

School Fees Concession Program – Declined



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TEMPLATE LETTER

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.

The aim of the School Fees Concession Program is to assist families who are experiencing short-term or long-term financial hardship in meeting their basic needs and for whom the imposition of school fees is beyond their financial means.

After reviewing the eligibility of your application, it has been determined that you do not qualify for a fee concession under this category.

However, I encourage you to meet with me to discuss your fee structure. School administration staff will be in touch with you shortly to arrange a time.

We appreciate your time and effort in submitting this application and hope that you value the Catholic education being offered by our school.

A new application can be made if your family's financial situation changes, or you can provide further supporting information to support your application, and school fee payments create greater financial hardship.

Yours sincerely

Principal
Date