



Student Assistance Scheme Policy and Procedures 2025

Student Assistance at Merimbula Public School provides support for attending students. The scheme enables financial assistance to be provided to eligible families for school related expenses, such as:-

- School uniforms
- School excursions

- NB:**
1. There is no exhaustive list of items that can be approved.
 2. Eligibility conditions on the provision of funds are determined by the School Executive Team.
 3. It is not permissible to use the Student Assistance to fund the Voluntary School Contribution or optional items/activities.

The following procedures are designed to ensure that the limited funds are distributed in an equitable manner.

Executive Team:

This committee meets monthly, or as required, and decides how Socio Economic Equity Funding is distributed under guidelines stipulated by the Department of Education. It is comprised of the School Principal, Business Manager and Assistant Principal in charge of Student Welfare/each stage.

This committee judges applications in confidence and assesses the merits of each on the basis of the established criteria. Its decision is final and no appeals will be entered into.

Criteria:

- Applications must prove a genuine need for assistance and assistance limits per school year per child apply.

In a number of situations (eg. Part payment of excursions), should the application be successful, funds may be simply transferred within the school accounts to pay for the need or in the case of payments to suppliers, payment will be made directly to that supplier by the school. **Other excursion deposits/payment deadlines must first be met. Student assistance allocated will come off final payment/s.*

Limits:

To ensure the limited funds are distributed equitably, the following limits will apply to applications.

ITEM	LIMIT
School Uniform	50% of cost up to a maximum of \$100 per student per calendar year (or the following year also in the case of new Kindergarten/start of year enrolments that receive support prior to commencing) <i>*Except in the case where back to school or other uniform vouchers are available.</i>
Excursion	50% of cost of excursion up to a maximum of \$150 per student per calendar year. Deposit for the excursion/event is to be paid with the lodgement of the Application Form to hold a position. <i>**Other excursion deposits/payment deadlines must first be met. Student assistance allocated will come off final payment/s.</i>

APPLICATIONS: Applications are to be submitted to our Administration Office or emailed to merimbula-p.school@det.nsw.edu.au addressed to the Principal.

N/B An overall limit of \$250 per student per year applies to all of the Student Assistance (unless at the discretion of the principal).

APPLICATIONS CANNOT BE CONSIDERED UNLESS ALL DETAILS ARE COMPLETED

Student's Name: Year: Date of Birth:

Parent's / Guardian's Name: Phone:

Address: Postcode:

Reason(s) for Claim:

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If receiving a Pension/Benefit, please state Health Card Number: (must be supplied)

Do you receive a Family Allowance for this student? YES / NO

On the presentation of this form your Health Card must be sighted for your application to be considered.

Health Card sighted by: Date: / /

Declaration: I declare that the above information is correct.

Signature Parent / Guardian: Date: / /

All applicants will be notified of the Committee's decision, whether successful or otherwise.

TYPE AND AMOUNT OF ASSISTANCE REQUESTED (PLEASE TICK)

☐ Uniform ☐ Excursion ☐ Sports Representative Activity ☐ Other

Please give full details of requirements otherwise application cannot be considered.

ITEM	COST	FUNDING REQUESTED
	\$	\$
	\$	\$
	\$	\$

Total \$-

OFFICE USE ONLY

APPROVED / NOT APPROVED

Amount Available: \$ Signed: Date: