



# Tarcutta Public School

## Student Assistance Funds

### **General Statement**

Tarcutta Public School appreciates that there are families in the school community who find it difficult to meet some financial commitments for their child/children who attend the school. The school also appreciates that the situation varies from time to time according to circumstances. So that no child is in any way disadvantaged because of these circumstances, some school funds are set aside each year to help or assist families/ parents meet these needs.

There is a limited amount of money available for such assistance and the use of these funds is closely assessed and monitored (in school and by external auditors).

### **Areas of Assistance**

The areas where financial assistance may be requested are listed below:

- Purchase of workbooks
- School excursions
- Purchase of uniforms
- Specially agreed expenses

### **Requests for Assistance**

Written requests are required and should be addressed to the principal. All requests for assistance will be treated confidentially within the school. The Principal is the only one who can approve the allocation of School Assistance Funds.

With the limited funds available and a need for fair sharing of funds, it is possible that some requests may only be partly met or may not be met at all. Circumstances and reasons will always be considered sympathetically. We do not require documentation about income from you.

The Principal will notify any persons seeking help of the decision after assessment of the request has been completed.

### **Allocation of Funds**

The funds are allocated upon application to the principal. Applications are strictly confidential and must include specific information regarding the financial reasons for the request.

In making allocations the principal will consider:

- The information provided on the application
- The cost of the activity to be supported
- Previous requests
- Family circumstances, e.g. the number of children in the family, single parents, etc



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Applications for funds must be received as soon as possible prior to the closing date of the activity.

Allocation of funds does not guarantee participation in an activity. Permission notes and payment arrangements must be organised by the due date.

Applicants for student assistance funds may appeal the allocation through re-application stating their grounds for appeal.

Applications for appeal will be considered on the grounds of:

- Additional information of a financial or other nature
- Changes in the costs of an item or activity
- Changes in family circumstances

Applications for appeal should be clearly labelled "APPEAL".



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### REQUEST FOR FINANCIAL ASSISTANCE

STRICTLY CONFIDENTIAL

Student Name \_\_\_\_\_

Class: \_\_\_\_\_

Assistance is requested for the payment of \_\_\_\_\_. Total cost \$ \_\_\_\_\_

Level of assistance requested: (Please tick one option)

- I can pay \$ \_\_\_\_\_ now and pay the rest off in \_\_\_\_\_ payments of \$ \_\_\_\_\_ each.
- I will make a payment of \$ \_\_\_\_\_ towards this activity and ask that the school pay the balance from Student Assistance funds.
- I cannot make any payment and ask that the cost of my child's participation be paid from Student Assistance funds.

#### Supporting Information:

Please include detailed information relevant to employment, social security payments, special circumstances, etc. See school policy as attached.

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\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Date

#### Principal Response (To be copied and returned to the parent)

- Approval is given as per your request. School will pay \$ \_\_\_\_\_
- Approval is given for use of student assistance funds or global funds to meet \_\_\_\_\_% of the cost of this activity. You will still need to pay \$ \_\_\_\_\_ so that \_\_\_\_\_ (child/ren's name) may participate.
- Approval is not given for this request

Reason \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Draft  
Adopted on XXXXX

Reviewed by  
Staff, P&C

Next Review  
2018