



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

POLICY TITLE: Bursary Policy

BOARD APPROVAL DATE: November 2019

SIGNED BY CHAIR:

BOARD REVIEW DATE: November 2022

OVERVIEW

The Board of Governors acknowledges that situations can arise which result in the cost of sending their children to the School becoming prohibitive for some families, placing undue financial stress on the family. The Board may agree to provide existing families experiencing economic stress with relief in relation to fees. The academic merit or talent of a student has no relation to the granting of a bursary.

In addition to bursaries, the school offers two other forms of financial assistance:

- A discount for second and subsequent children from the same family.
- Payment plans to allow for gradual payment of fees in arrears.

GUIDELINES

1. The bursary amount will be determined on a case-by-case basis, to a maximum of 100% of tuition fees. In most cases, the bursary amount will be up to 50% of tuition fees. In exceptional cases, up to 100% of tuition fees may be waived.
2. Bursaries include an allowance for extracurricular activities organised by and occurring in the school.
3. Bursaries will not be available for:
 - children aged 3
 - children 4 years and older who have attended the School for less than 6 months
4. A bursary is provided for a specified period by the Finance Committee *which will be commensurate with the nature of the family's economic stress* :
 - 6 months
 - 1 Year
 - 2 years
 - 3 years (or part there- of).
5. At the end of this period, the family will be required to re-apply for the bursary. Further, provision of a bursary is subject to the family providing evidence of requiring continued financial support and will only occur in exceptional cases.
6. A bursary is provided to families for the agreed term/s only. A bursary does not include previous outstanding fees. A payment plan must be in place and adhered to for the previous year's fees.

7. Applicants are required to complete a Bursary Application Form (Appendix One) stating their income, expenditure and liabilities. Bursary Application form also requests information relating to government assistance. If circumstances are linked to a Trust or Company, the details of that structure are also required.
8. All families receiving a bursary are required to enter into a regular payment plan (fee agreement) to ensure current fees are paid in full by the end of each school term.
9. The School will have an annual budgeted amount for the provision of bursaries. Expenditure beyond this amount will only occur in exceptional circumstances.
10. All bursary arrangements are dealt with in the strictest confidence. The School Board is informed of all bursaries and bursary applications on a no-name basis.

APPENDICES

1. Bursary Procedure
2. Bursary Application Form

Appendix 1

BURSARY PROCEDURE

1. Families who have concerns about fees should approach the Principal in the first instance.
2. The Principal will meet with the family to provide and explain the Bursary Application Form.
3. The Principal will provide the completed documentation to the School Board Finance Committee.
4. The Finance Committee will determine whether a bursary is provided; and the amount of the bursary on the basis of the following criteria:
 - The financial situation of the family as documented in the Bursary Application Form;
 - The length and nature of the family's involvement with the School, including the degree to which the family participates in and supports the School community;
 - Previous payment history;
 - The needs of the School having regard to class sizes and age;
 - The current level of enrolments and applications;
 - The funds available within the School for the provision of bursaries.
5. School Board Finance Committee must demonstrate clear evidence of the fees not being serviceable over the duration of the bursary period, and that the nature of the concern is of a temporary nature.
6. Bursary approval is the responsibility of the School Board.
7. All bursaries must be documented by way of a letter signed by the Chair or Treasurer. This letter will clearly state from which date the bursary is to commence.
8. A copy of this letter and the Bursary Application Form will be forwarded to the Finance Manager for invoicing and establishment of a fee agreement.



