

School Fees Concession Program – Approved



Use school letterhead when sending

LETTER TEMPLATE

Dear ...

RE: School Fees Concession Program Application – [insert eligibility criteria]

I am writing in response to your application for a fee concession for the [insert year] school year.

Fee Concession Offer

Having confirmed the eligibility status of your application, and in accordance with Melbourne Archdiocese Catholic Schools (MACS) policies and procedures, I am pleased to be able to offer you a concessional fee rate for the [insert year] school year.

FULL STANDARD YEARLY SCHOOL FEES (example)

Family fee	\$xxx
Building levy	\$xxx
Curriculum levies	\$xxx
Less anticipated CSEF	\$xxx
TOTAL	\$xxxx
Fee Concession Granted	\$xxxx

TOTAL FEES PAYABLE \$[concessional fee] for [insert year]

This offer is conditional on you making weekly payments of \$xx or fortnightly payments of \$xx via a direct debit agreement which can be arranged via our school office, or through Centrepay as applicable.

Acceptance

The lodgement of a direct debit request service agreement or Centrepay application is your acceptance of this arrangement. Should the agreed payment schedule not be adhered to, the offer may be withdrawn and full standard fees charged.

Yours sincerely

Principal
Date