

Ministry Families Discount Policy

Purpose

Emmaus Christian School exists to partner with Christian families in the education and formation of their children, as we grow together in faith, love and wisdom. We value strong, gospel-centred relationships with local churches and ministry leaders and Emmaus is committed to making Christian education accessible and affordable for families engaged in gospel ministry vocations.

Scope

This policy applies to new and continuing Emmaus Christian School families who meet the eligibility criteria below. It governs discounts on tuition fees only.

Policy Statement

As a tangible expression of support for ministry families serving our churches and Christian organisations, Emmaus Christian School offers a **50% reduction in tuition fees** to eligible applicants. The Ministers' Tuition Fee Discount is the **maximum discount** available under the School's Fee Policy and **cannot be combined** with any other fee discounts or concessions.

We recognise that for families engaged in paid ministry, the cost of schooling may be a significant challenge. Emmaus Christian School seeks to support ministry families who are dedicating their lives to gospel work in our community. As a tangible expression of this support, we offer a tuition fee discount to eligible ministry families.

Emmaus Christian School provides a **50% reduction in tuition fees** for families where a parent holds a relevant and recognised theological qualification and is substantially engaged in a paid ministry role at a registered Christian church or recognised Christian organisation.

Any family that qualifies for a Ministers' Fee Discount acknowledges that the 50% reduction in tuition fees is the maximum amount available and that they will not qualify for other discounts that form part of the Emmaus Fee Policy.

Definitions

- **Applicant** – One or both enrolling parents.
- **Christian church** – A registered Protestant Christian church or denomination.
- **Ministry role** – A paid position that includes pastoral and teaching responsibilities. (e.g pastors, children's ministers, and youth workers). Administrative or purely support roles are not eligible.
- **Relevant theological qualification** – A formal qualification (postgraduate, degree or diploma level) applicable to the applicant's ministry role, obtained from an accredited Christian theological institution. Applicants nearing completion of their qualification may be considered.
- **Substantially engaged** – The ministry role is the primary source of family income and typically involves a minimum of three days per week. Special circumstances may be considered by the Finance Committee.
- **Finance Panel** – The School committee authorised by the Board Committee to assess and approve bursary and fee-relief applications.



Eligibility Criteria

To qualify for the Ministers' Tuition Fee Discount, the applicant must:

1. Hold a Relevant Theological Qualification (or be nearing completion, at the Panel's discretion).
2. Be Substantially Engaged in a Ministry Role at a registered Christian church or recognised Christian organisation.
3. Affirm and uphold the Emmaus Christian School Statement of Faith.
4. Agree to notify the School immediately if ministry engagement or circumstances change such that eligibility may be affected.

Discount Parameters

- The discount is set at 50% of tuition fees.
- It is not cumulative with any other Emmaus Christian School fee discounts or concessions.
- The discount applies per family [optional: or per eligible student], for the period approved.
- Discounts are not transferable and do not apply retrospectively unless approved by the Finance Committee.

Availability and Funding Limits

- The total funds allocated to the Ministers' Tuition Fee Discount each year are determined as part of the School's annual budget.
- Once the available allocation is fully committed, no further discounts will be granted for that year. Applicants may still apply for assistance through the broader Emmaus Bursary Program, subject to available funds and program criteria.
- The Finance Committee will review the total allocation annually as part of the budget process

Evidence Requirements

Applicants must supply sufficient evidence to enable fair and responsible stewardship. This may include:

- A letter on church/organisation letterhead confirming the ministry role, FTE/expected days, and remuneration status (paid).
- A copy of the relevant theological qualification (or enrolment/near-completion evidence).
- [Optional: Recent payslips or employment contract showing primary income source; ABN details if applicable.]
- Any additional information reasonably requested by the Business Manager or Finance Committee.

Application & Approval Process

1. The applicant completes and submits the Ministers' Discount Application Form with supporting evidence to the Business Manager (accounts@emmaus.act.edu.au).
2. The Business Manager reviews the application and may request clarification or further documentation.



3. Where criteria are met, the Business Manager makes a recommendation to the Finance Committee as per delegation.
4. The Finance Committee considers the recommendation and approves/declines the discount.
5. The applicant is notified in writing of the outcome and the period for which the discount applies.

Governance & Delegations: The Board delegates operational assessment to the Business Manager and approval to the Finance Committee as per the School's delegations schedule.

Duration, Renewal & Review

- The Ministers' Tuition Fee Discount is approved for a maximum period of one (1) calendar year.
- Families must reapply each year by submitting a new application and current evidence of eligibility. Continued receipt of the discount is not automatic and depends on:
 - Ongoing compliance with all eligibility criteria;
 - Availability of funds within the annual budget allocation; and
 - Approval by the Finance Committee following re-assessment.
- The Business Manager and Finance Committee reserve the right to review, vary, or withdraw the discount if circumstances change or requirements are no longer met.
- The School may audit eligibility at any time.

Change of Circumstances

Families must notify the School within 14 days if:

- The applicant's ministry role ceases, reduces below Substantially Engaged, or shifts to a non-eligible role.
- The applicant no longer meets the qualification or Statement of Faith requirements.
- Adjustments to fees will take effect from the month following notification (or earlier if appropriate).

Privacy

All applications and supporting documents are handled confidentially and stored in accordance with the School's Privacy Policy and applicable laws.

Relationship to Emmaus Bursary Program

This ministry discount is part of the broader Emmaus Bursary Program, which offers confidential fee reductions to families for whom the financial commitment of Christian education may be a barrier. Supported by our generous school community, this program reflects our commitment to ensuring that Christian education remains within reach. We encourage families to contact our Bursar for more information.

To begin or continue your application, email the Emmaus Christian School Bursar on: accounts@emmaus.act.edu.au.