Bursary Application Form

Private and Confidential

Family Key: _____

Date: _____

STUDENT DETAILS

Child's Full Name: _____

Student's current year/grade: _____

PARENT DETAILS

Father's Name: _____ Marital Status: _____

Address: _____

Telephone (work): _____ (home): _____

Mother's Name: _____ Marital Status: _____

Address: _____

Telephone (work): _____ (home): _____

OTHER SIBLINGS ATTENDING ROCKINGHAM MONTESSORI SCHOOL (if any)

Name	Year	Name	Year

OTHER DEPENDENT CHILDREN

Name	School Attending	Year	School Fee \$p/a

Please provide the following information concerning all other members of your household and their contribution or other benefits to the household (if any):

Name	Age	Relationship to you	Present School	Contribution (\$)

Do you hold a Pension Card. Yes No



Please outline why you seek a Bursary at this time?: _____

How much Bursary do you seek?: \$ _____

How much can you afford to pay the school per term?: \$ _____

NON-FINANCIAL ASSISTANCE

Please indicate how you are presently assisting (or would be willing to assist) the School.

- Community Spirit Committee
- Busy Bees
- Building maintenance
- Gardening
- Other _____

Please indicate

If unable to assist in any of these ways please indicate why this is so:

Please attach the following:

1. A photocopy of your last Taxation Return and Assessment
2. Proof of Mortgage repayments or rent payments,
3. Latest statement from Centrelink
4. Proof of weekly gross salary for yourself and spouse or partner.

IF THESE DOCUMENTS ARE NOT RECEIVED THE APPLICATION WILL NOT BE CONSIDERED.

DECLARATION

By signing this form, I/we the persons whose signature(s) appear below give the following acknowledgments.

I/we understand that the details given in this form will be held in the strictest of confidence by the School.

I/we make this declaration believing the statements contained herein to be true in every particular. I/we will keep the Finance Manager informed of any changes.

Applicant's signature _____

Date _____

Tax Assessment Attached Yes No

Applicant's signature _____

Date _____

Tax Assessment Attached Yes No

Financial Information

Family Key: _____



A. Current average gross weekly income and receipts from ALL SOURCES before tax including Spouse and/or Partner.

		Total weekly
1	Your personal earnings (include salary, wages, commission, allowances, penalties, bonuses, gratuities, overtime and loadings)	\$.00
2	Your Spouse or Partner's earnings (include salary, wages, commission, allowances, penalties, bonuses, gratuities, overtime and loadings).	\$.00
3	Dividends	\$.00
4	Interest	\$.00
5	Board	\$.00
6	Rent(s)	\$.00
7	Money received from trust/estates	\$.00
8	Pensions, benefits and social welfare payments, including family allowance	\$.00
9	Maintenance and child support	\$.00
10	Drawings from business, partnership, company and trusts	\$.00
11	Income from business or partnership	\$.00
12	Retirement payments/retrenchment package including payments instead of leave and superannuation received. Give average weekly amount for the past 12 months	\$.00
13	Funds received from any other sources (including royalties, capital payments, disability insurance, gifts etc.). Give average weekly amount for the past 12 months	\$.00
14	Austudy you receive for children 16-18 years of age	\$.00
15	Do you receive a financial package from your employer Yes <input type="checkbox"/> No <input type="checkbox"/> If yes give full details of salary package including salary sacrifice which is not included at Item 1	\$.00
16	Any other sources of income	\$.00
		\$.00
		\$.00
		\$.00
TOTAL A (Add Items 1 - 16)		\$.00

B. Expenses - specify all amounts as a WEEKLY figure



If you pay expenses once a year, divide the yearly amount by 52 (likewise for quarterly, monthly, fortnightly or other periodic expenses)

Income deductions and tax	
1 Income tax (including Medicare levy)	\$.00
2 Superannuation contribution by you	\$.00
3 Union or association fees	\$.00
4 Land tax	\$.00
Food and household expenses	
5 Food (groceries, meat etc.)	\$.00
6 Household supplies	\$.00
7 Dry cleaning	\$.00
8 Gardening, lawn mowing	\$.00
9 Cleaning (house/pool)	\$.00
10 Repair of furnishings/appliances	\$.00
Health expenses Note: exclude expenses paid by health insurance	
11 Health insurance	\$.00
12 Chemist/pharmaceutical	\$.00
13 Medical	\$.00
14 Hospital	\$.00
15 Dental/orthodontics	\$.00
16 Optical	\$.00
17 Other Specify:	\$.00

