



BURSARY POLICY and PROCEDURES

Policy Status	CURRENT
Policy Classification	College Board Developed
Policy Established	2008
Policy Last Reviewed	2017
Policy Due for Review	2019
Policy Responsibility	College Board Policy Committee / Principal's Executive Office

CONTEXT

St Augustine's College – Sydney is a Year 5 to Year 12 Catholic Congregational comprehensive school for boys teaching the Augustinian values of Truth, Love and Community.

The College seeks to promote the formation of the whole person; an individual who is well rounded and lives by the Gospel mission of justice, forgiveness, compassion and generosity.

Key to an Augustinian education is friendship, a commitment to learning and the opportunity to achieve academic and personal excellence within a faith community.

POLICY

The purpose of the Bursary Policy is to clearly define the basis upon which parents/guardians can make an application to the College for financial support.

RATIONALE

The Catholic and Augustinian purpose and identity promotes social justice, fairness, equity and accessibility to the student enrolment process. The College considers applications by families where there is need or disadvantage and where financial hardship precludes families from paying full fees. Applications for financial assistance are means-tested and acceptance by the College is dependent upon the financial capacity of the College to support the fee shortfall. In assessing a bursary application, consideration will be given to the applicant's academic, social and emotional development as well as the potential to achieve at the College. Student progress will be monitored closely and all bursaries will be reviewed annually. Please note that the College does not offer academic, sporting or music scholarships.

Students who are in need or disadvantaged (including financial hardship) can apply for financial assistance under the College Bursary Programme at the time of their application for enrolment.

Financial assistance is on the condition that all other means of financial support for the family have been explored and exhausted by the applicant.



For new students to the College, applications for a bursary must be made at the same time as Enrolment Applications. The Bursary Policy is administered in conjunction with the Domestic Student Enrolment Policy and Procedures. A family who has already received an offer of an enrolment place is deemed, on financial grounds, to be ineligible for financial assistance, unless a significant change of circumstances can be demonstrated.

AIMS

- To present a standardised and consistent approach to the processing of bursary applications and supporting documentation.
- To establish a clear understanding of the process for bursary applicants.
- To act as a guiding reference for the Bursary Committee when considering and assessing individual bursary applications for recommendation to the Principal.

IMPLEMENTATION

Requests for financial support fall into two categories:

- New applicants to the College, where parents/guardians are unable to fund tuition fees. Applications for a bursary must be made prior to an enrolment position being offered.
- Current students where a change of parent/guardian circumstances has resulted in unexpected hardship causing difficulty meeting tuition fees and may result in the student being withdrawn from the College.

While the process of application may seem rigorous the College has substantial responsibilities to ensure that a bursary is awarded with equity, confidentiality, and compassion in all instances.

Crisis Fee Relief

Crisis Fee Relief is available on application to the Principal for short-term relief of fees due to family crisis circumstances. Generally, this relief will only be available for a period of no more than two terms. This assistance is temporary fee relief with all outstanding debt to be serviced up to three years post-graduation of the youngest sibling. Should a crisis situation become longer term, there will be a need to apply for bursary arrangements with the College as outlined in this policy.

The Process

A bursary may be made available to parents/guardians of students entering any cohort at St Augustine's College. A bursary is awarded at the discretion of the Principal with the Business Services Manager being responsible for the management and co-ordination of the application process:

1. Parents/guardians seeking a bursary are required to complete the Bursary Application which seeks to establish the financial circumstances of the household. The application form requests details of household and business income and expenditure, and must be accompanied by documentary evidence. A Bursary Application should be addressed to the College Principal and submitted to the College Registrar at the same time as the Application for Enrolment. Both these application can be accessed on the College website.
2. Financial assistance is on a demonstrable needs basis. Applicants must provide complete supporting financial documentation before any application, or renewal of a Bursary, can be processed.

This documentation will include:

- Copies of income tax returns for the last three years
- A statement of assets, liabilities, income and expenditure for the last three years



- Appropriate attachments – if you are a beneficiary of a trust, shareholder of a company, member of a partnership – regardless of whether an income is earned directly or indirectly in a year.
3. The Bursary Committee will assess applications to establish the level of financial support required.
 4. An interview between the Business Services Manager and the parents/guardians will be conducted to ensure information is correctly interpreted and the basis of financial support is deemed fair.
 5. The Bursary Committee will prepare a recommendation to be presented to the Principal.
 6. 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.
 7. All bursaries will be awarded for one year and are subject to annual review.

