

MARIST COLLEGE EMERALD

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## 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_