



montessori school

Financial Hardship Policy

Introduction

This policy applies to families who are experiencing temporary financial hardship, which affects their ability to provide an ongoing education at Banksia Montessori School ("Banksia") for their children.

Eligibility of a financial hardship reduction in fees

The family applying for a reduction in fees due to financial hardship must be able to fulfill the following conditions:

- The family has shown or is able to commit to a Montessori education at Banksia.
- The family should arrange to meet the Principal or Finance Officer to discuss their application and merits of their application.
- The family must be able to provide information and documentation supporting their application for financial assistance.

Assessment of application and implementation of financial hardship policy

- All applications received shall be considered by the School Council, and the School Council shall act in the best interests of Banksia. The decisions of the School Council are at its sole discretion.
- Financial assistance may be granted for part of or all of the School fees and other levies.
- Ordinarily, financial assistance will be granted for a limited period fixed by the School Council. For example, for one term or one year, renewable at the discretion of the School Council.
- The applicant family will be notified in writing of the outcome of their request.
- The decision of the School Council shall be final.
- After considering the application, the Council may offer one of the following variations to the current fee payable by the family:
 - Payment by instalments
 - The full year's fees may be divided into equal instalments over a period of time
 - The fees may not be divided into more than 20 instalments



montessori school

- No administration fee will be charged to the family who elect to pay by instalments
- Deferment of fees for a period of time as decided by the Council
 - The length of deferment of fees will be set by the Council
 - No administration fee will be charged to the balance of fees outstanding after the deferment
- A % discount to the fees for a period of time, being a school term, one calendar month or any other period as agreed by the Council
- Full waiver of fees for a period of time, being a school term, one calendar month or any other period as agreed by the Council
- If during the granted period of financial assistance, the financial or other circumstances of the applicant, which were the basis for the application for financial assistance improve so that there is no ongoing requirement for financial assistance to pay full school fees, the person in receipt of the financial assistance shall forthwith notify the Principal or Finance Officer.
- The applicant for financial assistance and the School Council shall not disclose any details about the application to anyone (other than professional advisers and in the case of the applicant for the financial assistance, immediate family members). This does not apply to disclosure, given pursuant to the written consent of the applicant and the School Council or, as required by law.

Financial Hardship Policy	
Signed by Chairperson:	Council Approval Date: August 2020
	Council Review Date: August 2022



montessori school

Financial Hardship Application

Name: _____

Address: _____

Mobile No: _____

Names of children currently enrolled at Banksia Montessori School:

Names of children not currently attending Bankia Montessori School:

Name	Age	Current School / Daycare

Commitment to Banksia Montessori School

Please detail how you have/ or will commit to Montessori learning at the School:



montessori school

Financial assistance requested:

Payment of fees through instalments	4 /12 /20 instalments over the School year
Deferred payment of fees	Defer payment of fees for _____ month/s
Discount in fees	_____ % of fees
Full waiver of fees	(more supporting financial information will be required)

Please provide the reason/s for requesting financial assistance from Banksia Montessori School

The following documents must be attached to this application:

- A covering letter addressed to the School Council of Banksia Montessori School
- Evidence of income (for example most recent pay slips, rental agreements, trust distributions, income from investments etc)
- Evidence of liabilities (for example bank statements, credit card statements)
- Any other documents that you consider relevant to your application



montessori school

Statutory Declaration

I,

.....
(name, address and occupation of person making declaration)

sincerely declare that the information I provided above is true and correct.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005

at
{place}

.....
{date}

in the presence of –
{Signature of person making the declaration}

.....
{Signature of authorised witness}

.....
{Name of authorised witness and qualification as such a witness}



montessori school

For office use only

Date approved by Council: _____

Date letter sent to parents: _____

Financial assistance requested:

Payment of fees through instalments	4 instalments: start date _____ 12 instalments: start date _____ 20 instalments: start date _____
Deferred payment of fees	Defer payment of fees for _____ month/s Start date: _____
Discount in fees	_____ % of fees For period: _____