

# Application for School Fee Assistance

**Before submitting this application, please ensure that:**

- Please submit the completed form with all required supporting documentation and send it to [creditassessment@parra.catholic.edu.au](mailto:creditassessment@parra.catholic.edu.au)
- The application is completed in full by the parents(s)/carer(s) who signed the enrolment and acceptance forms. (Enrolment signatories)
- We will only accept emailed applications provided its received from the email address you have registered with the school
- All required supporting documentation (as listed in the checklist on page 2 of this form) is included for each parent/carers named in this application
- If the application is completed on behalf of both Parent/carers, please copy the other parent into your email when submitting the application to ensure they have authorised you to submit their documentation
- If needed, separate applications may be submitted. The other parent carer should complete and submit a separate form following the same instructions.

**All information is treated confidentially**

School & Location:			Account number (on your statement)		
<b>Parent or Carer 1 DETAILS</b>			<b>Parent or Carer 2 DETAILS</b>		
Title	First Name	Family name	Title	First Name	Family name
Current residential address			Current residential address <input type="checkbox"/> same		
Home Phone No.	Mobile	Work Phone No.	Home Phone No.	Mobile	Work Phone No.
Email			Email		
<b>EMPLOYMENT DETAILS – Parent/Carer 1</b>			<b>EMPLOYMENT DETAILS – Parent/Carer 2</b>		
Occupation		Hours per week:	Occupation		Hours per week:
Employer name & Address (Accountant details if self-employed)			Employer name & Address (Accountant details if self-employed)		

## FAMILY INFORMATION – JOINT INFORMATION FOR PARENT/CARER 1 & PARENT/CARER 2

### Dependent children (Include children not yet at school)

Dependant child name(s):	School name & suburb	Year	Balance of fees for each school

## FINANCIAL DETAILS - JOINT INFORMATION FOR PARENT/CARER 1 & PARENT/CARER 2

### Monthly Income

- money that you receive

Monthly income after tax: Mother / Guardian 1	\$
Monthly income after tax: Father / Guardian 2	\$
Centrelink Income: Mother / Guardian 1	\$
Centrelink Income: Father / Guardian 2	\$
Child Support Maintenance	\$
Other income (specify:)	\$
<b>Total monthly income after tax</b>	\$

### Monthly Commitments

- money that you payout as a regular commitment

Minimum monthly repayment

Home Mortgage repayments	\$
Rent / board payment	\$
Personal Loans & other purchase / finance loan repayments	
Credit Cards / Store Accounts (Including Interest Free Accounts)	\$
-	
-	
-	
<b>See Next page for the listing of other regular bills and add your monthly total here</b>	\$
<b>Total monthly commitments ^</b>	\$

## Regular Bills

Food /Groceries	per month	\$	Internet	per month	\$
Electricity	per month	\$	Insurance- Home	per month	\$
Gas	per month	\$	Insurance- Car	per month	\$
Water	per month	\$	Petrol	per month	\$
Council rates	per month	\$	Other:	per month	\$
Telephone	per month	\$			\$
Mobile phones	per month	\$	<b>^ Sub Total</b>	Transfer to page 1	

## FINANCIAL DETAIL - JOINT INFORMATION FOR PARENT/CARER 1 & PARENT/CARER 2

Family Accommodation: ☐ Rent - Agent name & contact No.:  
☐ Own ☐ Buying

## What do you own and what do you owe to others?

### Assets - What you own jointly and individually

Description of Asset	Asset Value
Home Property	\$
Investment Property	\$
Bank / Credit Union Savings	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
<b>Total Assets -&gt;</b>	\$

### Liabilities - What debts you owe to others jointly and individually

Amount Owning	Name of Lender / Debt Details including Credit Card & Store accounts
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	<b>&lt;- Total Debt</b>

*The information provided in this form may be used and verified in assessment of the application for an arrangement on school fees and will be treated confidentially. Catholic Schools Parramatta Diocese (CSPDL) privacy policy may be viewed at: [www.parra.catholic.edu.au](http://www.parra.catholic.edu.au)*

## Acknowledgements and Consents

- I confirm that the information provided in this Application for School Fee Assistance and the financial information supporting it are in all respects complete, true and correct and that I have not omitted any material facts.
- I acknowledge that Catholic Schools Parramatta Diocese has the right to verify the information provided in this form and supporting documentation and I consent to CSPDL performing verifications concerning my financial affairs with Centrelink and any other person or agency acting on my behalf, including but not limited to my accountant, solicitor or real estate agent.

