



Student Assistance Scheme – Request for Assistance

Please complete this form as accurately as possible

(all applications are treated confidentially)

FAMILY DETAILS		
Parent / Carer Name		
Address:	Contact Number:	
STUDENT DETAILS		
Family Name:	First Name:	Year:
Family Name:	First Name:	Year:
Family Name:	First Name:	Year:
Family Name:	First Name:	Year:

TO HELP WITH YOUR CALCULATION OF ASSISTANCE WITH SUBJECT FEES PLEASE COMPLETE THE REVERSE OF THIS FORM			
Contribution you can make to school costs:	\$	_____	
Would you be able to pay off the assistance requested?	YES	NO	(please circle)
How much a per week/fortnight/month could you pay?	\$	_____	

FINANCIAL POSITION			
Weekly Income: Do you/your student receive any of the following? (please tick & identify income per week)			
Government Benefit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: \$ _____ Per Week
Abstudy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: \$ _____ Per Week
Family Allowance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: \$ _____ Per Week
Wage/Salary	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: \$ _____ Per Week

DETAILS OF REQUEST	Total	Amount Requested	Approved Amount
Elective Fees			Office use only
Subject: _____	\$ _____	\$ _____	\$ _____
Subject: _____	\$ _____	\$ _____	\$ _____
Subject: _____	\$ _____	\$ _____	\$ _____
Subject: _____	\$ _____	\$ _____	\$ _____
Uniform Items			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Excursion			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Other			
_____	\$ _____	\$ _____	\$ _____
Total Approved:			\$ _____

Please note the following:

- In general, a maximum of 50% of excursion costs is able to be provided.**
- Assistance cannot be provided towards the School contribution fees, however exemption from payment of this can be provided.**

Declaration:

- I declare to the best of my knowledge that the information I have given is true and correct.**
- In the event of payment plan approval, I agree to create a payment plan with the schools Business Manager in Compass.**

Date: _____ **Signed** _____
(Parent/Guardian):

OFFICE USE SECTION:

Total amount of assistance provided: _____

Head Teacher Wellbeing Signature: _____ Date: _____

Advised parent of outcome: Yes / No Method: _____ Date: _____

Fees adjusted in Compass: _____ Date: _____

Payment Plan Created: _____ Date: _____

APPLICATION FOR STUDENT ASSISTANCE

What is Student Assistance?

Student Assistance funding is available from the school for the purpose of extending financial assistance to eligible families for school related expenses.

Who can apply for Student Assistance?

Any parent or carer who is responsible for their child's school costs and who require financial assistance may apply.

Expenses you can apply for:

Student Assistance can be used for the payment of elective fees, school uniform items and student equipment e.g., calculator and books. Assistance for Term Sport is not available as non-paying sports are available.

How to apply:

Complete the application . All questions must be completed.
A separate application should be lodged for each child you require assistance for.

How funds are allocated:

Each application is reviewed by the school Principal and funds are allocated according to the individual needs of the applicant.
Applicants can pay off the balance owing of items on a weekly/fortnightly basis, if prior approval has been given by the Principal.

How to lodge an application:

You may return the completed application form to the school's Administration Office or post to the address shown below. Please ensure all areas of the form are completed prior to submitting.