



Bursary

Policy: As an independent school, Al-Taqwa College must charge fees to each student to ensure the financial viability of the school, however we understand that families may go through times which makes payment of these fees difficult. Al-Taqwa College offers bursary to assist families who require temporary fee relief.

Scope: Parents and guardians in financial hardship

WHO	KEY STEPS	CLARIFICATION
Parent/ Guardian	Application for Bursary	<ul style="list-style-type: none"> • Bursary applications are available from the accounts office • Applications must be submitted by the end of the second week of each term, in order to be considered for the following term • Bursary applications must be fully completed and submitted with supporting documentation to the accounts department • Supporting documentation includes: <ul style="list-style-type: none"> ○ Pay slips ○ Appeal letter ○ Original passports of all family members ○ Concession card (where applicable) ○ Centrelink document • Families applying for bursary must still be making attempts to pay their outstanding balance prior to their application being assessed • Bursaries are granted for one calendar year at a time and must be reapplied for if still required • A previously successful application does not guarantee the success of future applications
Fee Committee	Categories	<ul style="list-style-type: none"> • Applications for bursary will be accepted for students who have lost one or both parents • Applications for bursary will be accepted for families experiencing financial hardship • Where parents have separated or divorced, bursary applications will be considered for one half of the outstanding balance if that parent can demonstrate financial hardship • Overseas students and those on a student visa are not eligible for bursary

Fee Committee	Assessments	<p>When assessing applications for bursary the fee committee will take into consideration:</p> <ul style="list-style-type: none"> • Orphan status • Total family income including pensions, tax benefits etc... • Number of children in the family and their starting date at school • Whether there has been recent overseas travel by any member of the family • Whether attempts to make payment of school fees has occurred
Fee Committee	Bursary awarded	<ul style="list-style-type: none"> • Bursary will be applied to any outstanding balance and all fees invoiced within that calendar year • Bursary will not exceed 75% • Bursary will not be granted for more than 3 years for a family in financial hardship • Bursary will not be granted for more than 5 years for an orphan • Bursary if granted for tuition fees only
Parent/ Guardian	Bursary revoked	<ul style="list-style-type: none"> • If bursary is granted, fees must be paid on time or bursary may be cancelled • If families travel overseas, or apply for extended holiday leave, during the bursary period, bursary will be canceled and full fees will be reinstated