

Application for Variation of Fees

In cases of extreme financial hardship, Tec-NQ may provide some financial assistance to student's who may be financially disadvantaged. Tec-NQ may do this in a number of ways including exemption from payments, reduction of payments, or extension of time allowed for payments.

Please consider your need for a fees payment variation carefully, as regrettably we have a limited amount of funds available to meet the needs of the entire school community.

To enable us to make an equitable and consistent assessment the assistance we may be able to provide to you and others, you will need to apply for any available assistance by providing information about your financial situation. Please complete the information fully and provide supporting documentation where required.

Applicant(s) Name:			
Student(s) Name(s):			
GENERAL INFORMATION			
What type of assistance are you applying for?	<input type="checkbox"/> Full exemption	<input type="checkbox"/> Reduction	<input type="checkbox"/> Time extension
Do you have a spouse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How many dependent children do you have?			
What period does your financial information relate to?	<input type="checkbox"/> Annual	<input type="checkbox"/> Monthly	<input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly
INCOME: Please enter the following with regards to your household income <i>(supporting documentation required: 2 x payslips, bank statements detailing income)</i>			
Salary/wages		Spouse's salary/wages	
Pensions & allowances		Rents & boarding fees	
Interest/dividends		Other	
Total Amount of Income			
EXPENSES: Please enter the following with regards to your household expenses <i>(supporting documentation required: bank statements detailing expenses, account statements, invoices, receipts)</i>			
Mortgage repayments		Rent repayments	
Other loan repayments		Housekeeping (e.g. food, clothing etc)	
Electricity/gas/rates/phone		Vehicle costs	
Insurance		School fees	
Holiday & entertainment		Other	
Total Amount of Expenses			
ASSETS: Please enter the following with regards to your personal assets			
House(s)		Motor vehicle(s)	
Furniture and effects		Investments/bank accounts/shares	
Other			

Application for Variation of School Fees and Payments

Total Value of Assets			
LIABILITIES: Please enter the following with regards to your personal liabilities <i>(supporting documentation required: bank statements detailing liabilities)</i>			
Home Loan(s)		Credit card(s)	
Personal Loan(s)		Other	
Total value of liabilities			
REASONS FOR APPLICATION: After working through your budget enter the reasons you are applying for hardship assistance			
Provide an indication of the amount of payments you believe you can afford to pay		<input type="checkbox"/> Per week <input type="checkbox"/> Per Month	
APPLICATION DECLARATION			
The applicant declares, understands and agrees: <ul style="list-style-type: none"> • The information contained in this application is correct and hereby apply for concession on fees and payments due to Tec-NQ based on the information supplied. • To notify Tec-NQ of any signification change in our circumstances or the information provided in support of this application • That any concession granted is only of a short term nature and continuing assistance beyond the current calendar year, or other specified period, would require completion of a new application. 			
Name:		Signed:	Date:
Name:		Signed:	Date:

OFFICE USE ONLY			
Approved for:	<input type="checkbox"/> Full Exemption	<input type="checkbox"/> Reduction	<input type="checkbox"/> Time extension
Additional conditions:			
Payment plan attached:	<input type="checkbox"/> Yes		
Approved By Department of Employment, Small Business and Training			<input type="checkbox"/>
Approved By:		Signed:	
Position:		Date:	