BURSARY (FEE RELIEF) POLICY 2023

Approved By: College/Board	2023
Previous Versions:	May 2018

Monitored by	Finance Committee
Review by	Business Manager / Finance Committee
Date for review	June 2025
Approved by	School Board
Status	Current

Bursary (Fee Relief) Policy & Guidelines

Rationale

The school affirms its commitment to the principle that a Steiner based education should be available to all families at an affordable price. However, due to either temporary or ongoing financial circumstances, some families require fee relief. The Bursary (Fee Relief) exists to aid those families whose children, without such financial assistance, would not be able to receive an education at The Yallingup Steiner School.

1. Recipients of Bursary Assistance

1.1 Bursaries (fee relief) only apply to children in Class 1 to Class 6. Children enrolled in K4, K5 and K6 are not eligible to apply for bursary.

1.2 Existing families will be considered for a bursary as priority.

1.3 Bursary assistance may also be considered for those for whom temporary circumstances make fees temporarily unaffordable.

2. Setting a Bursary

2.1 The Business Manager and the Education Facilitator, will make a proposal to the Finance Committee / Board at the December Board meeting specifying the following:

- The total bursary (fee relief) value for the upcoming year;
- The existing amount being paid in long and short-term bursary assistance;
- The total amount donated to the tax-deductible Bursary Fund for that year.
- The annual value available for Bursaries.

3. Assessment of Applications

3.1 In mid-November the Business Manager is to advise, in writing, all current Bursary (fee relief) recipients of the due date for Bursary assistance applications for the forthcoming year.

3.2 Bursary application documentation must be submitted to the Business Manager by the last week of Term 4. Bursary Application (Attachment A).

3.3 All applications will be confidentially assessed by the Business Manager and Education Facilitator.

3.4 The Business Manager will inform, in writing, applicants of the outcome of their application at the start of the relevant school year.

4. Reporting

4.1 The Business Manager will report during the year to the Finance Committee and Board the number of families who were awarded fee assistance, the total amount given in Bursaries (fee relief), and a comparison between the total amount given in Bursaries and the maximum amount stipulated for Bursary assistance.

5. Terms and Conditions

5.1 Acceptance of Bursary (fee relief) assistance automatically indicates acceptance of the following terms as set out below.

5.2 Bursary assistance is provided at the complete discretion of the School and is subject to availability of funds. No guarantee is given as to the School's ability to provide Bursary assistance in future years.

5.3 Any Bursary assistance given must be treated by the recipients and the School in a strictly confidential matter.

5.4 Applications for a Bursary are confidentially assessed by the Business Manager and the Education Facilitator and are dependent upon the following:

- The current family circumstances and income;
- The family's ability to pay the scheduled school fees;
- Requests for assistance from other families;
- The financial position of the school.

5.5 The School reserves the right to determine the amount of assistance offered.

5.6 The School must be notified of any changes in the financial situation of a recipient of a Bursary (e.g. changes in income, receipt of inheritance). The School reserves the right to adjust Bursary assistance from the time of the change in circumstances.

5.7 If it comes to the attention of the School that a Bursary recipient has understated their financial situation, Bursary assistance will be withdrawn, and full fees charged, backdated to the commencement of the Bursary.

5.8 Each approved application for Bursary assistance will remain current for the term approved (to a maximum of 12 months). After the specified term has finished, families will need to reapply for further assistance.

5.9 Recipients of Bursary assistance must ensure all children remain enrolled for the full academic year. Early withdrawal will lead to Bursary assistance being withdrawn and full fees for all children being charged retrospectively for that academic year.

5.10 Recipients of Bursary assistance must adhere to the school's fee policy and the fee payment plan offered in exchange for Bursary aid. Where there is a breach of either agreement/s and the school has been unable to reinstate a suitable arrangement the Bursary Agreement becomes null and void and the full fees charged, backdated to the commencement of the Bursary.

5.11 Recipients of Bursary assistance pose a potential conflict of interest and must ensure that all school fees are paid up to date in order to be eligible to hold a voting position on the school Board.

Attachment A

APPLICATION FOR BURSARY ASSISTANCE 2023

CONFIDENTIAL

The Bursary Fund provides short-term financial assistance to families experiencing unexpected difficulties in their financial circumstances.

