

## Application for Bursary Assistance Toward Tuition Fees

Please complete, sign and return this form with a copy of your income tax documents in a sealed envelope addressed to the Business Manager and marked "Strictly Confidential".

The completed Bursary Assistance Form must be returned by **16 November**. Late returns may not be approved.

**APPLICANT(S)** – (to include all persons who are party to the Enrolment Contract)

	Applicant 1	Applicant 2
Full Name		
Residential Address		
Telephone – Home		
Mobile		
Email		
Employer’s Name & Address		
Current Occupation		
Date of commencement with current employer		

**CHILDREN** – This application is for the following child/children enrolled at Covenant:

Student Name	Year	Student Name	Year
Student Name	Year	Student Name	Year
Student Name	Year	Student Name	Year

If parents are divorced or separated, please indicate the custodial arrangements for the child/children:

**STATEMENT OF APPLICATION** – provide a brief statement to describe the circumstances of this application

**FINANCIAL DETAILS OF APPLICANTS**

- Income and expenses to be stated as **annual amounts**.
- Income and expenses to be stated at gross current rates, **before tax and other deductions**.
- A copy of the last income tax return and assessment, Centrelink statements or tax agent estimates for both parents (if applicable) to be provided.

INCOME	Value
Gross Salary – Applicant 1	\$
Gross Salary – Applicant 2	\$
Dividends	\$
Business (net profit)	\$
Interest from savings and investments	\$
Net Profit from boarders or rental properties	\$
Value in lieu of wages by your employer or through your business (e.g. car, telephone, rent assistance)	\$
Family Allowances, Pensions, Government Allowances	\$
Other sources of income, e.g. child support	\$
<b>TOTAL GROSS INCOME</b>	\$

<b>EXPENSES</b>	<b>Value</b>
Taxation	\$
Rent	\$
Household Expenses – e.g. food, utilities, rates	\$
Motor Vehicle Expenses	\$
Education Expenses	\$
Other expenses – e.g. entertainment, holidays	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>

<b>ASSETS</b>	<b>Description / Comments</b>	<b>Value</b>
House		\$
Other Property		\$
Motor Vehicles	Types:	\$
Bank / Building Society accounts		\$
Investments, Bonds, Shares	Specify:	\$
Superannuation		\$
Business Net Assets		\$
Other Valuable Items or Assets	Provide Details	\$
<b>TOTAL VALUE OF ASSETS</b>		<b>\$</b>

<b>LIABILITIES</b>	<b>Description / Comments</b>	<b>Value</b>
Mortgage	Bank:	\$
Bank overdraft or loans	Bank:	\$
Personal Loans / Hire Purchase	Bank:	\$
Credit Cards (Total Limit)		\$
Store Accounts		\$
Other	Specify:	\$
<b>TOTAL LIABILITIES</b>		<b>\$</b>

**TERMS AND CONDITIONS**

1. Bursary (Fee Relief) is provided at the complete discretion of the School. No guarantee is given as to the School's ability to provide a bursary in future years.
2. Applications for a bursary are confidentially assessed by the Business Manager and are dependent upon:
  - your current family circumstances and income
  - your family’s ability to pay the scheduled school fees
  - requests for assistance from other families
  - the financial position of the School
3. The School reserves the absolute right to determine the amount of assistance offered.
4. **If your financial situation changes** – Although the provision of a bursary will be provided for the next year on the basis of your current family income, assets and liabilities, it is expected that, should there be a significant change in your family income (for whatever reason) at any time during that period, you will notify the Business Manager. The School reserves the right to make adjustments to fees from the time of the change in circumstances.
5. Should it come to the attention of the Business Manager that family income disclosed for the purpose of this assessment is significantly understated, the bursary will be withdrawn and full fees charged, backdated to the commencement of the bursary.
6. Each application approved will remain current for the term approved (to a maximum of 12 months) and will require re-application for further assistance.
7. **Enrolment Bond** – By accepting a bursary from the school, any Enrolment Bond or Interest Free Loan being held by the School will not be refunded when the last student of the family leaves.
8. **Direct Debit** – To be eligible for a bursary, you must arrange a direct debit with your bank for the payment of the fees as they fall due or agree alternative arrangements with the Business Manager  
 All bank fees and charges incurred by the school due to insufficient funds in your bank account will be passed on to you and added to your school fees.

**DECLARATION OF ESTIMATED INCOME FOR THE CURRENT YEAR**

- I/We confirm that the information supplied in this Bursary Application is true and accurate and presents a fair and honest summary of my/our total financial circumstances at this time.
- I/We understand that should bursary assistance be granted, that it is my/our responsibility to proactively inform the Business Manager of any improvements in my/our financial circumstances and/or to any improvements in my/our income(s) whilst ever bursary assistance is being provided to me/us.
- I/We understand, and fully agree to, the terms upon which the bursary is provided by the School as outlined above and in the normal terms and conditions of enrolment in the School.
- I/We understand that the information provided in this Bursary Application is given to assist the School with its evaluation of my/our application and that the School will keep the contents strictly confidential.
- I/We will treat the granting of any bursary assistance as a strictly confidential matter.

	Applicant 1	Applicant 2
Full Name		
Signature		
Date		

Please complete, sign and return this form with a copy of your income tax documents in a sealed envelope addressed to the Business Manager and marked "Strictly Confidential".

The completed Bursary Assistance Form must be returned by **16 November**. Late returns may not be approved.

<b>OFFICE USE ONLY</b>	
Family Debtor Number: .....	Fee System Updated: Yes / No
Discount: .....	
Date:.....	Checked:.....