

Family Bursary Policy

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| Policy Owner: | Director of Finance and Administration |
| Responsible Officers: | Deans and Registrars Manager |
| Policy Number: | QBIP006 |
| Developed by: | Senior Management Group |
| Approved: | February 2009 |
| Reviewed: | October 2011 |
| Related Policies: | Grants Policy Enrolment Fees and Charges Policy |
| Related Documents: | Family Bursary Application Form |

1. Overview

- 1.1 This Policy relates to fee discounts available to students whose family enrolls a second or subsequent family member in a pathway course at ECC.

2. Scope

- 2.1 This Policy applies to intending, commencing and continuing ECC students in all pathway courses only.

3. Definitions

- 3.1 **Bursary:** Scholarship or grant provided by an educational institution.
- 3.2 **Family:** For the purpose of this policy and for clarity, a family member is defined as a husband, wife, brother, sister, mother, father, son, daughter or stepchild.
- 3.3 **Health Care Card:** Card issued by the Australian Government entitling the recipient and their family to medical-related concessions.

4. Policy Principles

- 4.1 The Family Bursary applies where two or more students from the same family study at ECC or another Navitas institution. The first family member can be studying at ECC at the same time as other family members or may have studied at either ECC or another Navitas institution previously.
- 4.2 Family Bursary is granted to the second and subsequent family member(s) who study at ECC.

5. Policy Content

- 5.1 The Family Bursary is equivalent to 10% of the published tuition fee for the initial program of study (that is Certificate or Diploma and excludes Mixed English Program) and is credited to

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the eligible student's tuition account each trimester (the amount being relative to the number of units undertaken in that trimester).

- 5.2 The bursary does not apply to additional units or repeat units that may also be undertaken.
- 5.3 For Diploma students, the bursary is equivalent to 10% of the tuition fees for the first eight attempts in units of study¹ (excluding mixed English option).
- 5.4 For Certificate students, the bursary is equivalent to 10% of the tuition fee for the first eight attempts in units of study (excluding mixed English options).
- 5.5 Students must pay the full amount for their first 4 units as shown on their Letter of Offer in order to confirm their place at ECC. If the student remains enrolled at ECC, at the end of Week 4 of their first trimester, 10% of their tuition fee paid will be credited to the student. The balance of the bursary is credited to the eligible students' tuition account in the second and subsequent trimesters. (The amount credited will be calculated on the actual number of units studied).
- 5.6 The maximum value of the family bursary is 10% of tuition fees for the first 8 units attempted regardless how many family members have studied with Navitas institutions.
- 5.7 The Business Manager will approve the award of a family bursary and authorise the accountant to process the relevant adjustments.

6. Administrative Procedures

- 6.1 An ECC student who believes they are eligible for a Family Bursary must complete a Family Bursary Application Form. As part of the application, the student must include documentary evidence verifying the relationship between Family members such as birth certificate or Health Care Card. The application should be forwarded to the Senior Admissions Officer for consideration.
- 6.2 Applications should be submitted prior to the first trimester of study at ECC.
- 6.3 The Senior Admissions Officer advises the student of the outcome of their application. Where application is successful, the form is forwarded to Accounts for action. The Accounts Officer credits the bursary amount to the student's account for the relevant trimester. The Application form and accompanying documentation is to be placed on the student's file.
- 6.4 Standard commission rates are paid for students who receive a Bursary.
- 6.5 The Business Manager maintains a list of all students in receipt of Bursary.
- 6.6 This policy will be available on the ECC website for students and distributed to all Academic Staff at induction. Administrative staff who provide advice to students will be provided with the policy by their respective supervisors.
- 6.7 An annual staff information session will be held to inform and update staff on changes to attendance procedures.

¹ Some subject exclusions may apply