
Student Bursary Policy

CONTROL:

Policy Type:	Admin & Finance
Authorised by:	Council
Head of Power:	Nil
Responsible Officer:	Corporate & Governance Manager
Responsibilities:	<i>Corporate & Governance Manager –</i> <ul style="list-style-type: none">• Is responsible for monitoring and evaluating the operation of this Policy; and• Will ensure all mandatory reporting requirements detailed in the guidelines to this Policy.
Adopted / Approved:	18 July 2023; Resolution 2023/159
Last Reviewed:	June 2023
Review:	June 2027 Note: This Policy is reviewed when any of the following occur: <ol style="list-style-type: none">1. The related information is amended or replaced.2. Other circumstances as determined from time to time by the Chief Executive Officer. Notwithstanding the above, this Policy is to be reviewed at intervals of no more than four years.

1. INTRODUCTION

1.1 PURPOSE:

The purpose of this Policy is to encourage local students to undertake post-secondary studies.

1.2 POLICY OBJECTIVES:

The objectives of this Policy are to encourage local students to undertake post-secondary studies, identify eligible applicants and set a reporting framework that ensures that successful applicants fulfil the obligations of the bursary.

1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces all other specific Student Bursary policies of Council (whether written or not).

1.4 SCOPE:

This Policy applies to all secondary school students in the local region.

2. POLICY

2.1 CONTEXT:

Council is committed to providing educational opportunities for all students within the local region and to achieve this goal, Council will budget an amount each year to provide students who meet the criteria, financial assistance to assist in the payment of tuition fees, or the costs incidental to the relevant course of study (eg: HECS fees, textbooks, boarding fees).

2.2 POLICY STATEMENT:

- (a) Council will provide a bursary to eligible students undertaking post-secondary studies, to assist in the payment of tuition fees, or other costs incidental to the relevant course of study (eg: HECS fees, textbooks, boarding fees);
- (b) Bursaries may be awarded for a period of up to two years provided students continue to meet the set criteria;
- (c) The value of the bursary will be reviewed annually and provided for within the annual budget;
- (d) Bursaries will be awarded at the discretion of the Council within the set budget limits; and
- (e) Bursaries may be financial needs based and applicants may need to complete a financial questionnaire.

3. STANDARDS AND PROCEDURES

3.1 KEY PRINCIPLES

- 3.1.1** Support for further education opportunities for Bulloo Shire residents.

3.2 CONSIDERATIONS

3.2.1 Eligibility

- 3.2.1.1** Students of parents/guardians who reside within the Bulloo Shire; ideally the student should have been a resident in Bulloo Shire.

3.3 SPECIFIC AND STANDARD

3.3.1 Criteria for Selection

- 3.3.1.1** Nominations should address the following criteria:
 - 3.3.1.1.1** Successful enrolment into university/tertiary or post-secondary studies; and
 - 3.3.1.1.2** Be a Resident of the Bulloo Shire.
- 3.3.1.2** To be considered for a bursary an applicant will be:

- 3.3.1.2.1 Under 24 years of age;
- 3.3.1.2.2 Enrolling in any post-secondary full-time course;
- 3.3.1.2.3 Ensure its application is not received after the closing date, as this will not be considered under any circumstances, unless approved by Council; and
- 3.3.1.2.4 Able to reapply for the bursary, if unsuccessful.

3.3.2 Method of Application

- 3.3.2.1 Applications must be in writing to the Chief Executive Officer and detail how the guidelines can be met, including the relevancy to future employment;
- 3.3.2.2 Applications must be in the prescribed form and address the Selection Criteria; and
- 3.3.2.3 Additional information may be provided in support of the application.

3.3.3 Obligation of Recipient

- 3.3.3.1 Result of approved study must be presented to the Chief Executive Officer together with a short report on progress with the course;
- 3.3.3.2 Annually, a verbal or written report must be presented to Council;
- 3.3.3.3 Withdrawal of course may result in Council requiring assistance to be returned;
- 3.3.3.4 Instalments will be paid to the recipient at the end of each semester on the provision of satisfactory results;
- 3.3.3.5 Receipts are to be provided for all payments (ie. text books, etc.).

4. REFERENCE AND SUPPORTING INFORMATION

4.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Bulloo Shire Council.

4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Application for Student Bursary form



Student Two Year Bursary Application Form

Applicant: _____

Date of Birth: _____

Tertiary Entrance Statement attached: ☐ YES ☐ NO

Post-Secondary Full Time Course Enrolled In: _____

Name of Parents/Guardians:
(must reside in the Bulloo Shire) _____

Address: _____

Telephone: (h) _____ (m) _____

Email: _____

FUTURE ASPIRATIONS OF RECIPIENT (100 words or less on what the recipient intends to do upon graduation and how this course will assist with future employment.)

Have you previously applied for this bursary? ☐ YES ☐ NO

If So, When: _____

Signature of Nominee:

Date: