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## **Concession Card Holder Fee Discount Policy**

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## 1 Purpose

To provide the policy for application & eligibility for school fee discounts at the Castlemaine Steiner School & Kindergarten (CSSK) for Concession Card Holders.

## 2 Authority

This is a Board level policy, and the introduction and any changes to this policy must be approved by Board resolution.

The Business Manager is responsible for the development, compliance, monitoring and review of this policy and any associated guidelines.

## 3 Policy

The school is committed to fostering an inclusive and diverse socioeconomic community and wishes to make the benefits of Steiner Education broadly available to our local region. In support of this, a 25 percent school fee discount (CCH fee discount) is available to government concession cardholders.

## 4 Eligibility

Eligibility for the fee discount is dependent on meeting the following conditions:

1. The child must be named as a dependent child on a valid means-tested government concession card within the meaning of the State Concessions Act 2004, that is on a:
  - Centrelink Health Care Card
  - Pensioner Concession Card
  - Veterans Affairs Gold Card
2. To be eligible for the discount for the full year, the card must be current on the first day of Term 1 and be submitted to the school office prior to Term 1 invoicing. The school will advise the cut-off date each year in advance, with it generally being in the 3<sup>rd</sup> week of January each year.
3. For part year eligibility after Term 1, the valid card must be submitted:
  - a. For Terms 2-4, the card must be current on the first day of Term 2 and be submitted to the school office prior to the end of Term 1.
  - b. For Terms 3-4, the card must be submitted to the school office prior to 30 June.
  - c. For Term 4, the card must be submitted to the school office prior to the end of Term 3.
  - d. For a new enrolment, the card must be submitted with the enrolment form for eligibility for the current term, otherwise a-c above applies.

## 5 Application

The application of the CCH fee discount is as per the following criteria/conditions;

- The 25 percent CCH fee discount applies to school fees from Prep to Class 8; there are existing government subsidies applicable to Kindergarten fees already in place.
- The CCH fee discount is applicable to school fees only. It does not apply to any additional charges such as music tuition, camps & excursions.
- Families must formally apply for the discount via the CSSK CCH Fee Discount Application Form. The discount will be applied on an ongoing basis provided the family continue to update CSSK of their card details.
- Where parents have split accounts/invoices, the discount will be applied to the account of the adult holding the concession card. Where both parents are cardholders the discount will be applied as per the arrangement for the splitting of fees. Parents may choose to have the discount allocated in a different way by mutual agreement of both parties and provided this is requested prior to invoicing.

## 6 Administration

The CCH fee discount will be applied to the account of the student at the time of invoicing. Invoicing occurs in the week prior to each commencing term.

Invoices cannot be retrospectively adjusted for any late applications for CCH fee discount.

## 7 Dispute resolution

Contentious or disputed matters are referred to the Principal who maintains responsibility to ensure that the policy has been followed.

## 8 Definitions

The terms defined in this section relate specifically to this policy;

Term	Definition
CCH	Concession Card Holder
CSSK	Castlemaine Steiner School & Kindergarten

## 9 Evaluation

In order to assess whether the values and purposes of the policy have been achieved, CSSK will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the School's policy review cycle, or as required

## 10 Version Control

Version	Date	Author	Nature of Amendment
1.0	December 2018	N. Bowker	Implementation
1-2	February 2019	N Bowker	Restriction of eligibility to means-tested cards only

## 11 Approval

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Board Chair

Date: