

MARIST COLLEGE EMERALD

Jeppesen Drive | PO Box 81, Emerald Qld 4720
Phone: 07 4982 3400 | Direct Ph: 07 4994 9130
Email: office@mcerok.catholic.edu.au
www.maristcollegeemerald.com.au



Marist College Appendix 12 - Concession Card Tuition Fee

(This information is confidential)

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

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

Student(s) Name:	Year Level:	Student Code: <i>[Office Use Only]</i>

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: _____

Signature: _____ Date: ____ / ____ / ____

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