



FINANCIAL CONCESSION APPLICATION FORM Year: \_\_\_\_\_

**PARENT/CARER 1 DETAILS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

**PARENT/CARER 2 DETAILS (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

***Please include copies of all required documents before returning this form to the College. Applications will not be processed until all documents are provided. Income documents must be included.***

***Information provided is treated confidentially***

Completed application forms can be returned to the College Finance Officer or posted to:

**College Finance Officer**  
Blakes Crossing Christian College  
PO Box 150  
Smithfield SA 5114

**ADDITIONAL FAMILY INFORMATION**

**CHILDREN**

**Children at Blakes Crossing Christian College**

How many children will you have at Blakes Crossing Christian College for the school year in which this application applies?

Child's Name	Year Level	Date of Birth

Children in your family: Total Number \_\_\_\_\_

Connections with the College (e.g. relatives who are past students etc.)

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**1. NATURE OF SPECIAL CIRCUMSTANCES**

In order for the College to make an assessment of this application, please provide details of your special circumstances. This information may be supported by an independent party (e.g. pastor, solicitor, doctor). Attach this information as a separate sheet if necessary.

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**2. BENEFIT OF CONCESSION TO CHILD**

Please state, in your own words, how a concession at Blakes Crossing Christian College would benefit your child/ren. If necessary, you can attach a statement of not more than 200 words.

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**3. CONTRIBUTION TO BLAKES CROSSING CHRISTIAN COLLEGE**

Please state what your child/ren may bring to Blakes Crossing Christian College in respect to spiritual, academic and co-curricular activities. If necessary, you can attach a statement of not more than 200 words.

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**4. FINANCIAL INFORMATION**

Providing us with an accurate list of Income, Expenses, Assets and Liabilities in the next section of this application will assist us to assess your application.

Do you hold a current Low Income Health Care Card?  No  Yes (please provide photocopy)

Are you a Pastor/Minister on sacrificial income?  No  Yes (if yes, provide a letter from senior pastor or board member outlining position)

**CONFIDENTIALITY OF INFORMATION**

All applications are treated with the utmost confidentiality.  
Every application will be reviewed initially by the College Finance Officer.  
Financial Hardship Concession applications will be decided by the College Concessions Team.

**CONCESSION TERM**

A concession for hardship expires at the end of term four of the College year for which it is granted, or earlier, depending on the need of the applicant. **All applicants will be required to reapply each year.**

## INCOME AND EXPENDITURE

Please complete the following information

### INCOME per week/fortnight

Parent/ Carer 1 Income \_\_\_\_\_  
Take Home Pay (after tax)

Parent/ Carer 2 Income \_\_\_\_\_  
Take Home Pay (after tax)

Austudy \_\_\_\_\_  
Parenting Allowance \_\_\_\_\_

Centrelink Payments \_\_\_\_\_  
Other Income \_\_\_\_\_

Rental Income \_\_\_\_\_

Pensions \_\_\_\_\_  
(including special assistance, Rent Assistance)  
Maintenance \_\_\_\_\_

Family Tax Benefit A \_\_\_\_\_

Family Tax Benefit B \_\_\_\_\_

Other Pension, Allowances \_\_\_\_\_

### EXPENDITURE per week/fortnight

Mortgage Payments \_\_\_\_\_

Rent/Lease Payment \_\_\_\_\_

Personal Loans:  
Car \_\_\_\_\_  
Household Goods \_\_\_\_\_  
Other \_\_\_\_\_  
Rental Expenses \_\_\_\_\_

Maintenance Expenses \_\_\_\_\_

Hire Purchase \_\_\_\_\_  
Credit Cards \_\_\_\_\_  
Loans \_\_\_\_\_

#### Living Expenses:

Church Offering \_\_\_\_\_

Food \_\_\_\_\_

Medical Insurance \_\_\_\_\_

Electricity \_\_\_\_\_

Phone \_\_\_\_\_

Rates \_\_\_\_\_

Mobiles \_\_\_\_\_

Insurance \_\_\_\_\_

Fuel \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Documentary evidence such as tax returns and copies of tax invoices should be attached to this form.

To be completed by College Finance Officer

Payments to be made for Fees \$ \_\_\_\_\_

**5. DECLARATION OF ASSETS AND LIABILITIES**

**ASSETS**

Value of Home	\$
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**Cash Assets**

Savings accounts, cheque accounts, Building Society and Credit Union accounts and accounts held at any similar institutions (excluding credit cards). Documentary evidence should be attached to this form.

Name of Account	Financial Institution	Balance
		\$

**Investments**

Include here: any real estate, rental property, shares, debentures, bonds or any other such investment which are held by you or are being held for you. If any of these is being held in trust for a future date, please declare it but indicate the date to which it is being held. Documentary evidence should be attached.

Description of Investment (Excluding Family Home & Furnishings)	Current Value
	\$

**Other Assets**

Include here: Motor Vehicle, Caravan, boat, Furniture, Household effects insured value, art works, life insurance, superannuation, debts owed to you or any other assets that may be being held by or for you. Documentary evidence should be attached to this form.

Type of Asset	Current Value
	\$

**LIABILITIES (Amounts Owning)**

Documentary evidence may be required.

