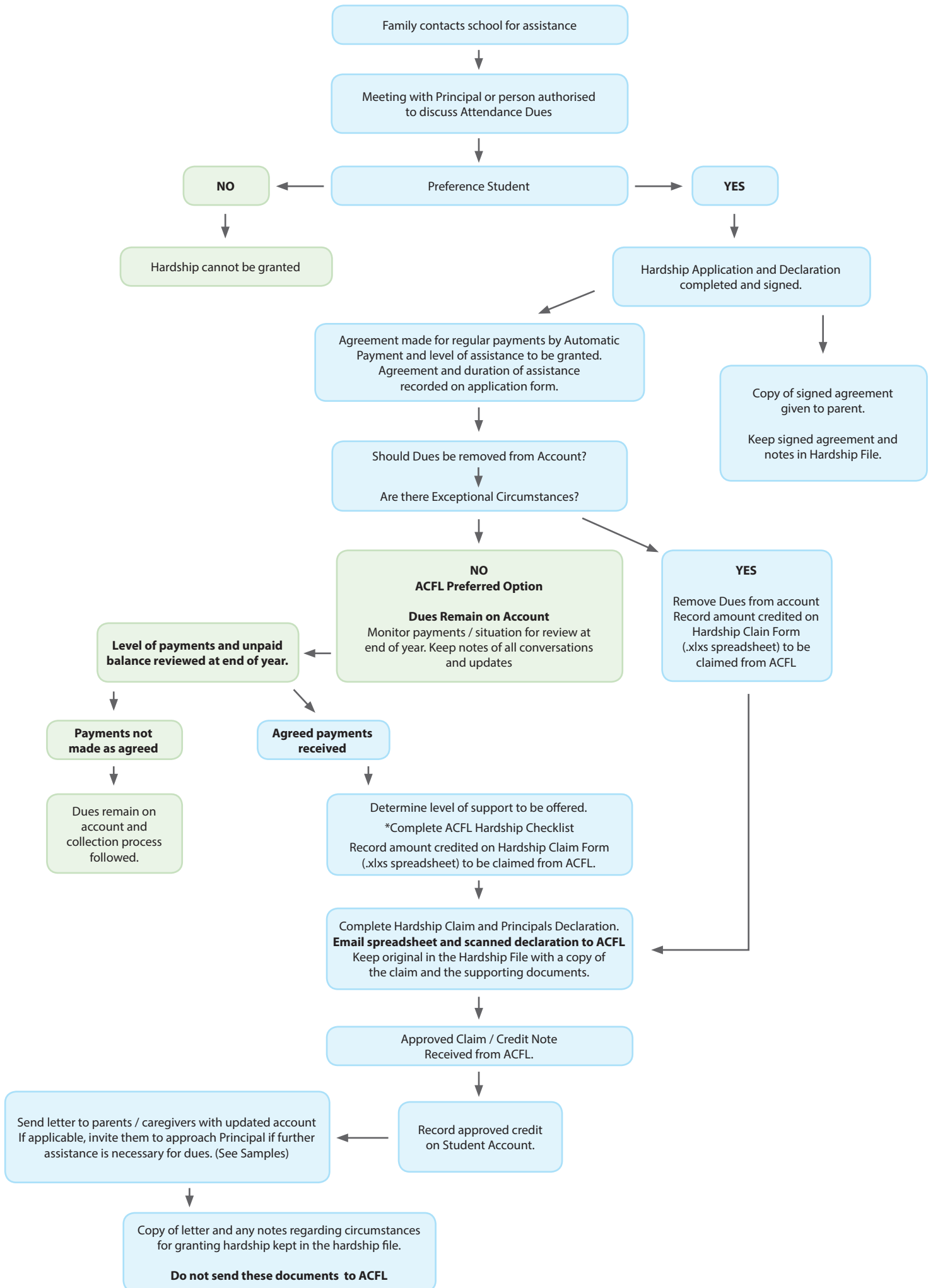
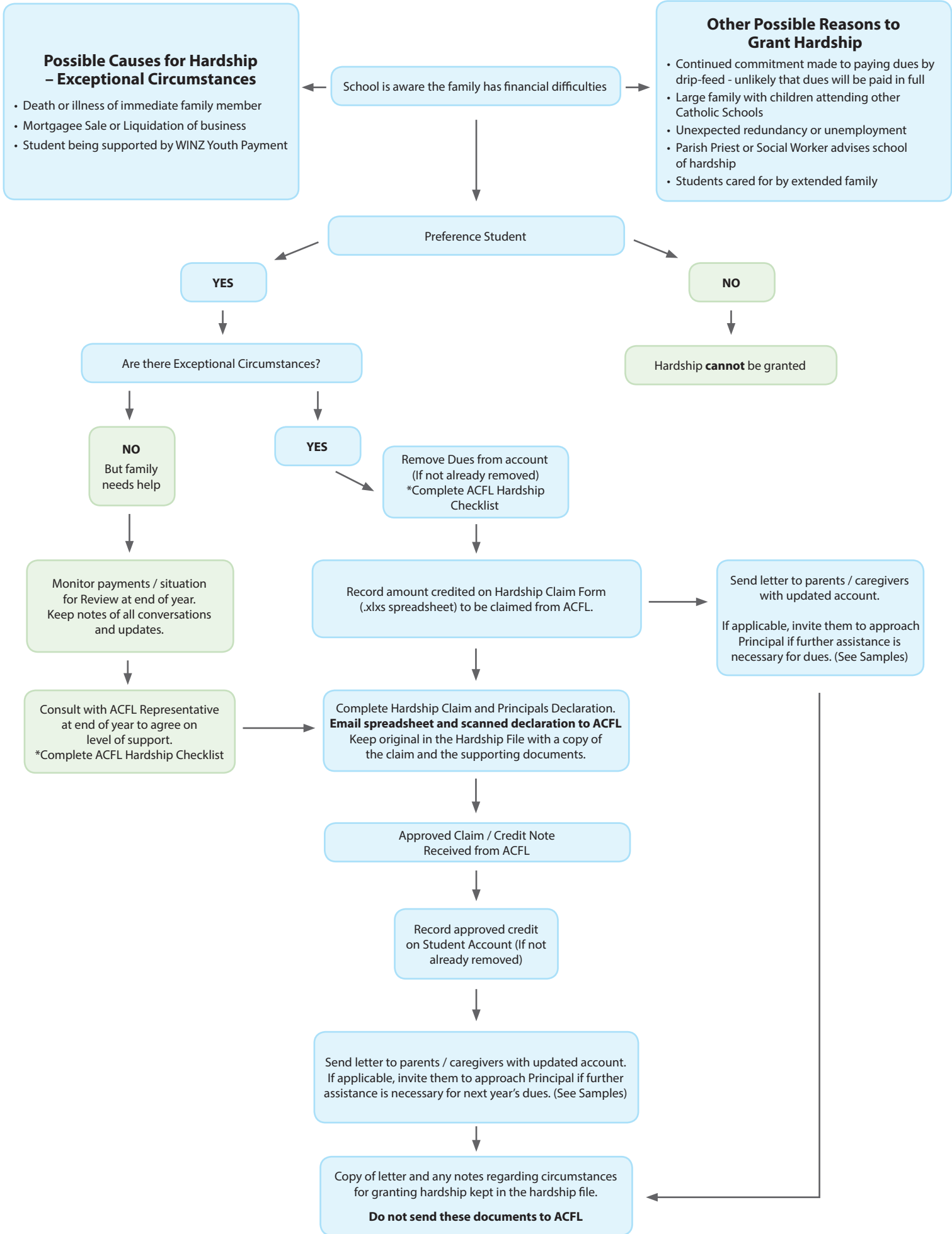


