



Rockhampton Girls
Grammar School
Est 1892

BURSARY APPLICATION PROCESS

BURSARIES AT ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Bursaries are made available to ensure that a Rockhampton Girls Grammar School education remains accessible to families which without financial assistance could not enroll their child at Girls Grammar. Each year the Board of Trustees of Rockhampton Girls Grammar School allocates an amount to a fund for the purpose of providing fee support to families facing financial difficulty.

Bursaries will be available to both new and existing enrolments.

Rockhampton Girls Grammar School will award bursaries in the form of a discount on tuition fees on a scale from 20% up to 100% in exceptional circumstances. In limited circumstances, a bursary may be offered for a percentage of boarding fees. All other fees payable as detailed in the School's Fee Schedules will not form part of the bursary allocation and these costs are required to be paid by parents/guardians in full.

Bursary offers will be made for a defined period ranging from 3 months -3 years and will be subject to review at the end of each period.

DEFINITIONS

There is an important distinction between scholarships (not means-tested) and bursaries (means- tested).

Scholarships are awarded to children who have been assessed as having particular talents valued by the school or particular circumstances recognised by the school as deserving of special consideration and are offered a scholarship irrespective of their financial circumstances.

Bursaries are means-tested, and maybe offered to children both currently enrolled at the school and new students, principally to provide families with short term assistance with school fees. Bursaries may be awarded where financial need is demonstrated and the child would otherwise be unable to commence or remain in the school.

APPLICATION AND REVIEW PROCESS

Bursaries are available to parents/guardians of children in any year group at Rockhampton Girls Grammar School and will be approved and allocated at the discretion of the Principal and Business Manager.

Applications should be received by the last day of Term One of the preceding year of enrolment or as soon as financial circumstances change in the case of existing students. Applications made later will also be considered however, these will be subject to availability of remaining bursary funds.

Application Process

1. Parents/guardians seeking a bursary are required to complete the Bursary Application Form which seeks to establish the financial circumstances of the household. The application form requests details of household and business income and expenditure, and should be accompanied by documentary evidence where possible. A Bursary Application should be addressed to the School Principal and submitted to the School Enrolments Officer at the same time as the Application for Enrolment in the case of new students or as soon as financial circumstances change in the case of existing enrolments. The Bursary Application Form is available on the School Website or from the Enrolments Officer on request.

2. Bursaries will be awarded on a demonstrable needs basis. Applicants are asked to provide supporting financial documentation with application, or renewal of a Bursary. We ask that this information be provided on a voluntary basis however, where documentary evidence is not provided this may affect the bursary offering. Details of documents required are included on the application form.
3. An interview may be requested between the Business Manager and the parents/guardians to ensure information is correctly interpreted.
4. Parents/guardians will be advised in writing whether their child is to be offered a Bursary and the level of the offer.
5. Parents/guardians will be required to sign a letter of acceptance in regard to the bursary offered and an acknowledgement agreeing to the conditions of the bursary and to the conditions of enrolment.

Please note: The decision to award a bursary and the level of assistance granted is entirely at the joint discretion of the Principal and Business Manager. No correspondence will be entered into with regard to such decisions. The bursary is subject to satisfactory reports to the Principal on the student's work, contribution to Girls Grammar and compliance with conditions of the bursary.

ANNUAL/BI-ANNUAL/TRI-ANNUAL REVIEW

All Bursary offers are subject to a review at the expiration of the bursary period. Each review will require a new application be submitted and may result in an increase, decrease or cancellation of the bursary depending on parental or student circumstances and/or remaining allocation in the school's bursary fund for any given year. The process of re-application will require the same process be followed as the original application.

Consideration will be given upon re-application to factors including the families' compliance with the School's Fee Payment Policy, student behaviour records and demonstrated commitment to the values of the school.

Parents/guardians will be responsible for re-applying for bursary in Term One of the year preceding the bursary expiration date if they are requiring continued support.

CONFIDENTIALITY

The School respects the confidentiality of bursary offers made to families and therefore information concerning a family's bursary application and received support is strictly maintained by the Principal and within the Finance Department. After each assessment is made the financial records provided to the school will be destroyed. Families in receipt of bursaries are also expected to maintain the same level of confidentiality.