Signature of **Parent/Carer 1:**

Name (sign):

Signature of **Parent/Carer 2:**

Name (sign):

Date: / /

Date: / /

**Please provide copies of the following supporting documentation (no older than three months) for each Parent/carers. (Please tick)**

- ☐ - Last three pay slips (originals)
- ☐ - Latest Taxation Assessment (original) from the Australian Tax Office and corresponding taxation return.
- ☐ - Completed Centrelink consent form (complete one for each party. Two consent forms are included in pages 3 and 4 of this form)  
 (The Consent form is only required if you receive some benefits and you are not eligible for CSPDL Centrelink - Eligible Fees Assistance. For more information visit: [www.parra.catholic.edu.au/our-schools/affordable-education/centrelink](http://www.parra.catholic.edu.au/our-schools/affordable-education/centrelink))
- ☐ - Bank and Credit Union Account Statements & Loan Statements and current repayment arrangement documentation for loans (must show the last 3 months transactions)
- ☐ - Rental statement if renting. Rental statement for investment property/ holiday home rented out.  
 Other outstanding Bills e.g. Gas, Electricity etc (Optional)
- ☐ - Council Rates notices for own home and investment properties/ holiday home owned by you.

## Centrelink Customer Consent

This consent will be used for the sole purpose of authorising Centrelink to provide information to Catholic Schools Parramatta Diocese to assess your eligibility in relation to concessions or services provided by Catholic Schools Parramatta Diocese.

## Customer Confirmation

I ..... authorise:

- Catholic Schools Parramatta Diocese to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable Catholic Schools Parramatta Diocese to determine if I qualify for a concession on school fees.
- The Australian Government Agency, Services Australia (the Agency) to provide the results of that enquiry to Catholic Schools Parramatta Diocese.

This involves electronically matching details I have provided to Catholic Schools Parramatta Diocese with Centrelink or Department of Veterans' Affairs (DVA) records to confirm whether or not I am currently receiving a Centrelink or DVA benefit.

### I understand that:

- The Agency will disclose personal information to Catholic Schools Parramatta Diocese including my name, address, concession card status, payment type, payment status, one-off payment, income, assets, deductions, shared care arrangements and partner status to confirm my eligibility for a concession on school fees.
- This consent, once signed, remains valid while I am a customer of Catholic Schools Parramatta Diocese (including all of its schools) unless I withdraw it by contacting Catholic Schools Parramatta Diocese or the Agency.
- I can obtain proof of my circumstances/details from the Agency and provide it Catholic Schools Parramatta Diocese so that my eligibility for a concession can be determined.
- If I withdraw my consent, or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concessions provided by Catholic Schools Parramatta Diocese.

More details about the Centrelink Confirmation eServices can be obtained from their website at [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au).

Address: .....

Date of Birth: .....

CRN: .....

Signed:.....Dated:.....

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CRN: .....

Signed:.....Dated:.....



## STANDARD COLLECTION NOTICE

1. Catholic Schools Parramatta Diocese (CSPD), including its schools, collect personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to educate students, exercise our duty of care and perform necessary associated administrative activities, which will enable students to take part in all relevant activities.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
3. Laws governing or relating to the operation of schools and childcare require certain information to be collected and disclosed. These include relevant education, public health and child protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Commonwealth Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. We may disclose personal and sensitive information for legal, educational, administrative and support purposes. This may include to: other schools; government departments and agencies; Catholic Schools NSW; the local diocese and the parish; medical practitioners; people providing educational, support and health services, including specialist visiting teachers, coaches, volunteers and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services; anyone you authorise us to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. If you make an Enrolment Application to another school within CSPD, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and other sensitive information and is used for the purpose of considering and administering the enrolment of the student within CSPD.
7. We may disclose personal and sensitive information to the Catholic Diocese of Parramatta Services (CDPSL) and the Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) operated by CDPSL where the COSHCs and CELCs are co-located on CSPD school premises or are on Parish premises adjacent to CSPD school premises, for the purpose of ensuring we can fulfil our duty of care to students and to promote the wellbeing of students who attend our schools and also attend these services.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about our use of third party online or 'cloud' service providers is contained in the CSPD Privacy Policy.
10. The CSPD Privacy Policy, accessible on the CSPD website, sets out how parents or students may seek access to and request correction of their personal information which we have collected and hold. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our duty of care, or where students have provided information in confidence.
11. The CSPD Privacy Policy also sets out what action parents and students can take in relation to a breach of privacy laws.
12. We may, from time to time, engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. Occasionally, information such as academic and sporting achievements, student activities and similar news is published in our newsletters, magazines, and on our website. This may include photographs and videos of student activities such as sporting events, school caps and school excursions. We will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos, or other identifying material, in our promotional material or otherwise make this material available to the public, such as on the internet.
14. We may include students' and parents' contact details in a class list and in our directories.
15. If you provide us with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why.
16. You may obtain further information by contacting the Catholic Schools Parramatta Diocese on (02) 9840 5600 or at [privacy@parra.catholic.edu.au](mailto:privacy@parra.catholic.edu.au)