LOW INCOME FAMILY POLICY

AIM:

1. As part of the school's philosophy, we offer reduced fee places to children from low income families. This is also consistent with the Community Services requirement that we pass on the higher Government funding received for these children.

PROCEDURES:

2. For the purpose of this policy, families are considered low income families if the parent or parents hold a Commonwealth Government Health Care Card for the family including the child. Note that, families are not considered low income where the child has a health care card in his or her own name.

3. The fee discount to be applied is the additional funding provided by Community Services for each child. This amount will change when Community Services change the funding amounts.

4. The parent or parents will need to provide the school with the health care card and the school will take a copy for its file. Copies of health care cards will be available for inspection by Community Services staff, if required. Once the card expires, the replacement card will need to be provided to school staff.

5. As health care cards can expire before the expiry date printed on the card due to a family's income changing, the school will seek confirmation of continued entitlement from parents just prior to invoicing the next term fees. The family's status at this time will determine the amount of fees for the following term. Once fees have been invoiced, a family that subsequently qualifies as low income will get the lower fees effective from the next invoice.

6. School staff will advise the bookkeeper details of low income families and amount to be billed.

Reviewed February 2010