Board of Trustees of Rockhampton Girls Grammar School *trading as*
Rockhampton Girls Grammar School
CRICOS Provider No: 00508E



Rockhampton Girls
Grammar School
Est 1892

BURSARY APPLICATION FORM

Cnr Denham & Agnes Streets,
ROCKHAMPTON QLD 4700

PO Box 776
ROCKHAMPTON QLD 4700

Ph 07 4930 0900

Fax 07 4922 4809

Email Reception@rggs.qld.edu.au

PRINT IN **BLOCK CAPITALS ONLY**

THIS APPLICATION REMAINS STRICTLY CONFIDENTIAL AND FINANCIAL RECORDS PROVIDED TO THE SCHOOL WILL BE DESTROYED ONCE THE BURSARY APPLICATION PROCESS HAS BEEN COMPLETED. PLEASE RETURN THE COMPLETED FORM TO THE ENROLMENT OFFICER.

Please ensure the following documentation is provided with your completed application:

- ☐ Copies of parents/guardians last 2 pay slips
- ☐ Copies of parents/guardians last 2 tax returns

I/We Name of Parents/Guardians:

of Address:.....

.....

Telephone: Home:..... Work:

do solemnly and sincerely declare the following.

DETAILS OF APPLICANTS

Name of Student: Grade:

Name of Student: Grade:

Name of Student: Grade:

Other Children in Family:

Name	Age	Sex	School Attending / N/A
.....
.....
.....
.....

ELIGIBILITY TO GOVERNMENT BENEFITS

Are you eligible for any Government assistance in respect of your daughter's education?

Assistance for Isolated Children (A.I.C.)	Yes	No
Abstudy	Yes	No
Living Away from Home Allowance	Yes	No
Youth Allowance	Yes	No

BASIS OF APPLICATION

Please provide reasons behind the need for financial assistance and whether you see this as a short-term or on-going issue.

[illegible]

ASSETS AND LIABILITIES

Please list your major ASSETS and include any interest you have in ASSETS held by other parties.

	Amount
Family House
Investment House
Motor Vehicles
Investments & Shares (Including Business Interests)
.....
.....
.....
TOTAL \$	

Please list all your long and short-term LIABILITIES

Please list all your long and short-term LIABILITIES	Amount
Housing Loan
Other Loans
Credit Cards
Other:
.....
.....
TOTAL \$

FORTNIGHTLY INCOME AND HOUSING LOAN/RENT COMMITMENTS

Please list your major items of family INCOME.

	Amount
Wages: Parent/Guardian 1	
Wages: Parent/Guardian 2	
Centrelink Payments	
Child Support	
Investment Income	

Business Income

.....
.....

.....
.....

TOTAL \$

Amount

Please list all your long and short-term HOUSING EXPENSES

Housing Loan Repayments/Rent

.....

Other Loans Repayments

.....

Rent

.....

TOTAL \$

Amount

PARENT/GUARDIAN ABILITY TO CONTRIBUTE

Please indicate an amount, that you feel you can contribute towards your daughter's education.

\$WEEKLY / FORTNIGHTLY / MONTHLY

DECLARATION

We hereby make application for fee assistance for the coming year/years. This application is submitted in good faith, and I/We solemnly declare conscientiously believing that all details contained within to be true.

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

- To pay my/our remaining school fees on time in accordance with the Fee Payment Policy.
- To give the payment of school fees equal or higher priority for payment in recognition of the importance we place on the education of our children,
- To advise the School when financial circumstances result in assistance no longer being required.

I/We the parent(s)/Guardian(s) named above certify that this statement of my/our financial affairs is to the best of my/our knowledge true and correct. I/We undertake to notify the school should anything in this statement of financial affairs alter materially until such time as the school notifies me/us that the statement of financial affairs is no longer relevant.

SIGNATURES

.....
Mother / Guardian

.....
Date

.....
Father / Guardian

.....
Date

.....
Principal

.....
Date