

# PORT MACQUARIE STEINER SCHOOL

## 1.3 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> 16 <sup>th</sup> July 2020	<b>By:</b> Cheryl Meyer Millican Ruth Gallagher	<b>Next review due date:</b> July 2021
<b>Associated policies:</b>	1.1 Student Enrolment Policy	
<b>Associated Laws:</b>	<i>Commonwealth Privacy Act 1998</i>	

### INTENTION

As part of our core values, 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.

### 1. 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 may change.

### 2. POLICY

2.1 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 or upon withdrawal.

2.2 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.

2.3 Bursaries are awarded annually. All bursary awards are subject to a review of family circumstances each year, and may be increased, decreased or withdrawn, depending on the circumstances.

2.4 New families may apply for a bursary at the time of enrolment, such bursary to commence upon approval.

2.5 Existing bursary holders will be issued with a review form in term 3 to apply for a continuing bursary, if required, for the subsequent school year.

2.6 The Bursary Committee, as delegated by the board, assesses all bursary applications. Parents may appeal to the Bursary Committee asking for a reconsideration of the decision, if they can provide additional information not contained in the initial application.

## 2.7 Applying for a Bursary

Families may complete the Bursary Application Form at the point of enrolment or at any stage during their child's enrolment when there has been a change in parents' or guardians' circumstances that affects payment of fees.

In the case of a change in circumstances, the assessment criteria will also include the following considerations:

- a good history of paying tuition fees prior to the change in circumstances; and
- demonstration of good attitude from the student and family showing 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 or financial documentation will mean that there is insufficient information to process the application.

Bursary funds are limited and are awarded to those deemed most eligible. Families who apply will be assessed against the criteria as described below. 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 is not offered, 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.

## 2.8 Criteria

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

- Family circumstances

This will be assessed by (a) information the family provides, (b) if a continuing student, reports from the student's teachers on the student's life in the school, and (c) in some circumstances an interview with the Bursary Committee.

- Financial circumstances

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 – latest income tax returns, latest two pay slips, and any current Centrelink payment

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statements. The Bursary Committee will also consider the size of the family, the number of dependents and any special needs of the family members.

- Other factors

In addition to the above there may be other factors that can be considered where appropriate. These can include for example:

- siblings at the School
- social needs of the child

#### 2.10 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 relevant information to the Bursary Committee.

#### 2.11 Commitment to the School

Families need to commit to notifying us of any changes to circumstances that may reduce the need for support from the School, even if this is part way through a school year.

Families receiving a bursary are asked to consider ways they can contribute to the life of the school in ways other than financial, such as participation in working bees, classroom support, or voluntary work in skill areas which may be of value to the School. As with all families at the school, families receiving a bursary are advised to consult with the Principal, or their child's teacher in this regard.

### 3. PROCEDURE(S)

#### Application

3.1 Families seeking a bursary should complete the Bursary Application Form and attach the requested supporting evidence.

3.2 The completed application and supporting documentation are to be submitted to the Administration Officer who will forward this to the Bursary Committee.

3.3 The application and supporting documents will be assessed against the criteria by the Bursary Committee.

- 3.4 The family is advised in writing whether a bursary will be offered and the level of the offer.
- 3.5 The Administration Officer will send a term fee invoice to the family, adjusted to include the bursary allowance.
- 3.6 A copy of the bursary offer letter will be kept in the relevant student file.

## **RESOURCES**

Bursary Application Form

## **REVIEW**

This policy will be reviewed annually.