



Fee Relief Policy

This Fee Relief Policy should be read in conjunction with the Fee Policy.

The Head of School shall have authority, delegated to it by the School Board; to consider all fee relief applications and dispense relief as they see fit. Not all applicants may be successful. The fee relief budget is determined by the School Board annually.

No fee relief will be available for Preschool children.

The Business Manager will advise the School Board, in writing, each quarter, of any outstanding fee relief accounts.

The basis upon which Fee Relief Applications will be considered is as follows:

1. Under extenuating circumstances, fee relief may be granted.
2. An application for fee relief is filled in, signed, dated and returned to the Office with photocopied documents supporting the application.
3. Applications for fee relief are reviewed each quarter. The Fee Relief Policy is intended to provide short term, temporary relief. It is not intended to provide ongoing, long term relief or for indefinite periods of time.
4. Written confirmation of the decision will be sent to all applicants. Strict confidentiality of fee relief arrangements will be expected by both the beneficiary parents and the School. Failure by the beneficiary to comply with this may result in an interview with the Head of School and fee relief may be cancelled immediately.
5. If fee relief is granted, failure to pay all outstanding monies by the end of a term may result in the fee relief for the following term being revoked.
6. A statutory declaration will be signed on application for fee relief, agreeing to advise the School, within 10 days, of improvement to the family's financial situation, at which time the fee relief committee will reassess the fee relief provided. This declaration is to be included with the original application documentation. Only applications, which include the declaration, will be considered.
7. Applicants will be advised in writing as to the determinations of the Head of School.

DOCUMENT HISTORY

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V2		
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Draft A	NA	
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