



INTRODUCTION

As a school administration we are happy to provide an overview of our **Fee Assistance Policy** available to assist families enrolling students at Hope Adventist School. We welcome your enrolment to our school and we understand that sometimes financial assistance may be needed to assist families in meeting their financial commitments. This policy is intended to provide a clear, consistent and equitable approach, within a Christian context, to the provision of fee assistance to parents/carers.

For consistency, this policy is applicable and in operation at all schools operated by Seventh-day Adventist Schools (South Queensland) Limited.

The Fee Assistance Policy is designed to provide targeted assistance to those families requiring assistance in meeting their Student Fee Account commitments. It is intended to be a fair and transparent policy applied equitably to all qualifying parents within our school community who may choose to access this policy.

Fee Assistance can be applied for in two parts, **(Part A & Part B)**. Both, or either, may be applicable to families depending on the individual situation. Applications are treated confidentially with only our school Business Manager, and those directly involved in the assessment of the application, being aware of the information provided.

FEE ASSISTANCE TYPES

Part A assistance is income tested assistance. Such is accessed either by completing the detailed income statement forming part of the **Fee Assistance Application Form**, providing evidence of income below the qualifying threshold (*see Income Test Table available for the current school year*), **or** by providing a copy of a current Low Income Health Care Card.

Part A assistance equates to 25% assistance calculated on base tuition fees only, after all applicable discounts (*for example Sibling Discounts*) have been accounted for. All other levies, fees and charges applicable specifically to the student, do not qualify for fee assistance and are payable in full.

Part B assistance is intended to provide assistance to families in special circumstances outside of the income test detailed in Part A. Brief details of such circumstances are to be provided as part of the **Fee Assistance Application Form** and will be considered confidentially by only those directly involved in the assessment process. Lump sum assistance may then be made available to approved applicants.

PERIOD OF FEE ASSISTANCE

Fee assistance approved under **Part A** or **Part B**, is only applicable for a maximum of the current academic year and is approved on the conditions specifically outlined in the **Fee Assistance Application Form**.

CLOSING DATE FOR APPLICATIONS

The closing date for fee assistance applications for Term 1 enrolments is the **28th February** and notification on the level of fee assistance available shall be made by the school Business Manager as soon as possible thereafter. Declarations / information contained in the application form must be totally completed and signed before any application for assistance can be considered.

ADDITIONAL DETAILS / QUESTIONS

Further details of the fee assistance policy are contained within the **Fee Assistance Application Form** available from the school office, or contained in your enrolment pack provided at the time of initial enrolment.

If you have any specific questions on the fee assistance policy, please do not hesitate to contact our School Business Manager, David Peers, for clarification. Contact can be made via the school office on 4151 7311.