PERSONAL DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Name		
Address		
Postcode		
Phone - home		
Phone - work		
Phone - mobile		
email		
Occupation/s		

Students at Yallingup Steiner School
Please write down the full name, including the family name, of each student currently enrolled at YSS:

Name	Class in 2023
1	
2	
3	
4	
5	

People in Household
Please write down the names of all the people who live in your household. Please indicate whether these are dependants, unemployed or working:

Name	Dependent/Working/Unemployed
1	
2	
3	
4	
5	
6	

DECLARATION OF INCOME

Net Income (Income from work after Tax)

Please indicate every source of income in the household. The net amount is the amount after tax is paid.

Indicate all sources of employment income	**Indicate amount if received Weekly**	**Indicate amount if received Fortnightly**	**Indicate amount if received Monthly**	**Calculate or estimate Annual**
1				
2				
3				
4				
5				
TOTAL				

Government Benefits

All Government benefits must be declared. This includes all pensions, benefits and other payments, such as family allowance.

Name of benefit received	**Indicate amount if received Fortnightly**	**Calculate or estimate Annual**
1		
2		
3		
4		
TOTAL		

Child Maintenance Payments

All child maintenance payments must be declared.

Indicate all sources of child maintenance	Indicate amount if received **Weekly**	Indicate amount if received **Fortnightly**	Indicate amount if received **Monthly**	Calculate or estimate **Annual**
1				
2				
TOTAL				

Other Sources of Income (Please Specify)

These should include any board from family members or lodgers, rental income, annuities, inheritances, dividends, income from sale of assets, assistance from extended family, known one-off or lump sum receipts that may come in during the year.

Indicate all other sources of income	Indicate amount if received **Weekly**	Indicate amount if received **Fortnightly**	Indicate amount if received **Monthly**	Calculate or estimate **Annual**
1				
2				
3				
4				
TOTAL				

TOTAL NET ANNUAL INCOME from all sources after tax: $________________

DECLARATION OF EXPENSES

Property Expenses

Item	Indicate amount if paid **Weekly**	Indicate amount if paid **Fortnightly**	Indicate amount if paid **Monthly**	Indicate amount if paid **Quarterly**	Calculate or estimate **Annual Amount**
Mortgage/Rent/Board					
Water & Council Rates					
Electricity/gas/wood					
House & contents Insurance					
General Maintenance Expenses					

Household Expenses

Item	Indicate amount if paid **Weekly**	Indicate amount if paid **Fortnightly**	Indicate amount if paid **Monthly**	Indicate amount if paid **Quarterly**	Calculate or estimate **Annual Amount**
Groceries, clothing, personal expenses					
Medical expenses - insurance & bills					
Phone					
Private travel expenses – car fuel, registration, insurance, car loan, repairs, etc					
Life/income protection insurance					
Personal superannuation					
Bank or other Loans:					

Other Expenses (Please specify)

Item	Indicate amount if paid **Weekly**	Indicate amount if paid **Fortnightly**	Indicate amount if paid **Monthly**	Indicate amount if paid **Quarterly**	Calculate or estimate **Annual Amount**

Other Education Expenses (<u>NOT YSS</u>)

Item	Indicate amount if paid **Weekly**	Indicate amount if paid **Fortnightly**	Indicate amount if paid **Monthly**	Indicate amount if paid **Quarterly**	Calculate or estimate **Annual Amount**
School Fees					
Pre-school & Childcare					
Self-education expenses					

TOTAL ANNUAL EXPENSES: $________________

ANNUAL SURPLUS / DEFICIT ....$________________
(Total Annual Income LESS Total Annual Expenses)

DECLARATION OF ASSETS

Home:

Owned/Mortgaged (please circle) ....Value of home: $________________

Amount of mortgage outstanding: $______________

Bank Accounts

Please include all bank-type accounts.

Name of Account/Bank	Balance
1	
2	
3	
4	

Investments

Include here any real estate, shares, bonds or any other such investment which are held by you or are being held for you.

Description of Investment (excluding family home & furnishings)	Value
1	
2	
3	

Other Assets

Include here any cars, cash, art works, life insurance, superannuation, debts owed to you or any other assets that may be being held by or for you.

Type of Asset	Current Value
1	
2	
3	

Reason for Application

Please explain the unexpected difficulties in your financial circumstances requiring you to seek Fee Relief.

____

____

Fee relief is offered for a maximum of 12 months. For how long do you expect to be claiming Fee Relief?

____

Thank you for your application. Please sign the declaration below and send the completed application to the Business Manager (businessmanager@yss.wa.edu.au). All applicants will be notified as soon as possible.

I/we declare that all the details in this form represent to the best of my/our knowledge a full and honest disclosure of all of my/our income, expenditure and assets.

Signed: ____ Date ___________________