Mortgage(s) on Home/Land House (if owned)	\$ _____	Credit / Store Cards	Amount Owning
Land (if owned)	\$ _____	_____	\$ _____
Car Loan / s	Term of Loan	_____	\$ _____
\$ _____	_____	_____	\$ _____
\$ _____	_____	_____	\$ _____
Personal Loan/s	Term of Loan	Miscellaneous (other) Debts Item	Value
\$ _____	_____	_____	\$ _____
\$ _____	_____	_____	\$ _____

## 6. TERMS AND CONDITIONS

- a) Concession is provided at the complete discretion of the College. No guarantee is given as to the College's ability to provide a concession in future years.
- b) Applications for concession are confidentially assessed by the College Concessions Team and are dependent upon:
  - your current family circumstances and income
  - your family's ability to pay the scheduled school fees
  - requests for assistance from other families
  - the financial position of the College
- c) The College reserves the absolute right to determine the amount of assistance offered.
- d) If your financial situation changes it is expected that you will notify our Finance Officer. The College reserves the right to make adjustments to fees from the time of the change in circumstances.
- e) Should it come to the attention of the College Concessions Team that family income disclosed for the purpose of this assessment is significantly understated, the concession will be withdrawn and full fees charged, backdated to the commencement of the concession.
- f) Each application approved will remain current for the period approved (to a maximum of 40 weeks) and will require re-application for further assistance.
- g) Concessions are only able to be offered because the College receives a subsidy from the Government towards the cost of schooling, however it will only take effect if students are enrolled and included in the August Census. Otherwise, families will be required to pay the full fees if leaving the College before the August Census for reasons other than relocation or family crisis; this is to be decided at the discretion of the College Concession Team.
- h) You must notify the College within one month if you or your partner have a change or improvement of income status or financial circumstances. If you do not advise the College, the concession arrangement may be terminated.
- i) Arrangements between yourself and the College are confidential. The College reserves the right to cancel this approval if this confidence is breached.
- j) A concessional agreement is conditional upon the child/ren of a family making satisfactory schooling progress and seeking to meet the College's general expectations of the students. Serious non-compliance or failure to meet work requirements could put a concessional arrangement in jeopardy.
- k) Families receiving a concession will be required to use the College direct debit facility or Centrepay deduction for their remaining fees to the College. Payment made this way can be arranged to coincide with your pay day/ pension day or at other intervals to which the College agrees. The College will calculate the regular amount to be deducted so that the concession is fully paid by the last day of school in term four of the year in which the concession was granted.
- l) Families receiving a concession will be required to make regular fee payments via the method mentioned in condition k). If no regular payments are made throughout Terms 1 and 2, the College has the right to withdraw the concession on offer and charge full fees. If fees are then not paid by the end of Term 4, the College will follow through with appropriate debt collection services and enrolments at the College will be in jeopardy.

Please sign the declaration below and deliver your application in a sealed envelope addressed to the College Finance Officer.

**7. STATUTORY DECLARATION**

State of South Australia – *Oaths Act 1936*

I / We, \_\_\_\_\_  
[Full names]

of \_\_\_\_\_  
[Address]

do solemnly and sincerely declare that:

- a) I/We am/are the parents/carers of the child/ren referred to in this application
- b) I/We am/are aware that I/we have an obligation to make a full and frank disclosure to Blakes Crossing Christian College of my/our financial situation.
- c) The information set out in this statement and attachments which is within my/our personal knowledge is true. Where I/we have given an estimate in this statement, it is based on my/our knowledge and is/are given in good faith. All other information given in this statement and any attachments is true to the best of my/our knowledge, information and belief.
- d) I/we have no income, property or financial resources other than as set out in this statement.

In the event this application results in a reduction of the College fee payable, I/we agree and accept that reduced fees are made possible in part through the support and commitment of the whole College community of which I/we am/are part. In response to and as part on our commitment to that ‘partnership’ arrangement I/we give the following undertaking:

- To pay the agreed assessed fee via the Direct Debit system/Centrepay only
- To give the payment of College fees high priority for payment in recognition of the importance I/We place on the education of our child/ren
- To advise the College when financial circumstances result in assistance being no longer required

**And I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1936*.**

.....  
Signature of person making this declaration  
[to be signed in front of an authorised witness]

Declared at \_\_\_\_\_

In the State of South Australia, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Before me,

.....  
Signature of authorised witness

## 8. PAYMENT AGREEMENT

### DIRECT DEBIT/CENTREPAY FACILITY

Families receiving a Concession for Financial Hardship will be required to use a direct debit facility or Centrepay deduction for payment of their remaining fees to the College. Payment made this way can be arranged to coincide with your pay day/pension day or at other intervals to which the College agrees. The College will calculate the regular amount to be deducted so that the concession is fully paid by the last day of school in term four of the year in which the concession was granted.

I/ We agree to make regular payments via the direct debit or Centrepay facility. I/ We understand that the concession may be retracted if we do not make regular payments to the College.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 9. PRINCIPAL'S APPROVAL

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Office Use Only		New Families	
Child 1:		Enrolment Deposit Required Yes          No	
Approved Tuition Fee:	\$		
Ancillary Fee:	\$		
Child 2:			
Approved Tuition Fee:	\$		
Ancillary Fee	\$		
Child 3: Ancillary Fee			
	\$		
Child 4: Ancillary Fee			
Child 5: Ancillary Fee	\$		
<b>Total</b>	\$		
<b>Fortnightly Payment amount</b>	\$	EziDebit or Centrepay	
<b>Date payments to commence</b>			
Family notified			