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Procedures
4. Application for Concessional School Fees
4.1 Applications for concessional school fees must be made on the St. Mary MacKillop Primary School
approved form.
4.2 Information provided in support of concessional school fees must be treated in the strictest
confidence, in accordance with the School’s Privacy Policy.
5. Successful Applications for Concessional School Fees
5.1 The Principal of St. Mary MacKillop Primary School is delegated the authority to approve
concessional school fees,
5.2 When an application for concessional school fees is approved, an automated payment plan must
be established. Where applicable, the payment plan should be set up through CentrePay or via
direct credit to the School.

5.3 When invoicing families for concessional school fees, St. Mary MacKillop Primary School will
invoice school fees and levy in full and then show a fee remission on the invoice so that the