without necessitating an interview.
4. If there is a perceived problem on the part of either party, an interview may take place.
5. The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
6. No allowance is made for repayments on such items as holiday houses, luxury cars, investment houses, pools etc.
7. Once a fee concession is granted, it is **essential** that this commitment is honoured in full and on time. If family circumstances change the school **must** be informed.
8. If concessions are required beyond the current year, new arrangements must be negotiated each school year.
9. The school is willing to arrange different methods of payment if this is a help to the individual family.
10. Unless prior arrangements have been made, the school expects that agreed fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation should be sent to the Principal.
11. Any concessional fee arrangements may be reviewed by the Parish Priest.