



# Woodcrest State College

P-12 Seamless Education

## FINANCIAL HARDSHIP CLAIM

(Parent to Complete)

Student/Students' Name			
Parent Name (must be debtor of the account)			
Please describe the details of your personal hardship.			
How long have you been experiencing this personal hardship?			
How long do you expect your personal hardship to continue?			
Do you currently have an active payment plan in place with the Finance Department?	<input type="checkbox"/> Yes, my payments are: \$ <input type="text"/>		<input type="checkbox"/> No
	<input type="checkbox"/> per week <input type="checkbox"/> per fortnight		
If you do not have an active payment plan, please advise of weekly/fortnightly payments that you could commit to.	<input type="checkbox"/> per week \$ <input type="text"/> <input type="checkbox"/> per fortnight \$ <input type="text"/>		
What are you requesting to occur with your account? (How would you like the college to support you with managing your account)			

I understand and agree that on submission of my application, my account history will be analysed in detail and submitted to the Business Manager for review. I understand that claims are reviewed on a case by case basis and decisions are final.

Signature of Parent/Carer		Date	
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## FINANCIAL HARDSHIP CLAIM

*Office Use Only*

<b>Student/Students' Name</b>			
<b>Reports attached</b>	<input type="checkbox"/> Open/closed invoices <input type="checkbox"/> Statement of account <input type="checkbox"/> Contact record (if applicable) <input type="checkbox"/> Supporting documentation (if applicable)		
<b>Finance Manager comments</b>			
<b>Signed – Finance Manager</b>		<b>Date</b>	
<b>Business Manager comments/outcome of claim</b>			
<b>Signed – Business Manager</b>		<b>Date</b>	
<input type="checkbox"/> Final outcome actioned		<b>Date</b>	
<b>Comments</b>			
<input type="checkbox"/> Details entered on Finance Spreadsheet <input type="checkbox"/> Details recorded in One School contact		<b>Date</b>	