



Bursary policy

November 2015

Tunable Falls Community School is a not-for-profit organisation. Enrolling your child at our school is a commitment to fee-paying education. However we also understand that families may experience financial need due to changing and/or unexpected circumstances.

Each year, we make a limited amount of financial assistance available to families with children enrolled at the school to enable these children to continue attending during these times.

This takes the form of a *bursary* (reduction in tuition costs for **up to** two terms) granted to families who have demonstrated eligibility through an objective assessment of their financial position. Unlike a scholarship, the academic merit or talent of a student has no relation to the granting of a bursary.

Bursaries are available at the start of and mid-way through the school year. The majority of these funds will be allocated during the bi-annual bursary application process. A lesser amount will be available during the school year for application by families who experience sudden or unexpected adverse events which impact on their financial ability to pay.

Bursaries only cover tuition. Excursions, camps, lunches and extra-curricular classes are not covered.

In addition to bursaries, the school offers two other forms of financial assistance.

- A discount for second and subsequent children from the same family.
- Payment plans to allow for gradual payment of fees in arrears.

Refer to the *Fees statement* for a breakdown of our costs or speak to the Treasurer for a more detailed understanding of your bill.

Related documents

- *Fees statement*
- *Letter to families in response to a bursary request*

Eligibility

- Students who are already attending and would not be able to remain without assistance;
- Families who have no outstanding fees owing or have an agreed payment plan in place.

Agreement

- In return for the bursary (reduction in tuition charges), families are expected and required to pay the remainder of their fees and other charges (excursions, camps, lunches, etc) according to an agreed schedule;
- The school will respect the confidentiality of all recipients of bursaries. As a condition of receiving a bursary, the school asks recipients to also maintain confidentiality by not informing others – including their own children, other families and children attending the school as well as other local people not associated with the school.
- Given the very limited amount of funding available for bursaries, the school asks that families, who are receiving bursaries, inform the school if their financial situation improves and they no longer require fee relief.

Application process

Complete the following steps to apply for a bursary:

- Check that you meet the eligibility requirements above.
- Submit a letter of application to the committee requesting a bursary, and briefly outlining the reasons why you need a bursary and any information about your current payment arrangement.
- The treasurer will conduct an initial review of the application and will then present it to the committee together with a payment history for your family.
- The committee may request further information or that you attend a committee meeting to discuss your request further or to agree to a payment arrangement.
- You will receive a written reply to your letter of application. If your application is approved, you will receive a letter, which will detail the level of bursary offered, together with the conditions relating to the operation of the bursary.