

# PORT MACQUARIE STEINER SCHOOL

## 1.2 BURSARY POLICY

<b>Drafted date:</b> 19 <sup>th</sup> August 2018	<b>By:</b> Melodie Ayriss	<b>Approved by Board date:</b> 3 <sup>rd</sup> October 2018
<b>Reviewed date:</b> 3 <sup>rd</sup> October 2018	<b>By:</b> Cheryl Meyer Millican	<b>Next review due date:</b> September 2019
<b>Associated policies:</b>	1.1 Student Enrolment Policy	
<b>Associated Laws:</b>	<i>Commonwealth Privacy Act 1998</i>	

### INTENTION

The School is committed to inclusiveness and making Steiner Education accessible to families in the Port Macquarie region. As such our fees are in line with the other independent schools in the area, and we have a bursary option to provide means based financial support to eligible families.

### INTRODUCTION

Bursaries are means based and may be awarded where financial need is demonstrated. The bursary scheme outlined in this policy is designed to support families who are unable to meet the full fees. This need may be demonstrated at the point of enrolment or at any point in time when the circumstances of the family change.

### POLICY

Bursaries may be offered in the form of a discount of up to 75% and in exceptional circumstances 100% of tuition fees, depending on the financial, compassionate or other circumstances of the applicants.

#### 1. Annual Review

Bursaries are awarded for one year at a time and should not be considered as a long-term solution. All bursary awards are subject to a review of parental means each year, and may be increased, decreased or withdrawn, depending on the circumstances and capacity of the School to maintain the bursary amount.

#### 2. Existing Bursaries

Existing bursary holders will be issued with a review form at the end of each school year for return prior to term 1 of the following year.

The Bursary Committee, as delegated by the board, has the discretion to reduce or withdraw a bursary award upon review.

Where a bursary is made, any bond that has been paid to the School at the time of enrolment will be retained by the School at the end of the student's schooling.

#### 3. Application

## PORT MACQUARIE STEINER SCHOOL

### 1.2 BURSARY POLICY

Families may complete the Bursary Application Form at the point of enrolment or at any stage over their child's enrolment where there has been:

- a change in parents' or guardians' circumstances resulting in difficulty in meeting tuition fees;
- a good history of paying tuition fees of the family prior to the change in circumstances; and
- a good record of behaviour and attitude from the student and family demonstrating a commitment to the values of the School.

Bursaries may be awarded to parents or guardians of children in any year group at the School and are offered according to the bursary criteria outlined in this policy and at the discretion of the Bursary Committee.

The Bursary Application Form should be completed as fully as possible and all requested supporting information should be supplied at the time the form is submitted. Incomplete forms or inadequate details may mean that your application cannot be considered.

Bursary funds are limited and are awarded to those deemed most eligible. Families who apply will be assessed against the criteria as described in this policy. Each case is assessed on its own merits and offers are made accordingly, subject to the overall budget of the School and the School's ability to fund the bursary.

Where a bursary cannot be offered, there may be circumstances where a payment plan or short-term fee deferral may be offered in place of a bursary. This is at the discretion of the Bursary Committee.

#### 4. Criteria

The following criteria are used to determine eligibility for a bursary:

- Suitability of the student or family

This will be assessed by reports from the student's teachers or by direct appeal by the family to the Bursary Committee.

- Financial circumstances

The amount of the bursary offered is determined by need. The School has a duty to ensure that all bursaries are allocated appropriately and so the Bursary Committee will assess the supporting documents of the application – income tax returns, bank statements, pay slips, capital and any other financial records when assessing the amount of bursary to award. The Bursary Committee will also consider the size of the family, the number of dependents and any special needs of the family members.

## PORT MACQUARIE STEINER SCHOOL

### 1.2 BURSARY POLICY

- Other factors

In addition to suitability and financial circumstances there may be other factors that can be considered where appropriate. These include:

- Where a child has siblings at the School;
- Where the social needs of the child need to be taken into account;
- Where a parent or guardian is terminally ill or is unable to secure permanent employment due to health reasons;
- Where a parental separation or parental bereavement may result in the child having to be withdrawn from the School.

#### 5. Privacy

All bursary applications are subject to the School's privacy policy which can be accessed at any time via our website or by request. The School respects the confidentiality of bursary applications and offers. Families are also expected to maintain the same level of confidentiality.

All bursary applications are viewed only by those who are part of the decision-making process and personal information is strictly handled in confidence within the Bursary Committee. Teachers are not involved in any decisions around bursaries but may provide some information to the Bursary Committee on a student or family.

#### 6. Commitment to the School

We rely on families acting with integrity when applying for a bursary and in notifying us of any positive changes to circumstances that may reduce the need for support from the School, even if this is part way through a school year.

#### PROCEDURE(S)

1. Families seeking a bursary should complete the Bursary Application Form and attach the requested supporting evidence.
2. The completed application and supporting documentation is to be submitted to the Administration Officer who will forward this to the Bursary Committee.
3. The application and supporting documents will be assessed against the criteria by the Bursary Committee in order to determine the likely level of support which will be required. This may involve a request for further information or an interview with the School.
4. The family is advised in writing whether a bursary will be offered and the level of the offer.

## **PORT MACQUARIE STEINER SCHOOL**

### **1.2 BURSARY POLICY**

5. Families are then required to sign the declaration attached to the letter of offer including an acknowledgement of agreeing to any conditions relating to the bursary offer.
6. Upon receipt of the signed declaration, the Administration Officer will invoice the family according to the bursary.
7. A copy of the letter of and signed declaration will be kept in the relevant student file.

#### **RESOURCES**

Bursary Application Form

#### **REVIEW**

This policy will be reviewed annually.