



## Purpose

These procedures outline the process for applications for concessional school fees in Melbourne Archdiocese Catholic Schools Ltd (MACS) primary schools.

## Scope

These procedures apply to:

- MACS primary schools
- MACS primary school principals and staff
- MACS primary school students from the 2024 school year, whose families are:
  - of Aboriginal or Torres Strait Islander heritage
  - holders of Department of Human Services Health Care Cards (HCC)
  - holders of Department of Veterans' Affairs (DVA) Gold Cards
  - holders of Department of Home Affairs Proof of Identity card (ImmiCard)
  - refugees, where the child has attended a school within Australia for less than five years
  - required to relocate schools to St Michael's Catholic Primary School, North Melbourne, as their (Australian resident) child requires long-term medical treatment at The Royal Children's Hospital, Melbourne
- experiencing genuine financial hardship (e.g., loss of family home, and/or loss of income through volunteering to fight bushfires, COVID-19 or illness and/or loss of livelihood/income caused by bushfires, COVID-19 or illness)
- concessional fee decisions made on behalf of MACS primary schools by MACS principals.

## Procedures

### 1. Application for Concessional School Fees

- 1.1. Applications for a concessional school fee must be made on the school approved form.
- 1.2. Information provided in support of concessional school fees must be treated in the strictest confidence, in accordance with the school's Privacy Policy.

### 2. Successful Applications for Concessional School Fees

- 2.1. MACS primary school principals are delegated the authority to approve concessional school fees, under the MACS Primary School Financial Delegation Instrument.
- 2.2. A principal's approval of concessional school fees should be retained in writing. The School Advisory Council should be informed when the principal approves a concessional school fee for a student.
- 2.3. When an application for concessional school fees is approved, an automated payment plan must be established. Where applicable, the payment plan should be set up through CentrePay or via direct credit to the school.
- 2.4. When invoicing families for concessional school fees, schools should invoice school fees and levy in full and then show a fee remission on the invoice so that the invoice total reflects the concessional school fee amount.

### 3. Health Care Card Factor Funding and Top Up Funding

- 3.1. Schools with enrolled students whose families hold an Health Card Card (HCC) and are successfully registered for Camps, Sports and Excursion Fund (CSEF) will receive Health Care Card Factor funding for those students: no further action is required by the school.

- 3.2. Health Care Card Factor funding is to be utilised to subsidise concessional school fees for eligible students.
  - 3.3. Where due to concessional school fees, a school's total loss of income exceeds their total Health Care Card funding, the school may be eligible for top up funding. The school should email [OnlineFinanceRequest@cem.edu.au](mailto:OnlineFinanceRequest@cem.edu.au) to request a top up funding review.
  - 3.4. When a school is in receipt of top up funding, and a change in income or enrolments occurs resulting in the income deficit ceasing, the school needs to advise [OnlineFinanceRequest@cem.edu.au](mailto:OnlineFinanceRequest@cem.edu.au) to cease additional funding.
- 4. Unsuccessful Applications for Concessional School Fees**
- 4.1. In the circumstance that a family applies for but does not meet the threshold for a school fee reduction, the school should establish an appropriate payment plan with the family.
  - 4.2. Unsuccessful applications for concessional school fees are not entitled to top up grants.

## Related policies and documents

### Supporting documents

Concessional Fee Program – Application Form

Concessional Fee Program – Letter to Applicant – Approved – Template

Concessional Fee Program – Letter to Applicant – Declined - Template

### Related MACS policies and documents

Concessional Fee Policy for MACS Primary Schools

St Paul's Primary School, Monbulk Concessional Fee Policy

St Paul's Primary School, Monbulk Privacy Policy

Private Income Policy – Schools

## Legislation and standards

Migration Act 1958 Sect 5H

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