

# BURSARY APPLICATION FORM



Identity. Purpose. Hope.



**RICHMOND  
CHRISTIAN  
COLLEGE**

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. As a Christian organisation, Richmond Christian College is thankful for the resources it has been given and looks for opportunities to be generous where possible as good stewards. 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 Business Manager 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 Business Manager to the School in an envelope marked 'Confidential' with all supporting documents.

You must provide evidence demonstrating your financial need. Details of predicted income, expenditure and financial status must be provided. Please use the following checklist to ensure your application is complete:

	Yes	No	N/A
I/We have read and understand the terms and conditions of the bursary for which I/we are applying and signed the application.			
I have included all assets owned by me, another family member or through associated companies or trusts.			
I have completed all relevant sections of the application form and have checked all information for accuracy and completeness.			
I have attached a copy of my/our two most recent income tax returns, (not less than 12 months old). Please provide your full tax return not just the Notice of Assessment.			
I have attached the Income Statement from Centrelink, if applicable.			
I have attached copies of my 3 most recent payslips from my employer, if applicable.			
I am aware that I must advise the Business Manager immediately of any change in the family's financial circumstances.			

**Please complete all the tables as accurately as possible.**

Provide realistic estimates if you do not know exact amounts.

**This applies to the school calendar year:** \_\_\_\_\_

### Personal Details

Parent or Guardian Details	Applicant 1	Applicant 2
Name		
Occupation		
Employer's Name		
Business name, if self employed		

Student Details	Name	School Year
Child 1		
Child 2		
Child 3		
Child 4		

Other Dependents	Age	School Year, if applicable
Child 1		
Child 2		
Child 3		
Child 4		

### Personal Supporting Statement

Please provide a personal statement including any other information that you consider that is relevant to your application for Bursary assistance in the space provided below:

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In applying for a Bursary, what level of funds per fortnight do you estimate you will be able to put towards the tuition fees for this year? \$ \_\_\_\_\_

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## Income

Please provide details of your gross monthly income after income tax.

Current Monthly Income before tax	Applicant 1	Applicant 2
Salary/Wages		
Rental income net of expenses		
Business income net of expenses		
Interest		
Other Net investment income		
Super Pensions or lump sums		
Centrelink Pensions/Payments		
Centrelink FTB Payments		
Child Support		
Boarder		
Other (Please provide details):		
Is this your normal income?		
If no, state average monthly income before tax, based on last 3 months average. Please provide a brief explanation of variations.		
What was your taxable income for the previous financial year?		
What was your taxable income for the last financial year? (Estimate if actual not available)		

## Expenses

Please list all **monthly** commitments.

Current Monthly Expenses before tax	Applicant 1	Applicant 2
Rent		
Loan repayments:		
Mortgage (Home)		
Mortgage (Rental)		
Other investment loans		
Personal loans/credit cards		
Rates (land/water)		
Home building/contents insurance		
Groceries		
Motor Vehicle Expenses (fuel, rego, insurance, maintenance)		
Electricity/Gas		
Telephone/Internet		
Medical/Dental		
Employment expenses (Please provide details):		
Other expenses not listed above (please provide details):		

## Additional expenses information

Please provide a brief explanation for each question and the total annual expenses.	Annual Expenditure \$
Does your family have an unusually high level of expenses as a result of special personal or health circumstances?	
Did you have any major discretionary expenditure during the past year? (eg family overseas trip, house extensions, new car, new house etc?)	
Do you anticipate any major discretionary expenditure during the coming year? (eg family overseas trip, house extensions, new car, new house etc?)	

## Assets and Liabilities

Please list all assets owned by you, another family member or an associated company or trust. Include estimate of the current market value for each asset. If you have a loan against the asset please include the current loan balance.

Assets and Liabilities	Market Value	Loan Balance, if applicable
Property 1		
Property 2		
Cash Assets		
Shares, Securities and other investments		
Motor vehicles		
Boats, caravans and other recreational assets		
Other Assets:		
Personal Loans/Credit Cards		

Please read the terms and conditions on the following page and sign the declaration.

## 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 Business Manager under the guidelines of the Board 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 period 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 families.
- (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 true in every particular to the best of my knowledge and belief and apply for Bursary Assistance based on the information supplied and the terms and conditions listed above.

### Signed by:

\_\_\_\_\_  
Applicant 1 Name:

\_\_\_\_\_  
Applicant 2 Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: