



Concession Policy Under 16

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Principle

That all children with learning disabilities living in Mid Sussex should be able to access the clubs and activities run by Kangaroos, regardless of their family means; and that low-income families will be eligible for fee concessions.

Scope of the Policy

- This policy outlines the application of Kangaroos Concession Policy to ensure that this policy is applied fairly and transparently.

What is a Concession?

- Kangaroos will reduce the fees for its schemes by 50% for families with low income, who can provide evidence of any of the following : Universal Credit, Income Support, income related Job Seekers allowance, income related Employment and Support allowance or Pension Credit.
- Members who require Kangaroos Financial Support may be awarded a concession at the absolute discretion of Kangaroos, based on our full session rates.

How to apply for a concession

- It is the responsibility of the parent / carer to request an application form and apply for a concession.
- A concessions application form will need to be completed and returned to the Finance Coordinator with supporting evidence.
- The application will then be reviewed and the parent/carers advised as to whether the concession has been agreed.

Confidentiality

To respect confidentiality, information received with regard to individuals applying for, and receiving a concession will only be shared between the Finance Coordinator, the Activities Coordinator and the Operations and Quality Manager. Other staff will not have access to, be provided with, or have knowledge of, this information.

Starting concession period

- When a concession is granted it will be applied to fees for sessions booked from that date onwards
- A concession will not be applied to historical bookings or outstanding invoices

Concession review

- To ensure that the concession still applies families will be required to complete an application annually and return with supporting evidence to the Finance Officer.
- If a concession no longer applies the full price will be charged from the booking period following the date of the review.

Document Control

Version	Date approved by Trustees	Date for next review	Written / Amended by
1	May 2018	May 2019	Jenny King
2	20/11/2018	Nov 2020	Peter Ackland

Kangaroos Concession Application Form

Please complete this form and return with supporting evidence if you wish to apply for a concession of 50% on Kangaroos activities. Please note this reduction does not apply to Family Days

I would like to apply for concession for (name of child)

Please tick below:

- I receive Income Support
- I receive Job Seekers Allowance
- I receive income related Employment and Support Allowance
- I receive Pension Credit
- I receive Universal Credit

Date

Print Name

Signature

Please return this to Kangaroos by email finance@kangaroos.org.uk or by post to Kangaroos, Unit 7&8 More House Farm Business Centre, Ditchling Road, Hayward's Heath, West Sussex RH17 7RE

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