

Administrative and Financial Management

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assistance notice 16-17.doc

Regulations relating to the school financial assistance scheme

PRINCIPLE OF ATTRIBUTION

The school offers financial assistance, from petite section in maternelle to Year 12. The amount allocated to the financial assistance scheme depends on the number of requests received by the school and the amount available in the 2016-2017 budget for financial assistance. It is limited to 100% of the school fees.

Individual requests for financial assistance are considered on the basis of proven needs. We encourage all parents who believe they need financial assistance to request it.

Criteria other than financial criteria can be taken into account. It includes, but is not limited to, academic success, participation in extra-curricular activities and good citizen behaviour.

In the event that the school fees have not been paid by the deadline, the financial assistance sum obtained has to be refunded entirely and no new request can be lodged.

The financial assistance commission is seeking the right balance between a healthy financial policy and economic diversity.

THE FINANCIAL ASSISTANCE REQUEST

Only students currently enrolled in our school can lodge a financial assistance request. Please note that families must have also paid all school fees. This assistance is for families who are not entitled to receive the French government grants.

Financial assistance is granted based on the documents provided which have been requested and the proven need as declared on the request form.

The deadline to lodge a request and the compulsory documents are indicated on the calendar enclosed. Respecting these deadlines are compulsory in order for all requests to be accepted for processing. The school has limited resources for its financial assistance program and expects to allocate financial assistance which is as fair as possible.

FINANCIAL ASSISTANCE COMMISSION

The financial assistance commission is presided over by the Head of the school and includes the Administrative and Financial Director, as well as one member of the School Board. The financial assistance is calculated based on the same scales as the French grant scales.

APPEAL

Any request to review your financial assistance request must be lodged in writing to the financial assistance committee. Further information may be requested by the committee.

LATE REQUESTS

Late requests will only be accepted when there is a sudden change in the financial situation of the family.

YEARLY RENEWAL

There is no automatic renewal. Each year, parents must fill out a financial assistance request form for the following year.

CONFIDENTIALITY

The financial assistance commission guarantees strict confidentiality regarding the requests and the financial assistance approval.

FINANCIAL ASSISTANCE REQUEST PROCEDURE

The form to request financial assistance can be downloaded from the school website or a copy is available from the Administrative and Financial Director.

Only one form per family

Application submission

The requests must be submitted to the Administrative and Financial Director.

The financial assistance committee reserves the right to request further information.

The submission of your request does not guarantee that it will be approved. Any incomplete request can be rejected.

Documents which must be provided depending on the family situation, financial situation or assets

Family situation

In case of divorce or separation:

Copy of the divorce judgement or separation document

For cases when child custody has been granted to someone other than the parents:

Copy of the custody or guardianship judgement.

In the event of the death of one of the parents:

Copy of the death certificate and documents relating to widow/widower pension or orphan pension

For people who live alone with their children:

- Sworn statement of non married/cohabitation status

Dependent disabled child:

- confirmation that the child is eligible for the child disability allowance (if the family has not requested the disability card yet or the certificate provided by the C.D.A.P.H., the family can provide a similar certificate from local authorities but it is subject to the approval by the local school grant commission.

Financial situation (for the year requested)

Resources:

For employees:

3 payslips for the year applied for or certificate from the employer which shows the gross and net yearly salary

Notice of tax assessment or declaration of income endorsed by the tax office

For professionals and self-employed (traders, craftsmen):

- Notice of tax assessment for profits or declaration of results endorsed by the tax office
- Company status
- Operating account and assessments established and endorsed by a chartered accountant.
- Bank statements for the last 3 months
- Notice of tax assessment for the income received in a personal capacity from the activity carried out

For retirees or pensioners:

- Yearly retirement statement or pension received

For those without employment:

- Severance payment statement, unemployment benefits statement
- Notice of tax assessment or tax exemption notification

For parents who benefit from a scholarship or a research grant:

- Notification of the grant amount received

For parents who benefit from social benefits:

- Statement of benefits, compensation or social assistance received

For those who benefit from financial assistance from an individual(s) (family, friends...)

- Statement indicating the assistance received (bank statements, transfer of funds document...)

For people who benefit from alimony payments:

- Alimony payments statement or current legal proceedings documents to obtain its payment

For people who receive income from movable property (financial investments...) or are living off their savings or have taken consumer loans

- Notice of tax notification regarding income from movable property received,
- Yearly bank statement with an assessment of their portfolio or bank statements
- Statement of loans received

For beneficiaries of property income:

- Tax assessment notification regarding property income received

For people who have sold property or received an inheritance (movable property) for the year applied for:

- Statement of account from a solicitor certifying the income from the sale and the amount of the movable property inheritance received.

Advantages in kind:

For people who live in an accommodation paid by their employer:

- Statement provided by the employer which mentions the composition of the accommodation, its address and rental value

For those who benefit from a company car:

- Copy of the company vehicle registration

For those who benefit from other advantages in kind from their employer or relatives:

- Statement provided by the employer mentioning the nature and the estimated amount of the advantages in kind (plane ticket, telephone, service staff, water, gas, electricity...)

Charges:

Compulsory social charges:

- Statement of health insurance contributions or pension received (payslip), employer's statement or statement of payment of the service provider when they are not deducted from the salary.

Income tax:

- Tax assessment notification

Alimony payment due:

- Statements of payment

Assets

Bank accounts

- Recent bank account statement (less than 3 months) for each bank account or savings account or securities account

Income from movable property (shares, bonds...)

- Statement which details the movable property assets

Property income:

- Copies of the property deeds
- Property tax notification

Completed application form should be submitted by ,May 27th, 2016 before 5pm