Each application will be assessed on its own merits with the Principal exercising his discretionary power to apply the level of financial assistance.

The Responsibility

- Parents/guardians are to prepare the application and supporting documentation.
- The Business Services Manager is to manage and co-ordinate the financial assessment of bursary applications.

The Administration

The Principal will consider a number of factors when assessing the level and extent of financial support. These are as follows.

- **Suitability**

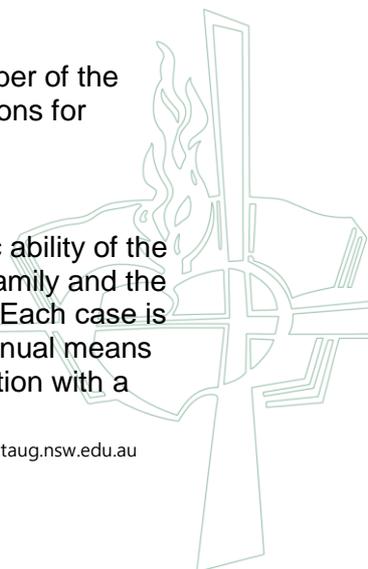
In assessing an applicant's suitability, attention will be given to the academic, social and emotional development of each applicant. Potential will also be considered as well as actual achievement. Bursaries are limited and will be awarded to students assessed to gain most from an Augustinian education. Each applicant to whom support is offered must, in the opinion of the Principal, be likely to make sound progress and possess the potential to develop the quality of his schooling. In normal circumstances, each applicant should meet the College's normal enrolment requirements. Previous school reports will be consulted for evidence of good behaviour and application.

Financial assistance will be provided to students and their families who will be significant contributors to the College. The focus will be generosity rather than any notable academic or co-curricular talent. Family values must be clearly congruent with those of the College. Commitment may be demonstrated by the involvement of the student and/or family in the educational, co-curricular and community activities of their current school, parish and/or broader community organisations.

The Bursary Committee, consisting of the Business Services Manager, a member of the College Leadership Team and an Augustinian Father, will consider all applications for Bursaries and offer their recommendations to the Principal for final decision.

- **Financial Limitations**

The financial value of the bursary is not influenced by the level of the academic ability of the applicant but by the extent of the financial hardship being experienced by the family and the required financial support, and with the College's ability to sustain the bursary. Each case is assessed on its own merits and a bursary is awarded accordingly subject to annual means testing. It is, however, an expectation that all families make a financial contribution with a bursary not exceeding 80% of the total tuition fee.



- **Other Considerations**

It is recognised that there may be other circumstances which should be considered when assessing applications. These may include situations:

- where an applicant has siblings at the College.
- where the social needs of the applicant are relevant.
- where a parent/guardian is terminally ill or is unable to secure permanent/future employment due to poor health.
- where parental financial circumstances change (e.g. loss of employment, separation, family dispute) that threaten the ongoing attendance of existing students.

The Principal, at his discretion, may consider other circumstances in addition to those listed above which may qualify for a bursary.

Indicative Reductions

All parents are required to pay some level of fees. The table below is an indicator of the reductions that may be applied. Reductions apply to Tuition Fees only. The total amount of Course Fees, Maintenance Fee, and costs associated with uniforms, books and technology costs are required to be paid in full by all parents.

Typically when bursaries are awarded it should not be assumed that the same entitlement will be applied to all siblings. Each subsequent son attending the College will generally receive benefit on a sliding scale. Parents need to consider their overall affordability.

Annual Review

A bursary is subject to annual review which includes repeat testing of parental means and may be varied depending on changed parental circumstances. For those previously in receipt of a bursary, the Principal has the discretion to reduce or withdraw financial support, not only where a student's progress, attitude or behaviour has been unsatisfactory but also where the parents/guardians have failed to support the school, for example by the late or non-payment of any contribution they are making to the fees.

A bursary is subject to the availability of funding and is to be approved on an individual basis by the Principal. The overall level of bursary funding is to be approved in the annual budget process.

Bursaries can be awarded for one or more years and in the interests of accountability, a family must re-apply annually for financial assistance. Each on-going bursary is reviewed by the Principal covering the ongoing financial circumstances of the recipient's family as well as the recipient's commitment and contribution to the College.

Confidentiality

The obligation of strict confidentiality is incumbent on both the recipient family and the College. The identity of a bursary recipient may be identified to the College Board by the Principal, as requested.

Evaluation

This policy will be reviewed every three years under the direction of the College Board in consultation with the Principal.

