



BURSARY POLICY

Policy

All people responsible for the payment of fees for students attending the Beehive Montessori School (**School**) can apply for financial assistance in the form of a bursary provided that they have:

- Commitment to Montessori education and the School; and
- Genuine financial difficulty and need for financial assistance to pay full School fees.

Implementation

1. Applications for a bursary by a staff member shall be considered by a Bursary Committee constituted by the –
 - 1.1. Treasurer of the Beehive Montessori School Board (**Board**) or his or her nominee;
 - 1.2. Chair of the Board or his or her nominee; and
 - 1.3. one other Board member who is not a current parent of a child at the School.
2. All other applications for a bursary shall be considered by a Bursary Committee constituted by the-
 - 2.1. School Principal or the School Assistant Principal;
 - 2.2. Treasurer of the Board or his or her nominee; and
 - 2.3. Chair of the Board or his or her nominee.
3. The Bursary Committee shall act in the best interests of the School.
4. The decisions of the Bursary Committee are at its sole discretion.
5. The Bursary Committee shall have regard to the -
 - 5.1. financial and other circumstances of the School including enrolments, finances and budget; and
 - 5.2. financial and other circumstances of the applicant for the bursary, including the applicant's demonstrated commitment to Montessori education and the School, and the nature and extent of the applicant's financial difficulty and need for financial assistance.
6. Bursaries may be granted for part or all of the annual School fees or other charges.
7. Ordinarily, bursaries will be granted for a limited period fixed by the Bursary Committee (**bursary period**). For example, for one term or one year, renewable at the discretion of the Bursary Committee.
8. Applicants for a bursary should:
 - 8.1. if they are not staff members, meet with the School Principal to discuss their application and the merits of their application;
 - 8.2. complete the 'Application for Financial Assistance' form (Appendix 1) and submit this with -
 - 8.2.1. a covering letter addressed to the Bursary Committee explaining the financial and other circumstances of the applicant which are the basis for the application for a bursary;



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- 8.2.2. a copy of their most recent Income Taxation Return;
 - 8.2.3. documents which are evidence of current income (for example pay slip, social security, trust distributions, income from investments etc.);
 - 8.2.4. documents which are evidence of current main liabilities (for example bank statements, credit card statements etc.); and
 - 8.2.5. any other documents which they consider relevant to their application,
to the School Principal¹ for consideration by the Bursary Committee.
9. The Bursary Committee may request additional information it considers necessary to enable it to determine the application.
 10. The applicant for a bursary will be informed in writing by a member of the Bursary Committee of the outcome of their request for a bursary.
 11. The decision of the Bursary Committee shall be final.
 12. If the during the bursary period, the financial and other circumstances of the applicant which were the basis for the application for the bursary improve so that the financial difficulty and need for financial assistance to pay full School fees, the person in receipt of the bursary shall forthwith notify the School Principal, or in the case of a staff member the Treasurer of the Board or the Chair of the Board or his or her nominee.
 13. The applicant for a bursary and the Bursary Committee shall not disclose any details about the application for, or grant of, a bursary to anyone (other than professional advisers and in the case of the applicant for the bursary immediate family members). This does not apply to disclosure, given pursuant to the written consent of the applicant and the Bursary Committee or, as required by law.

Related Documents and Resources

Bursary Application for Financial Assistance (Appendix 1)

Code of Conduct

Privacy Policy

¹ An application by a staff member for a bursary remains confidential between the staff member and the Bursary Committee so that except with the express written consent of a staff member, an application by a staff member for a bursary shall remain confidential between the Bursary Committee (which in the case of the staff member shall not constitute the School Principal) and the staff member.



Appendix 1

BURSARY APPLICATION FOR FINANCIAL ASSISTANCE

To: The Principal and Bursary Committee

PERSONAL DETAILS

Name

Address

..... Postcode

Telephone: Home Business

Children attending Beehive Montessori School

| Name | Class | Fees (per year) | Amount able to contribute (per year) |
|------|-------|-----------------|--------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Other dependent children (not at Beehive Montessori School)

| Name | School | Year | Fees (per year) |
|------|--------|------|-----------------|
| | | | |
| | | | |
| | | | |



SCHOOL COMMITMENT

Voluntary contribution to the School:

| | Monthly | Weekly |
|----------------------------|---------|--------|
| Busy bees attended | | |
| Classroom roster | | |
| Other – please detail..... | | |
| | | |
| | | |

ASSETS

| | | |
|-----------------------|------------|-------|
| House | | _____ |
| Vehicles | Make | _____ |
| | Year | _____ |
| | Make | _____ |
| | Year | _____ |
| Bank/Building Society | | _____ |
| Shares | | _____ |
| Other | | _____ |
| TOTAL ASSETS | | _____ |

LIABILITIES

| | | |
|-----------------------------|--|-------|
| Mortgage | | _____ |
| Bank/Building Society loans | | _____ |
| Credit card(s) | | _____ |
| Other | | _____ |
| TOTAL LIABILITIES | | _____ |



INCOME (Monthly)

Employment: Mother _____

Father _____

Family Allowance _____

Other Income (dividends, interest etc). _____

Details _____

TOTAL INCOME (MONTH) _____

EXPENSES (Monthly)

Tax on income _____

Mortgage Payments _____

Loan repayments _____

Household Expenses _____

Other _____

TOTAL EXPENSES (MONTH) _____

REASONS FOR REQUESTING BURSARY

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This application must be accompanied by

- 1. covering letter addressed to the Bursary Committee,**
- 2. a copy of most recent Income Taxation Return,**
- 3. evidence of income (for example pay slips, social security, trust distributions, income from investments etc.);**
- 4. evidence of liabilities (eg. bank statements, credit card statements etc.); and**
- 5. any other documents that the applicant considers relevant to their application.**

DULY WITNESSED STATUTORY DECLARATION

I make this solemn declaration by virtue of Section 109 of the *Evidence Act, 1906*.

Declared atin the state of Western Australia

Thisday of

.....

Before me (a witness as required under the *Oaths, Affidavits and Statutory Declarations Act 2005*).

.....

Name:



BURSARY APPLICATION FOR FINANCIAL ASSISTANCE CHECKLIST

- () Completed Bursary Application for Financial Assistance Form.
- () Copies of Taxation Returns lodged by the applicant or parties who would ordinarily be responsible for payment of school fees for the most recent financial year.
- () Duly made Statutory Declaration.
- () Covering letter addressed to the Bursary Committee. This letter may raise any matter that the applicant considers may be relevant to the Bursary Committee's consideration.
- () This completed Checklist.