



## Full Fee Paying Overseas Students Extreme Hardship Application Procedure

St Mary's School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

MACS requires Full Fee Paying Overseas Students (FFPOS) to pay fees for instruction, educational and other related services provided to the student by the school according to the MACS Enrolment Procedures for Schools and the Schedule of Visa Subclasses and Conditions for Enrolment in Schools of Overseas Students.

MACS may consider temporary fee reduction/exemption based on extreme financial hardship for any FFPOS student enrolled in a Catholic school in the Archdiocese of Melbourne where the exemption criteria are met.

### Purpose

This FFPOS Extreme Financial Hardship Application Procedure outlines how extreme financial hardship is defined for FFPOS enrolled in MACS schools. The criteria outlined are intended to provide guidance for circumstances that constitute extreme financial hardship to inform the assessment of applications for exemption from any payment of tuition and associated fees for FFPOS.

### Criteria

Applications for any temporary fee reduction or fee exemption for tuition fees and related services will be considered by the MACS FFPOS Committee if the evidence provided to the MACS FFPOS Committee confirms that the relevant FFPOS is facing extreme financial hardship.

Circumstances need to be demonstrated through the provision of evidence that clearly confirms:

- that the applicant is experiencing extreme financial hardship
- that the extreme financial hardship is caused by something unforeseen and has had a direct and significant impact on the primary income earner's ability to pay the student's fees.

Circumstances include:

- the sudden recent death of a family member
- unexpected severe injury or illness of the primary income earner or family member
- economic collapse of student's home economy
- social unrest in student's home country
- natural disaster in student's home country
- loss of government sponsorship of parent.

Other cases will be considered only in exceptional circumstances on a case-by-case basis.

The following circumstances would not be defined as extreme financial hardship:

- migration agent costs
- costs incurred for further visas/permanent residency
- cost of living, including while waiting for a decision on further visas/permanent residency
- tuition costs for main student visa holder or any dependant of the main student visa holder (i.e. the parent's tuition fees)
- business failure

- stock market instability
- no knowledge by the student's family that dependant fees were payable.

## Application Procedure

1. Parent/guardian/carer to gather supporting information.
2. Parent/guardian/carer to apply for fee reduction or exemption directly to a MACS school, using the FFPOS Extreme Financial Hardship Application, with all supporting information.
3. School to consider the application and, where this is endorsed, submit the FFPOS Extreme Financial Hardship Application, with all supporting information to the MACS FFPOS Committee.
4. MACS FFPOS will consider the application and communicate the outcome of the application to the school principal in writing.
5. Parent/guardian/carer advised of the outcome by the school principal. Where an application for exemption from any payment of tuition and associated fees is not granted, the applicant will be advised of the payment plan based on financial hardship. Where this is not accepted the enrolment will be withdrawn.

Appendix 1: Full fee paying overseas student (FFPOS) Extreme Financial Hardship Application Form

## Policy information table

<b>Approval authority</b>	Director, Learning and Regional Services
<b>Approval date</b>	08 December 2023
<b>Review by</b>	December 2024
<b>Publication details</b>	CEVN



## FFPOS extreme financial hardship application form

### Student details

Student family name:		Student given name:	
Date of birth:		Gender:	
Nationality on passport:		Country of birth:	
Passport number:		Expiry date:	

### Contact details

#### Parent/legal guardian/carer 1

Family name:		Given name:	
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#### Parent/legal guardian/carer 2

Family name:		Given name:	
Family contact phone number:			
Family contact email address:			

### Family Australian residential address

Street address:			
City:		State:	
Country:		Postcode:	

### Parent/guardian/carer's course enrolment details

*Please provide a copy of the letter of offer and a certificate of enrolment*

Family name:		Given name:	
Nationality:		Passport number:	
Visa subclass:		Tertiary institute name:	

Passport expiry date:		Visa expiry date:	
Course start date:		Course end date:	

Please attach evidence of your ongoing enrolment and course completion status (e.g. letter from the university confirming ongoing enrolment, course transcripts, etc.).

### Sibling details

Does the student have a brother or sister currently enrolled at a Victorian school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please list which school they attend.

Sibling name 1:		School:	
Sibling name 2:		School:	

### Extreme financial hardship application special circumstances

Please provide information about your circumstances and evidence to confirm:

- That the applicant is experiencing extreme financial hardship
- That the extreme financial hardship is caused by something unforeseen and has had a direct and significant impact on the primary income earner's ability to pay the student's fees.

## Checklist

The application process will not commence until the FFPOS Extreme Financial Hardship Application is complete and all necessary supporting documentation is provided to the school. This will enable the school to seek approval from MACS.

The original documentation must be provided in the following format:

Document	Format
Birth certificate or passport page	<input type="checkbox"/> document translated to English from original language <input type="checkbox"/> certified as a true copy of the original
School reports including a grading key for the most recent two years	<input type="checkbox"/> document translated to English from original language <input type="checkbox"/> certified as a true copy of the original
A copy of the parent's visa	<input type="checkbox"/> copy of the original document
Proof of parent's ongoing enrolment in a tertiary institute	<input type="checkbox"/> copy of original document/s confirming current course enrolment and payment status of course fees <input type="checkbox"/> copy of course transcripts <input type="checkbox"/> expected course completion date

### MACS FFPOS Extreme Financial Hardship Application Outcome

The MACS FFPOS Extreme Financial Hardship application has been reviewed by the committee with consideration of evidence provided to confirm:

- that the applicant is experiencing extreme financial hardship
- that the extreme financial hardship is caused by something unforeseen and has had a direct and significant impact on the primary income earner's ability to pay the student's fees.

Student family name:		Student given name:	
Date of birth:		Gender:	

After considering the evidence provided, the MACS FFPOS Extreme Financial Hardship Application for this student, the following decision has been reached:

<input type="checkbox"/>	Payment of all tuition fees has been exempted for the period from (date) _____ to _____.
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OR

<input type="checkbox"/>	Partial payment of tuition fees has been exempted for the period from (date) _____ to _____. The percentage of the total fees payable for this period is ____%. A payment plan must be agreed to with the school and payments will be monitored in consultation with the school business manager. Failure to adhere to the payment plan will result in the withdrawal of the enrolment.
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OR

<input type="checkbox"/>	Payment of all tuition fees has not been exempted and full fees are currently applicable with enrolment withdrawn from (date) _____ unless pre-payment is provided.
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Date:	Signature:	
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