School Fees Concession Application

Melbourne Archdiocese Catholic Schools

School:	

Applicant details			
Surname:		**First name:**	
Address:			

Children attending this school			
	Name	**Age**	**Year level**
1			
2			
3			
4			

Please indicate which concession eligibility category you are applying under	
Criteria	**Indicate if applicable**
Aboriginal or Torres Strait Islander	☐
Services Australia Health Care Card holder	☐
Department of Veterans' Affairs Gold Card holder	☐
Department of Home Affairs ImmiCard (proof of identity card) holder	☐
Refugee, where the child has attended a school in Australia for less than five years	☐
Required to transfer to St Michael's School, North Melbourne, for treatment at the Royal Children's Hospital	☐
Experiencing genuine financial hardship	☐
Homeschooled, but attending a MACS primary school part-time and meeting any of the above criteria	☐
Other (please indicate):	☐

For Card holder categories:

Card type (please indicate where applicable)		
Health Care Card ☐	Veterans' Affairs Gold Card ☐	ImmiCard ☐

Card details for the relevant categpry					
Card no.:		Card code:		Expiry date:	

Please attach the following forms (unless already provided)	
☐	Completed direct debit request (DDR) service agreement or copy of Centrepay deduction authority for payment of the concessional amount
☐	Completed Camps, Sports and Excursions Fund (CSEF) application form

Declaration

I declare that:

- I/my child is eligible for the School Fee Concession Program under the selected category
- The card I have applied under is in my name and I am the primary carer of the child
- I will notify the school if my card status changes during the year
- I understand that I must submit a new application in the instance where a new CSEF application form has been completed.

Applicant signature: _____ **Date:** _____

1. Information for applicants

1.1. Aim

To assist school families experiencing financial hardship in accessing a Catholic primary education for their child/children.

1.2. Confidentiality

At all times, the dignity and privacy of those seeking a fee concession will be respected.

1.3. Level of concession

School office staff can advise applicants of the concessional fee to be charged. This concessional fee is fixed annually by Melbourne Archdiocese Catholic Schools (MACS). Approved applicants will be charged only the annual concessional fee, which will cover all standard school fees and levies. If the applicant has become eligible under one of the eligibility criteria throughout the year, a pro-rata concession will be granted. In this instance, standard school fees and levies will be incurred for the portion of the year whereby the applicant was not eligible. To be eligible for the concession, the family must agree to either a direct debit or Centrepay deduction arrangement.

1.4. Eligible concession cards

Centrelink issues a number of concession cards for a variety of reasons. Some cards have a generous or no income test and therefore holders of these cards are ineligible for a fee concession under this program. Only Health Care Cards that are eligible for the CSEF are eligible for the School Fees Concession Program.

The card must be issued in the name of the fee payer and list the students for whom the concession is to be applied.

The expiry date of the card must be after 1 January of the year for which the concession is to be applied. If an eligible concession card expires after the start of the year, the concessional fee rate will still be applied for the entire year. If a family becomes eligible during the course of the school year, then a pro-rata concession will be granted.

Lodgment of application

An application should be lodged prior to the commencement of the school year so that it can be assessed and direct debit or Centrepay deduction arrangements can be initiated for the following year. Please follow the steps below:

2. Complete the school's application form, DDR service agreement or Centrepay deduction authority.
3. Submit the completed forms along with a copy of a valid card.
4. Complete and return the CSEF application form (where applicable).

Application forms

The following forms can be obtained from the school office:

1. School's application form.

2. School's DDR service agreement or copy of the Centrepay deduction authority.
3. CSEF application form.

Notification

Approved applicants will receive written notification of the outcome of their application for concessional fees from the school. Declined applicants will be contacted promptly to allow sufficient time to arrange a meeting with the Principal to discuss the fee structure.

Important notes

4. The concession is automatic for a parent/guardian/carer responsible for the school fees who holds the eligible card.
5. A CSEF application must be submitted for a concession to be granted.
6. Where the fee account is split, the concession applies to only that portion payable by the eligible card holder.
7. All families receiving or requesting a fee concession must notify the school should their financial circumstances change sufficiently to affect the level of concession offered.
8. Any offer of a concession is subject to the applicant entering into a DDR service agreement or Centrepay deduction arrangement. Any default in payment may result in the concession being withdrawn.
9. Should an application be considered ineligible, the applicant will be notified that the application has been declined. If the applicant is experiencing genuine financial hardship, they are encouraged to arrange to meet with the Principal.
10. For further information on Centrepay, please refer to: https://www.servicesaustralia.gov.au/organisations/business/services/centrelink/centrepay-businesses.

Related policy	Concession Fee Procedures – Primary Schools
Approval authority	Director, Finance, Infrastructure and Digital
Document owner	Group Finance
Approval date	5 February 2026
Next review	February 2028

OFFICE USE ONLY

Checklist	Completed	Date
Copy of card attached	☐	
Signed DDR service agreement or Centrepay deduction authority attached	☐	
Signed CSEF application form attached	☐	
Approved/Declined letter signed by Principal attached	☐	
Processed in debtor system	☐	
CSEF application accepted	☐	