

Bursary Policy

OVERVIEW

The School Board acknowledges that situations may arise in which the cost of sending children to the School becomes prohibitive for some families, placing undue financial stress on the family. The Board may agree to provide existing families experiencing periods of undue financial 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:
 - a. children aged 3
 - b. 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*:
 - a. 6 months,
 - b. 1 Year,
 - c. 2 years,
 - d. 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.
2. The Finance Committee will determine whether a bursary is provided, and the amount of the bursary on the basis of the following criteria:
 - a. The financial situation of the family as documented in the Bursary Application Form;
 - b. 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;
 - c. Previous payment history;
 - d. The needs of the School having regard to class sizes and age;
 - e. The current level of enrolments and applications;
 - f. The funds available within the School for the provision of bursaries.
3. The Finance Committee of the School Board 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.
4. Bursary approval is the responsibility of the School Board.
5. 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.
6. 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.

Appendix 2



BURSARY APPLICATION

APPLICANT'S NAME (parent/guardian) _____ DATE _____

ADDRESS _____ POSTCODE _____

MOBILE: _____ EMAIL: _____

NUMBER OF DEPENDENTS: _____ YEAR OF APPLICATION: _____

PREVIOUS FINANCIAL ASSISTANCE RECEIVED (please list every year you have received fee relief):

1st PARENT (applicant) Occupation: _____

2nd PARENT (applicant) Occupation: _____

Is the secondary caregiver/parent responsible for fee payments and contributions? _____

If yes, please provide name and contact details: _____

YOU ARE REQUIRED TO PROVIDE THE FOLLOWING DOCUMENTATION WITH THIS APPLICATION:

- 1) A current statement of income (e.g. your most recent pay slip, or Centrelink benefit statement) for each parent/caregiver applying.
- 2) Provide all relevant information detailing your reasons for financial assistance. This is required so the Finance Committee can assess your eligibility for financial relief.

- 3) Please provide any other information you believe should be taken into account for this application.

Names of children at Perth Montessori for whom you require financial assistance:

Child's Name	First Date of Enrolment (e.g. year commenced)	Year Level	Total Cost of Fees & Levies (per annum)	Amount of Assistance Requested (\$ estimate)	Applicant's Contribution (e.g. Total cost of fees minus amount requested)

PLEASE NOTE: If your application is approved, your reduced fees are to be paid "IN ADVANCE" and will not be allowed to be in arrears.

Signed by Parents/Guardians 1. _____ Date _____
2. _____ Date _____

PLEASE NOTE

1. Should your application be successful it is valid for one year only. A new application must be made each year.
2. Please return this form to the school as soon as possible along with required evidence of your income, or email to accounts@perthmontessori.wa.edu.au
3. Should your Financial Circumstances change, you are obliged to notify the school immediately as this may impact on your eligibility for this and future financial assistance.

OFFICE USE ONLY:

DATE RECEIVED		DOCUMENTATION PROVIDED? (Y/N)	
MEETING REQUIRED? (Y/N)		DATE OF MEETING WITH APPLICANT:	
FINANCIAL ASSISTANCE APPROVED? (Y/N)		IF NO, PROVIDE REASON	
AMOUNT OF FINANCIAL ASSISTANCE APPROVED (PER ANNUM)		AMOUNT TO BE PAID BY APPLICANT	
DATE OF APPROVAL		FINANCIAL ASSISTANCE COMMENCEMENT DATE	
PAYMENT PLAN/TYPE (fortnightly, monthly, annually)		PAYMENT METHOD (e.g. Direct Debit)	

APPROVED BY PRINCIPAL (Name): _____ SIGNATURE: _____

DATE: _____

CC: provide copy to applicant and Finance Manager

CC: Copy to student's file.