Accommodation Expenses	
18 Board/debt	\$.00
19 Mortgage	\$.00
20 Municipal/council rates	\$.00
21 Water/sewerage rates	\$.00
22 House maintenance/repairs	\$.00
23 Unit levies	\$.00
24 Other specify	\$.00
Utilities	
25 Gas	\$.00
26 Electricity	\$.00
27 Heating fuel	\$.00
28 Telephone	\$.00
29 Other specify	\$.00
Insurance premiums	
30 Life/term/endowment policies	\$.00
31 House property	\$.00
32 House contents	\$.00
33 Accident/disability	\$.00
34 Subtotal E (Add Items 1-33)	\$.00

B. Expenses continued

35 Subtotal from 34	\$.00
Childcare and Education		
36 School fees and levies	\$.00
37 Books and stationery	\$.00
38 Uniforms	\$.00
39 Fares	\$.00
Excursions - extracurricular expenses (music lessons etc.)	\$.00
40 Childcare/baby sitting	\$.00
41 Pocket money	\$.00
42 Sport and activities	\$.00
43 Entertaining and outings	\$.00
44 Other specify	\$.00
Borrowing expenses		
45 Hire purchase/lease payments (total weekly payments)	\$.00
46 Loan repayments (total weekly payments)	\$.00
57 Credit cards - interest only	\$.00
Clothing and footwear		
58 Self/spouse	\$.00
59 Children	\$.00
Maintenance/child support paid		
50 Spouse	\$.00
51 Children	\$.00
52 Other dependants	\$.00

Motor vehicle/transport Expenses	
53 Registration	\$.00
54 Comprehensive insurance/third party insurance	\$.00
55 Petrol	\$.00
56 Service and repairs	\$.00
57 Parking	\$.00
58 Licence	\$.00
59 Fares and taxis	\$.00
60 Other specify	\$.00
Sundry personal expenses	
61 Entertainment	\$.00
.....	\$.00
.....	\$.00
.....	\$.00
62 Books, papers, periodicals	\$.00
.....	\$.00
.....	\$.00
63 Hairdresser/toiletry	\$.00
.....	\$.00
.....	\$.00
.....	\$.00
TOTAL E (Add Items 35-63)	\$.00

C. Current liabilities (debts) - list all amounts owed by you



Attach a list if you have additional liabilities or need to provide further explanations

1	Income tax presently assessed and unpaid	Due date	\$.00
2	Anticipated income tax not yet assessed	Specify	\$.00
3	Tax penalties assessed but unpaid		\$.00
4	Provisional tax assessed but unpaid	Relevant year Due date	\$.00
5	Other tax assessed but unpaid	Specify	\$.00
6	Mortgages	Lender No. years remaining	Current interest rate \$.00
		Lender No. years remaining	Current interest rate \$.00
		Lender No. years remaining	Current interest rate \$.00
7	Overdraft	Lender Security	\$.00
8	Credit cards	Lender	\$.00
		Lender	\$.00
		Lender	\$.00
9	Loans	Specify	\$.00
		Specify	\$.00
		Specify	\$.00
10	Hire purchase	Lender Payments to be made \$.00 Expiry date	\$.00
		Lender Payments to be made \$.00 Expiry date	\$.00
11	Leases	Lender Payments to be made \$.00 Expiry date	\$.00
12	Other	Specify	\$.00
		Specify	\$.00
		Specify	\$.00
		Specify	\$.00
		Specify	\$.00
Total C (Add Items 1-12)			\$.00

Signature and Declaration

I declare that the information provided above is true and correct:

Signature Parent/ Guardian A _____ Name _____

Date _____

Signature Parent/ Guardian B _____ Name _____

Date _____

Please attach any additional information which may assist the Finance Committee in considering your application.

