28th January, 2014

INFORMATION FOR PARENTS

MATERIALS & SERVICES CHARGE & SCHOOL CARD 2014

Materials & Services Charge for whole year: $290.00 per student

Due Date: Friday 28th February, 2013 (Week 5)

Information About Materials & Services Charge
1. The Materials & Services Charge includes all the stationery and equipment which your child will use during the school year. The only exceptions are;
   ▪ where a child deliberately wastes or destroys materials
   ▪ some special activities eg. cooking, excursions etc. where an additional contribution may be asked for
2. All text books remain the property of the school.

Payments
Due to our Administration Development payment will need to be made at the Front Office between 8.30am-9.30am and 2.30pm-3.15pm. There is provision to make use of the payment envelopes and payment box, which is situated on the counter if these times are not suitable.

Payment can be by cash, cheque or credit card. You may also choose to pay by Credit card over the phone if this is more convenient.
Cheques need to be crossed ‘Not Negotiable’ and made payable to Salisbury Heights Primary School.

Payment by instalments can be negotiated with either the Principal or Finance Officer.

Payments for fees need be completed by Friday 28th FEBRUARY 2014.

The Governing Council has a Debt Collection policy. Should fees not be paid within the specified time, a DECD Debt Recoveries will be engaged. If you have any concerns regarding payment of fees please arrange a time with Sue McKee to discuss the matter confidentially.

PTO for School Card Information.
School Card Criteria 2014:

It is the responsibility of THE APPLICANT to apply EVERY YEAR.
A separate form needs to be completed at each school your children attend.

Eligibility is dependant upon the combined gross family income for the 2012/2013 financial year being within the following School Card limits:

<table>
<thead>
<tr>
<th>Number of Dependent Children</th>
<th>Gross Annual School Card Income Limit</th>
<th>Gross Weekly School Card Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$35,477</td>
<td>$683</td>
</tr>
<tr>
<td>2</td>
<td>$36,445</td>
<td>$702</td>
</tr>
<tr>
<td>3</td>
<td>$37,413</td>
<td>$721</td>
</tr>
<tr>
<td>4</td>
<td>$38,381</td>
<td>$740</td>
</tr>
<tr>
<td>5</td>
<td>$39,349</td>
<td>$759</td>
</tr>
<tr>
<td>Each additional dependent child</td>
<td>$  968</td>
<td>$  19</td>
</tr>
</tbody>
</table>

FORM A – Income Audit
FORM B – Financial Hardship, Change in Financial Circumstances, Self Employed.
FORM F – Foster Children
FORM M – New Arrivals / Migrants

Please obtain a 2014 APPLICATION FORM from the Front Office as soon as possible
The completed form needs to be returned to school by 28th February 2014.

IMPORTANT - If you have any doubt about your eligibility please contact the school before 28th February 2014 or contact School Card direct on 1800 672 758.
If you do not fit the above criteria but feel you may have a hardship case, you will need to complete Form B available from the Front Office.

Please do not hesitate to contact Sue McKee if you have any questions regarding the information supplied to you.

Thank you for assistance in attending to these matters promptly.

Sue McKee
Finance Officer