



Appendix 12 - Concession Card Tuition Fee

(This information will be kept confidential)

Family Code: _____ Date of Application: ____/____/____

Account Name/s (Surname): _____ (First): _____

Student(s) Name	Year Level	Student Code (office use only)

Concession Card Details:

Card Type: _____ Card Expiry: ____/____/____

Checklist - Office Use Only

Eligibility Check:

- Child/children appear on the card as the cardholder or a "Dependent"
- Is the card means tested?
- Is the card holder the person legally responsible for paying the school fees? *(except in the case where a child is over 16 years of age and he/she is issued with his/her own card)*
- Is the card valid? Does it have a current expiry date?

Processes Check:

- Concession Card has been sighted and copied/scanned for filing.
- TASS Student(s) record(s) have been updated with the card details, expiry date etc.
- Concession has been applied against parent account for the appropriate periods (refer to 3.2.3): Batch # _____
- Adjusted Parent Statement has been issued (and published to Parent Lounge)

Business Manager Certifies that this information is correct, card has been copied and TASS records have been updated:

Card Holder Signature: _____ **Date:** ____/____/____

Approved by Principal: _____ Date: ____/____/____