



# BURSARY APPLICATION FORM

Please write the Student's Full Name HERE

## General Information

Our college is committed to valuing effort, achievement and excellence in learning. In the interests of supporting students with their secondary education, we are pleased to offer the St Joseph's College Bursary program.

We acknowledge and accept that parents and guardians make sacrifices to provide their children with an education. St Joseph's College is a Catholic Mercy school in the tradition of foundress Catherine McAuley. She wanted her schools to be available to all, regardless of financial status. This commitment to inclusion and understanding extends to assisting prospective families for whom the fees might represent a financial barrier.

## Applicant Declaration

I/We hereby make an application for a bursary for the coming year. This application is submitted in good faith, and I/we solemnly declare conscientiously believing that all details contained herein are to be true.

In the event this application results in a reduction of the global school fee payable I/we agree and accept that reduced fees are made possible in part through the support and commitment of the whole college community of which I/we am/are part. In response to and as part of our commitment to that "partnership" arrangement I/we give the following undertaking:

- To pay the agreed assessed fee contribution via a Direct Debit arrangement which is to remain in force for the assistance to remain valid;
- To give the payment of school fees the highest priority in recognition of the importance I/we place on the education of our child/children;
- To disclose financial information in full and without exception to the Principal and relevant staff;
- To advise the college immediately when financial circumstances result in assistance being no longer required.

A letter and Agreement will be sent by St Joseph's College advising of the Bursary being offered. A signed copy of this Agreement is to be returned to the college indicating the family's agreement to the terms and conditions of the Bursary.

# General Conditions

1. The Bursary will provide fee remission of \$1000; assistance to purchase the college uniform from the uniform shop to the value of \$350 and assistance with textbooks to the value of \$150 for the student's first year of study at the college.
2. The Bursary is based on the financial need of the student's family as well as the student's attitude towards school.
3. Financial need will be determined by the Principal and Business Manager.
4. This application and the names of the recipients will remain confidential, and information supplied will be available only to the Principal and relevant staff.
5. The Bursary will be for one year only. Students who accept the Bursary are also eligible to apply for a range of scholarships offered at Year 11.
6. The Principal and Business Manager have the right to ask for financial information from applicants on a case by case basis.
7. Decisions will be made on the Bursary in October/November each year. Letters will be posted in Term 4.
8. Funds do not change hands. However, a general ledger entry is made on the family accounts for fees and uniform. Families should provide the college with a receipt for the payment of textbooks and stationery and a refund will be processed to the amount of \$150.
9. Families receiving the Bursary are advised that expenditure on extra school curriculum activities such as interstate/international tours may be considered inappropriate.
10. The Bursary is not negotiable. No further fee concessions are provided for the Bursary year.

Please complete the applicable details below



Parent/Legal  
Guardian 1 Name

Parent/Legal  
Guardian 1 Signature

Date

Parent/Legal  
Guardian 2 Name

Parent/Legal  
Guardian 2 Signature

Date

# Personal Details

## Important Details

The information requested on this form will only be used by St Joseph's College for the purposes of assessing fee relief. The information will be stored securely and will not be provided to any other person or organisation. It will be destroyed when no longer required by the college.

Student Name	
Entry Year Level	Calendar Year
Student Religion	
Student Address	

**Has an enrolment application been lodged?**      Yes      No

Current School
----------------

**Do you have a current Health Care Card?**      Yes      No      If Yes, please attach a copy.

## Parent/Legal Guardian Circumstances

### Parent/Legal Guardian 1 Details (If deceased please state)

Full Name	
Occupation	Contact Number
Marital Status	Religion
Address	
Email	

### Parent/Legal Guardian 2 Details (If deceased please state)

Full Name	
Occupation	Contact Number
Marital Status	Religion
Address	
Email	

# Personal Details CONTINUED

**School Fee Address** (if different from page 3)

Address \_\_\_\_\_

## Other supporting evidence for Bursary Application

**Nature of Necessitous Circumstances** You may wish to add further information here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Supporting documentation checklist

- Health Care Card
- Most recent Tax Return
- Two most recent pay slips

All applications must be submitted to the Admissions and Fees Manager



**OFFICE USE ONLY**

Date received	<b>Application Approved</b>	Yes	No
Principal's Signature	Date approved		