SCHOOL FEE CONCESSIONS

Purpose
The Catholic Education Commission stipulates that an inability (rather than an unwillingness) to pay school fees should never be a reason for the exclusion of any child from a Catholic School. The following procedures assist the College to make decisions to best assist families who qualify for assistance.

School Fee Concession Procedure
Concessions on school fees are approved where it is clear that the payment of full school fees would result in family hardship. Decisions on fee concessions take into account a number of issues including:

• the capacity of the family to meet their school fee obligations;
• the nature of the family’s other financial commitments; and
• the need to ensure the financial viability of the college.

The School Fee Concession Committee is appointed by the College Board to review all concession applications and makes recommendations on the level of school fees payable based on the information supplied by the applicant.

Person/s applying for a concession are required to complete a School Fee Concession Application and provide details of assets, liabilities and evidence supporting their application. The Fee Concession Application is a confidential document and viewed only by appropriate St Clare’s College staff.

School Fee Concession Committee Members
The Fee Concession Committee members consist of the Principal, Business Manager and a parent representative. The parent representative is appointed for a three-year period.

Meetings
The Fee Concession Committee meets each term. The Bursar advises the Board within the College Financial Report, of the monetary value of concessions granted.

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