

# 2025 APPLICATION FOR BURSARY FINANCIAL DETAILS

This form only required if applying for a Means-Tested Bursary



**Westside**  
**Christian College**  
Achievement Belonging Care

## INSTRUCTIONS

THERE ARE SIX (6) SECTIONS TO BE COMPLETED BEFORE THIS APPLICATION CAN BE LODGED.

1. Complete the form and ensure you have copies of all supporting documentation. Applications without sufficient supporting documentation may not be processed.
2. Attach copies (electronically), if requested – we will not photocopy your documents for you and originals will only be returned upon request at the end of the Bursary application process.
3. If you are having trouble completing the form, please fill out what you can and the Business Office will assist you.
4. This application will only be used for the purpose of evaluating your Bursary application. Its contents will be kept in the strictest confidence.

FULL AND FRANK DISCLOSURE IS REQUIRED OTHERWISE YOUR INITIAL OR ONGOING BURSARY WILL BE AFFECTED

(PLEASE COMPLETE FOR PARENTS/GUARDIANS WHO ARE LIVING IN THE FAMILY HOME)

MOTHER/GUARDIAN	First Name Surname
FATHER/GUARDIAN	First Name Surname
FAMILY HOME ADDRESS	
POSTAL ADDRESS (IF DIFFERENT)	
MAIN CONTACT TO DISCUSS THIS APPLICATION	Telephone contact during school hours: Email contact: _____@_____

(FAILURE TO SUPPLY SUPPORTING DOCUMENTATION MAY RENDER YOUR APPLICATION INVALID)

Do you have children at home who either attend other schools or are not old enough for school?

Please list their names and ages:

**SECTION 2****STUDENT TO WHOM THIS APPLICATION REFERS**

STUDENTS TO BE CONSIDERED FOR BURSARIES:

NAME OF STUDENT	CURRENT SCHOOL	YEAR LEVEL IN 2024

The granting and retention of a Bursary is dependent on various factors some of which relate to the student's grades and both the student's and the family's attitudes to their schooling. As such, applications will be considered favourably where both the student and their family show their support to the College where:

- Students achieve grades commensurate with their ability,
- Students have excellent attendance records with few late arrivals,
- There has been little or no behavioural or disciplinary action required,
- And other College requirements such as timely handing in of assignments, correct school uniform issues, etc are carried out.

Do you believe your children and your family can meet the above requirements?                      YES                      NO

Related comments welcomed:

OTHER HELPFUL INFORMATION IN SUPPORT OF YOUR APPLICATION (Please attach a separate sheet if necessary)

1. Why are you seeking a Bursary – what are your current circumstances?

2. Why do you wish your child/ren to be educated at Westside Christian College?

3. How will you show your support for the College? Show here school activities attended and/or details of contributions to the life of the school during this past year, or proposed in the coming year.

(Note: We want to have a full understanding of your involvement so we are able to make a well-informed decision regarding your application).

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**SECTION 3****FAMILY INCOME DETAILS**

FAMILY INCOME PER WEEK:

FAMILY INCOME PER WEEK	FATHER/MALE GUARDIAN	MOTHER/FEMALE GUARDIAN
Net Wages (after tax is taken out, per week – averaged for 6 (six consecutive weeks))	\$ per week	\$ per week
Maintenance/Child support	\$	\$
FTB A or FTB B	\$	\$
Family Allowances & Supplement	\$	\$
Any Centrelink Pensions/Benefits	\$	\$
Youth Allowance	\$	\$
Interest/Dividends	\$	\$
Business/Property Income	\$	\$
Other (include Fringe Benefit Tax)	\$	\$
<b>TOTAL INCOME PER WEEK</b>	<b>\$</b>	<b>\$</b>

FAMILY OUTGOINGS PER WEEK:

OUTGOING EXPENSES	DESCRIPTION OR COMMENT	AMOUNT PER WEEK
Childrens' activities/groups		\$
Clothing/Grooming, etc		\$
Credit Card repayments		\$
Electricity/Gas/Water		\$
Entertainment		\$
Food/Groceries		\$
Insurances		\$
Internet		\$
Maintenance/Child Support		\$
Medical		\$
Other		\$
Other Loan repayments		\$
Petrol		\$
Rent or Mortgage		\$
Telephone - home		\$
Telephone – mobile		\$
Tithe		\$
Vehicle costs		\$
	<b>TOTAL OUTGOINGS PER WEEK</b>	<b>\$</b>

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**FAMILY INCOME DETAILS (cont)**

THE FAMILY HOME (this relates to the home listed on the front of this application)

There is a mortgage of \$ \_\_\_\_\_ held over this property with weekly repayments required of \$ \_\_\_\_\_  
OR

There is a rental agreement held on this property of \$ \_\_\_\_\_ per week.

Length remaining on lease \_\_\_\_\_ months.

**THE FAMILY ASSETS**

Do you own/part own any commercial/industrial or residential properties other than the family home?

YES NO

If YES, please complete loan/rental/mortgage payments for property with weekly repayments required of \$ \_\_\_\_\_

Address:

There is a mortgage of \$ \_\_\_\_\_ held over this property with weekly repayments required of \$ \_\_\_\_\_

I/we receive \$ \_\_\_\_\_ per week in rent.

(Please attach a separate sheet of paper if required.)

**MOTOR VEHICLES /BOATS/ FARMING EQUIPMENT** (assets you make repayments for – leases, loans, credit card payments, mortgages, etc)

DESCRIPTION	VALUE	OWING

HOW MUCH CAN YOUR FAMILY AFFORD TO PAY ON A WEEKLY BASIS FOR TUITION FEES ONLY?  
(Do not include other fees such as bus or private music lessons) \$ \_\_\_\_\_

**HEALTH CARE CARD**

Do you have a Low Income Health Care Card?

