



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 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. The Board will allocate a percentage of the previous year's fee income for remissions.
- C. Management supports community members with remissions within the Budget allowance and reports 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 remission 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. Support applicants to complete remission application forms.
3. Supply Principal with relevant documentation.
4. Keep up-to-date records of remissions and general accounts.
5. Contact families when required.
6. 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 timeframe.
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.** Procedures and Forms, including:
 1. Remission Procedures
 2. Remission Application Form
 3. KSCS Family Financial Support Guidelines
- B.** Kerry Street policies, including:
 1. Fee Policy

2. Enrolment Policy
3. Privacy policy
4. Records Management Policy
5. Community Member Participation Policy
6. Communication Policy

C. Debt Recovery Procedure

Contact Person

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

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
May 2021	V.1.1	Policy list updated. Procedure updated.