ACFL HARDSHIP GRANT PROCESS



ACFL HARDSHIP GRANT PROCESS

School Discretion



Possible Causes for Hardship – Exceptional Circumstances

- Death or illness of immediate family member
- Mortgagee Sale or Liquidation of business
- Student being supported by WINZ Youth Payment

Other Possible Reasons to Grant Hardship

- Continued commitment made to paying dues by drip-feed - unlikely that dues will be paid in full
- Large family with children attending other Catholic Schools
- Unexpected redundancy or unemployment
- Parish Priest or Social Worker advises school of hardship
- Students cared for by extended family

Preference Student

YES

NO

Are there Exceptional Circumstances?

NO

But family needs help

YES

Remove Dues from account (If not already removed)
*Complete ACFL Hardship Checklist

Hardship **cannot** be granted

Monitor payments / situation for Review at end of year.
Keep notes of all conversations and updates.

Record amount credited on Hardship Claim Form (xlsx spreadsheet) to be claimed from ACFL.

Send letter to parents / caregivers with updated account.
If applicable, invite them to approach Principal if further assistance is necessary for dues. (See Samples)

Consult with ACFL Representative at end of year to agree on level of support.
*Complete ACFL Hardship Checklist

Complete Hardship Claim and Principals Declaration.
Email spreadsheet and scanned declaration to ACFL
Keep original in the Hardship File with a copy of the claim and the supporting documents.

Approved Claim / Credit Note Received from ACFL

Record approved credit on Student Account (If not already removed)

Send letter to parents / caregivers with updated account.
If applicable, invite them to approach Principal if further assistance is necessary for next year's dues. (See Samples)

Copy of letter and any notes regarding circumstances for granting hardship kept in the hardship file.
Do not send these documents to ACFL