

# COVID-19 FEE RELIEF REQUEST FORM

If you are experiencing financial hardship due to COVID-19 as a result of loss of employment or other reasons such as significant income reduction, we ask that you complete all the questions on this form and email the completed and signed copy to our *Community Liaison email address* [cl@parra.catholic.edu.au](mailto:cl@parra.catholic.edu.au)

Your information will be treated in strict confidence and in accordance with the Australian Privacy Principles and our [Privacy Statement](#).

## FAMILY DETAILS

### 1] Name of Person/s responsible for enrolment of child/ren

Please fill in the names below of all the people who signed the enrolment form

Name of Person 1	_____	Name of Person 2	_____
Mobile Number	_____	Mobile Number	_____
Email Address	_____	Email Address	_____

2] **CEDP Reference Number, if available** (this is found on the fee statement) \_\_\_\_\_

### 3] Name/s of child/ren and the CEDP schools the student attends

**Child 1** Name of Student \_\_\_\_\_  
School this student attends \_\_\_\_\_

**Child 2** Name of Student \_\_\_\_\_  
School this student attends \_\_\_\_\_

**Child 3** Name of Student \_\_\_\_\_  
School this student attends \_\_\_\_\_

**Child 4** Name of Student \_\_\_\_\_  
School this student attends \_\_\_\_\_

### 4] How has COVID-19 impacted on your employment or business?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Loss of Employment | <input type="checkbox"/> Reduction in Income | <input type="checkbox"/> Inability to work due to self-isolation after direct contact with Coronavirus |
| <input type="checkbox"/> Business Closed    | <input type="checkbox"/> Illness             | <input type="checkbox"/> None of the above   |

## FINANCIAL ASSESSMENT

### 5] Do you receive any Centrelink payments?

Please note, if both persons responsible for the enrolment of a student/s receive Centrelink payments or have made an application to Centrelink, **both people** will need to individually complete the *Centrelink Customer Consent* at the end of this form.

- Yes  No  I have made an application to Centrelink

### 6] Please nominate your current accommodation arrangements

- Renting from government or social housing authority
- Renting in private rental market
- Own home
- a) What is the value of your home? \$ \_\_\_\_\_
- b) What is your loan balance? \$ \_\_\_\_\_
- Other \_\_\_\_\_

### 7] Do you have other significant assets (other property, shares or investments)

- Other property \$ \_\_\_\_\_  Shares \$ \_\_\_\_\_  Investments \$ \_\_\_\_\_

## FEE ASSISTANCE

Fee relief in respect of COVID-19 will be assessed for Terms 2 & 3 only at this stage. We will advise you as soon as possible of our assessment. Note that if you are not directly affected by COVID-19, this assessment process cannot be used.

### 8] What type of Fee Assistance you are seeking?

- Additional time to pay all fees (payment plan)
- Concession to my fees
- Any assistance that CEDP is able to offer

## DECLARATION

I confirm that the information provided in respect of this application is true and complete.

**Signature(s) of enrolment signatories (Please date)**

\_\_\_\_\_  
Name & signature of Parent responsible  
for enrolment of child

\_\_\_\_\_  
Date

## CENTRELINK CUSTOMER CONSENT

This consent will be used for the sole purpose of authorising Centrelink to provide information to the Catholic Education Diocese of Parramatta to assess your eligibility in relation to concessions or services provided by the Catholic Education Diocese of Parramatta.

### 1) Customer Confirmation

I, \_\_\_\_\_ (full name of Centrelink Customer) **authorise:**

- The Catholic Education Diocese of Parramatta to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the Catholic Education Diocese of Parramatta to determine if I qualify for a concession on school fees.
- The Australian Government Department of Human Services - Centrelink (the department) to provide the results of that enquiry to the Catholic Education Diocese of Parramatta.

This involves electronically matching details I have provided to the Catholic Education Diocese of Parramatta with Centrelink or Department of Veterans' Affairs (DVA) records to confirm whether or not I am currently receiving a Centrelink or DVA benefit.

### 2) I understand that:

- The department will disclose personal information to the Catholic Education Diocese of Parramatta including my name, address, concession card status, payment type, payment status, one-off payment, income, assets, deductions, shared care arrangements and partner status to confirm my eligibility for a concession on school fees.
- This consent, once signed, remains valid while I am a customer of the Catholic Education Office, Diocese of Parramatta (including all of its schools) unless I withdraw it by contacting the Catholic Education Diocese of Parramatta or the department.
- I can obtain proof of my circumstances/details from the department and provide it to the Catholic Education Diocese of Parramatta so that my eligibility for a concession can be determined.
- If I withdraw my consent, or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concessions provided by the Catholic Education Diocese of Parramatta.

More details about the Centrelink Confirmation eServices can be obtained from their website at [www.humanservices.gov.au](http://www.humanservices.gov.au)

**My details are provided below:**

**Home Address** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Centrelink Customer Reference Number** \_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Centrelink Customer

\_\_\_\_\_  
Date

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Signature(s) of Centrelink Customer

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Date