



## Remission Policy

### **Aims**

- A. To provide support to families facing financial hardship through unforeseen or changed circumstances
- B. To retain families and students at Kerry Street Community School and ensure long-term financial stability

### **Scope and Application**

This policy is confidential and applies to:

- A. The Board
- B. Employees
- C. Students
- D. Community members

### **Definitions**

- A. **Remission** - A remission is a release from payment of part or all of the school fees for a period of time. This may include levies.

### **Principles**

- A. It will be found that some families, due to unforeseen or changed circumstances, in a particular year, will be unable to meet their financial commitment to the School. This may or may not include basic tuition fees and levies.
- B. Remissions will be funded from a budgeted allocation. Each year the Board will allocate a percentage of the previous year's fee income for remissions. Review of this budget allocation shall take place annually during the budget process.
- C. The Board empowers Management to deal with remissions within the Budget allowance and report to the Finance Subcommittee.
- D. Each application will be treated individually and on its own merits
- E. A family will be encouraged to pay some part of fees where possible, however 100% remission may be granted in exceptional cases.
- F. Remissions are to be granted for a maximum of one year only. Families receiving fee remissions are to have their cases reviewed annually or when their situation improves.



## **Responsibilities**

### **A. Board**

1. Writing and updating this policy in consultation with relevant parties.
2. Approving an annual remissions budget

### **B. Principal**

1. Oversee implementation of this policy.
2. Review remission applications and interview families
3. Allocate remission budget annually
4. Report to the Financial Subcommittee regarding remission allocation
5. Retain confidential records

### **C. Bursar**

1. Process remission applications
2. Supply Principal with relevant documentation
3. Keep up-to-date records of remissions and general accounts
4. Contact families when required
5. Retain confidential records

### **D. Parents/adult members of the school community**

1. Complete the remission application form
2. Supply all required documentation to the school
3. Pay all debts owing in the agreed time-frame
4. Notify school when their circumstances change
5. Re-apply for a remission annually in the case of ongoing hardship

## **Related Legislation**

- A. Privacy Act 1988
- B. Privacy Amendment Act 2012

## **Related Kerry Street Documentation**

- A. Remission Procedures and Forms, including:
  1. Remission procedures
  2. Remission application form



**B. Kerry Street policies, including:**

1. Fee policy
2. Enrolment policy
3. Privacy policy
4. Records Management policy

**C. Debt Recovery Procedure**

## Contact Person

Enquires relating to this policy should be directed to the School Principal or Chair of the School Board.

## Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

## Revision History

Date	Revision	Detail
February 2019	V.1	Policy established

A handwritten signature in black ink, appearing to be 'T. J. J.', is located below the revision history table.