

BURSARY APPLICATION FORM



Identity. Purpose. Hope.



**RICHMOND
CHRISTIAN
COLLEGE**

BURSARY APPLICATION FORM

The Board is committed to the principles of fairness and equity in the provision of Christian Education at an affordable price. However, due to either temporary or ongoing financial circumstances, some families require fee relief. Our Bursary Policy exists to provide assistance to those families whose children, without such financial assistance, would not be able to receive a Christian education at Richmond Christian College.

Bursaries are not usually granted retrospectively. When fee relief is granted, it is generally for one year at a time. Therefore, a family must reapply for a Bursary at the beginning of each calendar year should their circumstances require it. If, during the year, the family's financial circumstances change, either positively or negatively, they are requested to inform the Finance Officer promptly.

Privacy Statement

Any information supplied will be kept in strictest confidence and used only for the assessment of this application. Richmond Christian College will not reveal or disseminate in any way names, addresses, financial information or any other personal information to any third-party or person other than those directly related to the approval process.

Please complete all details in this application. This form is to be completed by the parent(s)/guardians(s) and returned to the Finance Officer via the School in an envelope marked 'Confidential' with all supporting documents. Any questions may be directed to the Finance Officer, Mrs Laurel Trainor in writing or by telephone on (02) 66867847.

PERSONAL DETAILS

Parent/Guardian #1

Parent/Guardian #2

Surname:

First Name:

Phone No:

Student/s enrolled:

Other dependents:

Residential Address:

EMPLOYMENT DETAILS

Parent/Guardian #1

Parent/Guardian #2

Employer Name:

Telephone No:

Address:

Please Select:

Casual

Part-time

Full-time

Casual

Part-time

Full-time

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Terms and Conditions

- (a) Acceptance of Bursary assistance automatically indicates acceptance of the following terms as set out below.
- (b) Bursary assistance is provided at the complete discretion of the School, and is subject to availability of funds. No guarantee is given as to the School's ability to provide Bursary assistance in future years.
- (c) Any Bursary assistance given must be treated by the recipients and the School in a strictly confidential matter.
- (d) Applications for a Bursary are confidentially assessed by the Principal under the guidelines of the Finance Committee and are dependent upon the following:
 - The current family circumstances and income;
 - The family's ability to pay the scheduled school fees;
 - Requests for assistance from other families;
 - The financial position of the school.
- (e) The School reserves the right to determine the amount of assistance offered.
- (f) The School must be notified of any changes in the financial situation of a recipient of a Bursary (eg changes in income). The School reserves the right to make adjustments to Bursary assistance from the time of the change in circumstances.
- (g) If it comes to the attention of the School that a Bursary recipient has understated their finances, Bursary assistance will be withdrawn, and full fees charged, backdated to the commencement of the Bursary.
- (h) Each approved application for Bursary assistance will remain current for the term approved. After the specified term has finished, families will need to reapply for further assistance.
- (i) Recipients of Bursary assistance must ensure all children remain enrolled for the full academic year. Early withdrawal may lead to Bursary assistance being withdrawn and full fees for all children being charged retrospectively for that academic year.
- (j) All Bursaries are subject to regular attendance of the student(s) with a limit of 15% unexplained or unjustified absences before the bursary is reviewed.
- (k) Payment of school fees must be by direct debit from a nominated bank account or via Centrepay. All bank fees and charges incurred by the School due to insufficient funds will be charged to school fees.
- (l) Any issue relating to insufficient payment of the agreed fees will be dealt with in accordance with the School Fees policy.

DECLARATION

I/We declare that the information contained in this application is correct and apply for Bursary Assistance based on the information supplied and the terms and conditions listed above.

Parent/Guardian 1 SIGNATURE..... Date.....

Parent/Guardian 2 SIGNATURE..... Date.....