YES NO If Yes, then Card No: \_\_\_\_\_

SIGNATURES of persons making application: \_\_\_\_\_

## SECTION 4

## YOUR COLLEGE ACCOUNT

### OTHER COLLEGE COSTS

Bursaries do not apply to subject levies, camps, uniforms, textbooks, Outside Hours School Care, College bus service or private music tuition. These costs must be paid in full.

The granting of a Bursary is dependent on various factors, some of which relate to the family's continued and conscientious payment of their fee accounts.

As such applications will be considered favourably where the families-

- Have set up a payment plan as agreed to by the College,
- Do not have a large balance outstanding at the end of each term/year,
- Have bus, Outside Hours School Care and private music tuition accounts promptly paid and up to date,
- Have not been followed up by the Business Office in relation to late or rejected payments.

DO YOU BELIEVE YOUR FAMILY CAN MEET THE ABOVE REQUIREMENTS?                      YES                      NO

RELATED COMMENTS WELCOMED:

### THE COLLEGE BUS SERVICE

Will your child/ren use the College bus service?                      YES                      NO

### PRIVATE MUSIC LESSONS

Will your child/ren be enrolled in Private Music Tuition at the College?                      YES                      NO

### OUTSIDE HOURS SCHOOL CARE

Will your child/ren be enrolled in the College's Outside Hours School Care Service?                      YES                      NO

### PAYMENT ARRANGEMENTS FOR OTHER COLLEGE COSTS

Would you like to add these other school costs to your payment plan or will they be paid separately?

## SECTION 5

## TERMS AND CONDITIONS

### APPLICATION FOR BURSARY AWARD 2024

Bursaries are granted by the College to assist families reduce the cost of their student's tuition fees to a level they can afford. As there are only a limited number of Bursaries granted each year, not all applications will be successful.

For the initial granting of a Bursary and the ongoing retention of a Bursary priority will be given to those families:-

- Who are currently experiencing mild to severe financial difficulties;
- Who demonstrate an ongoing commitment to the College, as evidenced by parental involvement;
- Who demonstrate regular payment of tuition fees;
- Whose student achieves grades commensurate with the ability;
- Whose student has excellent attendance records with few late arrivals;
- Whose student has had little or no behavioural or disciplinary action required;
- Whose student has met other College requirements such as the timely handing in of assignments, correct school uniform, etc.
- Who do not have a large balance outstanding at the end of each term/year;
- Who have bus, camp, Outside School Hours Care and private music tuition accounts promptly paid and up to date;
- Who have not been followed up by the Business Office in relation to late or rejected payments.

In the event that your financial position improves significantly during the term of the Bursary Award, it is expected that you will advise the College so assistance may be reallocated to those in greater need.

Bursary Awards will be provided within the following limits and conditions:-

- Families are expected to make weekly/fortnightly contributions.
- An agreed payment plan MUST be in place and remain for the duration of the Bursary Award at the amount specified by the College.
- No discount is given for bus usage, private music tuition, Outside School Hours Care, levies and camps.

### COMMITMENT

I/We hereby make application for a Bursary for my/our student. This application is submitted in good faith, and I/we solemnly declare, conscientiously believing that all details contained herein to be true.

In this event this application results in the granting of a Bursary, I/we agree and accept that Bursaries are made possible in part through the support and commitment of the whole College community of which I /we are a part.

In response to and as part of our commitment to that 'partnership' arrangement I/we give the following undertaking:-

- To pay the payment plan as agreed to by the College.
- To give payment of school fees equal or higher priority for payment in recognition of the importance I/we place on the education of our child(ren).
- To advise the College when financial circumstances change during the current year.
- To agree to a full review of my/our financial details annually for the term of the Bursary.

SIGNED: \_\_\_\_\_

Date:

SIGNED: \_\_\_\_\_

Date:



**SECTION 6****SUPPORTING DOCUMENTATION****INTERVIEW**

In the event an interview is required for the College's initial or ongoing evaluation of your application for a Means-Tested Bursary Award, then the following documentation will be required.

<b>COPIES OF THE FOLLOWING DOCUMENTATION MUST BE BROUGHT TO THE INTERVIEW</b>	
	<i>Pay slips for the last 6 weeks</i>
	<i>Tax Assessment Notices for the current and previous years</i>
	<i>Rates letter from Centrelink outlining all payments received by you</i>
	<i>Copy of Health Care Card</i>
	<i>Rates letter from Department of Child Services if maintenance is paid or received</i>
	<i>Mortgage statement from your banking institution</i>
	<i>Rental receipt from your Landlord</i>

I/we agree to the provision of copies of the above documentation to substantiate my/our initial application and/or the ongoing review of a Bursary Award, if required by the College.

SIGNED: \_\_\_\_\_

DATE:

SIGNED: \_\_\_\_\_

DATE:

**REVIEW PROCESS**

The College will conduct an annual review of all holders of Bursaries. This will be in two parts:

1. A review by the Head of school of the student's academic, behavioural and overall contribution in his/her area of significant achievement.
2. A review of the family's financial situation by the College Business Office. This review will involve the family completing and submitting this form and may involve an interview with the associated provision of the documentation detailed above.

In the event that I/we receive a Bursary for my/our student, I/we agree to the review process for the ongoing retention of the Bursary as detailed above.

SIGNED: \_\_\_\_\_

Date:

SIGNED: \_\_\_\_\_

Date: