



## Bursary – Procedure and Guidelines

The School has an approved amount in the Annual Budget to allocate to Bursaries; when that amount has been reached, there will be no further allocation of bursaries in that calendar year.

### Bursaries

- Are available for families who are suffering short-term financial hardship.
- Are not available to a family at enrolment, nor in the first year of enrolment.
- Are applied to reduce tuition costs only.
- Can be for a 50% to 100% reduction in tuition fees. It is rare that a 100% reduction is applied.
- If successful, the reduction in fees is for one term only.
- Can only be awarded to a family once per calendar year. Further applications cannot be made in the year of the bursary or the following year.

### Conditions

- The child of a family in receipt of a bursary must commit fully to the school's programs and events, including a high attendance rate.
- Other fees that arise during the year for camps, strings etc are to be met by the family in full.

### Process

- Applications are to be submitted to the Head of School or Business Manager and marked 'Private & Confidential – Bursaries.'
- The application is to be submitted in the term prior to the school term when the Bursary is to be applied.
- The Head of School will discuss the application with the Business Manager and gather background information regarding previous fee payment history.
- The Head of School or Business Manager may require a meeting with the applicant family if additional information is needed and to determine the level of support required.
- The Head of School or Business Manager will make a recommendation to the Board Finance Committee for approval.
- The family is notified of the outcome of the application within seven days of the Finance Committee Meeting at which the application is discussed.
- The Business Manager will authorise bursary to fees upon approval.



## Application for Bursary

### A) Personal Details

Parent 1: .....

Parent 2: .....

Address: .....

.....

Phone: (H) ..... (W): ..... (M):.....

Email: .....

Child/Children:

Name: ..... Class: .....

Name: ..... Class: .....

Name: ..... Class: .....

### B) Financial Details

**Parent 1 Occupation:** .....

Full Time

Part Time

Casual

Employer's Name: .....

Employer's Address: .....

Length of Employment: ..... Net weekly income: .....

**Parent 2 Occupation:** .....

Full Time

Part Time

Casual

Employer's Name: .....

Employer's Address: .....

Length of Employment: ..... Net weekly income: .....



**Government Pension / Benefit:**

Type of Pension: .....

Net weekly income: .....

Type of Pension: .....

Net weekly income: .....

Other source of income: .....

Net weekly income: .....

**C) Reference:**

Please provide two personal/business references (not related to you):

Surname: ..... First Name: .....

Relationship to you: ..... Phone no. ....

Surname: ..... First Name: .....

Relationship to you: ..... Phone no. ....

**Please provide copies of the following documents as relevant to your application:**

- Bank statement for the last 3 Months from all you bank accounts
- 3 payslips from both parents (if fees are paid jointly)
- Centrelink payment slips
- Last financial year tax return
- An outline of your household budget
- Estimate of your projected fee shortfall for this year: .....

Signature: .....

Date: .....