

St Columba's School Bayswater



Bursary Policy & Application

VISION STATEMENT

St Columba's School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

**“Grow in Faith,
Seek Wisdom,
Live in Peace”**



Originally Released: 2018
To Be Reviewed: 2020

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APPLICATION FOR A BURSARY

Introduction

St Columba's School will be offering financial assistance to selected future students of St Columba's School Bayswater whose parents are experiencing financial hardship and who are able to provide the necessary documentation to prove this.

The school Bursaries are funded largely from St Columba's endowment monies held in perpetuity in the school's 'Bursary Fund' account and are granted upon the recommendation of the 'School Board Bursary Sub-Committee'. They are selected from applicants who can demonstrate the following:

- Financial need
- Commitment to academic progress
- Evidence of any kind of community contribution either at a previous education establishment, or with a charity organisation, a church etc, and/or describe why they desire that their child be educated at St Columba's school.

A family/personal commitment to the life at St Columba's School is an important part of being a student at the school. Because the demand for bursaries is high, it is not possible to assist every applicant. The School Board Bursary Sub-Committee reserves the right not to grant bursaries where it is of the view that there is insufficient merit or need. The holding of any such award is subject to financial need and satisfactory academic progress.

St Columba's School Bursary

Bursaries are available for new applicants/enrolments only. The criteria for the award of Bursaries is based on financial need, academic commitment and contribution to school/church life, with the primary weighting on financial need. The School Board Sub-Committee has the discretion to determine the amount of a bursary depending on the level of financial need. Funds are currently available for the award. Those awarded a school bursary amount will receive from the Bursary Fund payments of school fees, uniforms and a yearly booklist. The cash payments will not be made to the parents, but directly to the school.

Closing Dates: Please ensure that we receive the forms by these dates as we cannot accept forms unless it has been posted on the day (**Applications close Friday 13 December 2019**)

Notification to Applicants - The School Board Bursary Sub-Committee will meet and applicants notified by 23 December 2019.

Bursary Application Forms: See attached. Application forms will need to be by 13 December 2019 and returned to the School Finance Officer, either via an email at peta.santella@cewa.edu.au, by post at P.O. Box 61, BAYSWATER WA 6933, or in person at 32 Roberts St Bayswater.

Applicants are requested to use additional sheets if necessary. Incomplete information may lead to an application being inadmissible. All information received is treated in the strictest of confidence.

Enquiries and Completed Applications

Peta Santella [Finance Officer]

St Columba's School Bayswater

P.O. Box 61, BAYSWATER WA 6933

Phone: 08 9208 2700

Email: peta.santella@cewa.edu.au



ST COLUMBA'S SCHOOL BAYSWATER

BURSARY APPLICATION

**PLEASE COMPLETE IN BLACK INK ESPECIALLY IF YOU WILL BE EMAILING YOUR APPLICATION.
[Please complete relevant sections of the form]**

STUDENT

Surname _____ First Name _____

Home Address _____

State _____ Post Code _____

Date of Birth _____ Intended Year Level for 2019 _____

PARENT (FATHER)

Surname _____ First Name _____

Home Address _____

State _____ Post Code _____ Contact Number _____

Postal Address (If different) _____

Email _____

Occupation _____ Place of Employment _____

Employment Address _____

Employment Contact Person _____

Employment Contact Number _____

Do you have any objections to the school contacting your place of employment to confirm the above?

(Yes or No) _____

If no, please state the reason.

Please give a detailed account of any community contribution you have been a part of either at your previous educational establishment or with a charity/ church etc. Continue on a separate page if necessary:

PARENT (MOTHER)

Surname _____ First Name _____

Home Address

State _____ Post Code _____ Contact Number _____

Postal Address (If different)

Email _____

Occupation _____ Place of Employment _____

Employment Address _____

Employment Contact Person _____

Employment Contact Number _____

Do you have any objections to the school contacting your place of employment to confirm the above?

(Yes or No) _____

If no, please state the reason.

Please give a detailed account of any community contribution you have been a part of either at your previous educational establishment or with a charity/ church etc. Continue on a separate page if necessary:

GUARDIAN Section

Surname _____ First Name _____

Home Address

State _____ Post Code _____ Contact Number _____

Postal Address (If different)

Email _____

Occupation _____ Place of Employment _____

Employment Address _____

Employment Contact Person _____

Employment Contact Number _____

Do you have any objections to the school contacting your place of employment to confirm the above?
(Yes or No) _____

If no, please state the reason.

Please give a detailed account of any community contribution you have been a part of either at your previous educational establishment or with a charity/ church etc. Continue on a separate page if necessary:

Please indicate if you or your family has accessed and is currently accessing any of the following agencies:

Mercy Care	Yes	No
Local Parish	Yes	No
St Vincent de Paul	Yes	No
Edmund Rice Group	Yes	No
Any other	Yes	No please specify _____

Please provide a contact name and number for the agency you access:

CHECK LIST

Please provide these items with your application:

- A copy of your child’s most recent academic results, if currently attending another school.
- Financial records (ATO Records) for the previous 2017/2018 and 2018/2019 (both parents)
- Last two payslips (current)
- Any other scholarships/bursaries/awards which you have applied for in this calendar year and whether they have been granted to you.

Brief statement of income:

Salary per annum Father: _____ Mother: _____
or Guardian: _____

Any other income: _____

Brief statement of expenditure:

House Repayments/Rent: Weekly: _____

Any other major repayments: [motor vehicle/s] _____

Please provide any further information to support your application. This may include reasons for why you wish to apply for the bursary and what it is you are looking for in the education of your child.

Please add a sheet if necessary, including any written references or details of referees, with contact details.

Additional information:

Other dependent children:

Please list with name, date of birth and age, current school, current year level at school.

DECLARATION AND SIGNATURE (Both Parents) or Guardian

I, (Father's Name) _____, certify that the above information is true and complete in every detail. I authorise St Columba's School Bayswater to obtain official records from an educational institution previously attended by my child if I haven't supplied them. I acknowledge that St Columba's School reserves the right to vary or reverse any decision regarding the award of a Bursary made on the basis of incorrect or incomplete information.

If successful, I understand this bursary is not linked to any secondary school application or enrolment.

Father's Signature _____ Date _____

I, (Mother's Name) _____, certify that the above information is true and complete in every detail. I authorise St Columba's School Bayswater to obtain official records from an educational institution previously attended by my child if I haven't supplied them. I acknowledge that St Columba's School reserves the right to vary or reverse any decision regarding the award of a Bursary made on the basis of incorrect or incomplete information.

If successful, I understand this bursary is not linked to any secondary school application or enrolment.

Mother's Signature _____ Date _____

If you are the Guardian, please complete the following:

I, (Guardian's Name) _____, certify that the above information is true and complete in every detail. I authorise St Columba's School Bayswater to obtain official records from an educational institution previously attended by the child if I haven't supplied them. I acknowledge that St Columba's School reserves the right to vary or reverse any decision regarding the award of a Bursary made on the basis of incorrect or incomplete information.

If successful, I understand this bursary is not linked to any secondary school application or enrolment.

Guardian's Signature _____ Date _____