

# Christchurch Diocesan Financial Assistance Scheme for Attendance Dues

## Guidelines for Parent/Caregivers

### Financial Assistance

- This financial assistance scheme for Attendance Dues is a means for schools and parishes to work together to help parents/caregivers of students who have a real and just need.

### Criteria for granting Financial Assistance

- Financial assistance is not available to foreign fee paying students.
- The provision of assistance must be related to real and just need.
- In order to assist as many families as possible, there is an expectation that every family who is granted financial assistance under this scheme will contribute in some way to the cost of Attendance Dues. The ability of parents/caregivers to pay at least something will be carefully assessed.

### Guide for the Granting of Financial Assistance

- A request for financial assistance can be made by parents / caregivers to the school principal or parish priest. If a third party becomes aware of a family's financial situation, they may also bring this to the attention of the principal or Parish Priest.
- Wherever possible, there should be a meeting (online or phone call if necessary in Covid-19 lockdown/alert level times) between the parent / caregiver and the Principal/Parish Priest (or their representative), to discuss the application for financial assistance.
- An Application Form for Financial Assistance with Attendance Dues should be completed.
- Once the Application Form for Financial Assistance has been made, the principal and parish priest will meet to discuss the application and agree whether it is appropriate for assistance to be provided.
- If the criteria for granting financial assistance are met, the level of payment should be agreed and a payment plan put in place (preferably a regular Automatic Payment). This payment agreement is to be recorded in writing and signed by both parties. Electronic agreement via email will be acceptable during Covid-19 lockdown/alert level times. Both parties should keep a signed copy of this agreement.
- Assistance is for a limited period of time (no more than one year) and if continued assistance is required, a new application must be made. Relief during the Covid-19 Alert levels is made term by term and reviewed each term.
- The school or parish will hold a file containing appropriate documentation to support the granting of financial assistance securely. Documentation will generally include forms for application for financial assistance, interview notes, assessment processes including evaluation of financial circumstances, signed agreement between the parent(s)/caregiver and school Principal/Parish Priest, and any related letters or correspondence between the family and school/parish.
- To be fair to those families who do contribute even though they have financial difficulties, the granting of financial assistance will be reviewed if the agreed contribution is not made. If the parent/caregiver does not meet the terms of the agreed payment plan, and there has been no further dialogue with the parents or caregivers, the matter will be referred to the Christchurch Diocese for debt collection purposes.

- The terms of the financial assistance being granted is confidential to the parties, unless the matter is referred to the Christchurch Diocese for debt collection purposes.
- For auditing and review purposes, details of all applications for financial assistance under this scheme will to be kept by the school and/or parish and provided to the Christchurch Diocese if requested.
- A record will also be kept by the school or parish of unsuccessful applications.

**PRIVATE AND CONFIDENTIAL**  
**Application for assistance with Attendance Dues**

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Fathers Occupation and Salary: \_\_\_\_\_

Mothers Name: \_\_\_\_\_

Mothers Occupation and Salary: \_\_\_\_\_

WINZ Support: Yes/No

Benefit Type \_\_\_\_\_

\$ \_\_\_\_\_

Other Income: (please list all income from other sources)

\$ \_\_\_\_\_

Total Household Income:

\$ \_\_\_\_\_

Name and age of other Children in Family and schools currently attending:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Circumstances** which contribute to your application for assistance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount you believe you could contribute to School Dues each week:

\$ \_\_\_\_\_

I declare that the information provided by me is true and correct, at this time. I accept the decision of the reviewer (Principal /Parish Priest of their representative) regarding this application for assistance because of financial hardship and I understand that support will only be give for the period to

\_\_\_\_\_

I agree to put in place an Automatic Payment from \_\_\_\_\_ for \$ \_\_\_\_\_ per week / fortnight/ month.

I agree to keep this agreement confidential.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Principal (or representative): \_\_\_\_\_

Date: \_\_\_\_\_

Parish Priest (or representative): \_\_\_\_\_

Date: \_\_\_\_\_

