



Student Assistance Scheme Policy and Procedures

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 General School Contribution,

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

Executive Team:

This committee meets weekly and decides how Socio Economic Equity Funding is distributed under guidelines stipulated by the Department of Education. It is comprised of the School Principal, Administration 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 \$50 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)
Excursion	50% of cost of excursion up to a maximum of \$100 per student per calendar year. Deposit for the excursion/event is to be paid at lodgement of Application form to hold a position. **Other excursion deposits/payment deadlines must first be met. Student assistance allocated will come off final payment/s.

N/B An overall limit of \$150 per student per year applies to all of the Student Assistance.

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:

.....
.....
.....
.....

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 Representation

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: _____