

## APPLICATION FOR TEMPORARY FEE ASSISTANCE

**Please read before completing the application form.**

Good Shepherd Lutheran College endeavours to make education available to all families, whilst at the same time facing the financial realities of running the College. Fees are a vital component of the College budget without which the College could not exist.

In the instance where a family suffers unforeseen financial difficulty, the College makes available limited financial assistance where it can be demonstrated that the family cannot afford to keep up payment of full fees.

**In order to access assistance, parents must be able to demonstrate the need, and not just because they struggle to manage their affairs effectively. This why we ask you to complete the attached application if you wish to apply.**

It must be remembered that any financial assistance provided is be made up from other sources and ultimately impacts on the level of fees being paid by all parents. Most families make significant sacrifices in order to send their children to Good Shepherd and as such an honest assessment of all non-essential spending should be carried out before applying.

Only parents or guardians who sign the enrolment application form and have the primary responsibility for the payment of fees are eligible to apply for assistance. Assessment of each application is based on financial criteria, predominantly the total family income. However, family size and special circumstances are also taken into account.

Assistance is not granted retrospectively and will only apply to the end of the current school year. Full fees will apply from the beginning of each year unless a new application is lodged and assistance approved.

**If during the year, a family's financial circumstances improve, they are required to inform the Principal or Business Manager within 14 days of this change being known.**

The decision on whether to award fee assistance is made by the Finance Committee. Confidentiality is strictly maintained and any financial information is confined to those making the decision. Once a decision has been made, details of the actual agreement are passed to the Assistant Business Manager who makes the necessary adjustments to fees.

**In the case of default in payments the Board may be advised in confidence and a decision made whether to continue with the enrolment.**

Should you need to apply for assistance, please complete the attached forms and return together with a copy of your **latest tax assessment, evidence of any Centrelink payments and previous 3 pay advice slips or other proof of income** to the Business Manager. Assistance will not be considered unless all evidence is provided. Applicants will be advised of the outcome of their application immediately following the Finance Committee's decision.

Rachel Boyce  
Principal

## Application for Short Term Financial Assistance

### 1. Personal Details:

Surname:  First Name:   
 First Name Spouse/Partner:   
 Address:   
 Postcode:   
 Phone: (H)  (Mob)  (W)   
 Email address:

### 2. Children for whom a Bursary is sought

			Office use only			
	Name	Age	School Year	Fees	Bursary	Revised Fees
1.						
2.						
3.						
4.						
5.						

### 3. Reason for seeking a bursary

I/we declare that the above information and the financial information provided on the following pages is true and correct and agree to inform the College immediately of any improvement to my financial circumstances.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_  
If lodging electronically please type name

Spouse/Partner signature \_\_\_\_\_ Date: \_\_\_\_\_  
If lodging electronically please type name

Please include a copy of your last 3 pay advices, latest taxation assessment(s) or Centrelink advice



## Details of Fortnightly Income and Expenditure

	You	Spouse/Partner	Total
<b>Income</b>			
Net wages/pension etc.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Pensions	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Family Tax Benefit	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Investment Income	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other Income	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total Income</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Expenditure</b>			
Mortgage/Rent	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other Loans	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Credit Card	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Childcare/Maintenance	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Insurances	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Food etc.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
School Fees	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
After School Fees	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Entertainment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Clothing/Uniforms	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total Expenditure</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Surplus/Deficit</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>



## Statement of Financial Position

Liabilities (what I/we owe)	
<b>A. Mortgages</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>B. Personal Loans</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>C. Car Loans etc.</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>D. Credit Card Debt</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>C. Other Debt</b>	
1. (\$)	
2. (\$)	
3. (\$)	

Assets (what I/we own)	
<b>House market value</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>Other Assets (Furniture etc.)</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>Motor Vehicles</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>Cash at Bank</b>	
1. (\$)	
2. (\$)	
3. (\$)	
<b>Investments</b>	
Shares	
Term deposits	
Superannuation	

**Total Liabilities**

**Total Assets**

**Total assets minus liabilities**