



MARCELLIN COLLEGE 2018 BURSARY APPLICATION FORM

Marcellin College Bursary

Marcellin College is a Catholic Marist boys' school that follows the teachings of St. Marcellin Champagnat. He wanted his schools to be available to all, regardless of financial status.

We acknowledge and accept that the vast majority of parents and guardians make sacrifices to provide their boys with a Marcellin education. However, it never has or will be the College's desire that parents or guardians reach the point of financial distress to meet the cost of sending their boys to Marcellin.

To assist with affordability of tuition fees, the College is continuing with its bursary program in 2018. Our aim is that the recipients of this bursary will be families that would experience financial distress to pay their Marcellin school fees in the absence of some form of assistance.

As the College only has limited funds available, parents should not work on the assumption that the bursary will cover the costs of providing a Marcellin education in entirety. Rest assured that the College is doing its best to alleviate as much of the pressure that it can on families struggling financially.

Following a review of all applications and based on the amount of the available bursary pool, the College will determine the maximum percentage of gross family income that any family will pay in Marcellin tuition fees. We will then waive the part of the fees that exceed that percentage. The amount of fees waived will be the bursary. In addition, when making decisions on the allocation of the bursary, the College will consider factors such as asset base, number of dependents and how tuition fees have been prioritised in the family budget relative to other expenses.

It is a condition of the bursary that all successful applicants will enter into a payment arrangement to allow the College to administer a direct debit to a bank account or credit card for the payment of the remaining fees balance. The bursary will only be available to families who provide their banking details and enter into a payment arrangement for the balance of their 2018 tuition fees.

In the interests of equity with full fee paying families, bursary recipients are not eligible to participate in paid co-curricular activities such as private music and public speaking lessons and overseas and interstate trips.

Applications are sought from all families whose payment of Marcellin fees exceeds 11% of their gross family income. However there is no commitment that this will be the trigger point for entitlement to a bursary or that any application will be successful.

How do I apply?

Step 1: Complete the self-assessment section on page 1 of the application form.
This will help you to decide if you should lodge an application.

Step 2: Complete the Bursary Application form and attach all relevant documents.

Step 3: Submit the application at the College Office.

It should be placed in a sealed envelope marked PRIVATE & CONFIDENTIAL and addressed to the Accounts Receivable Officer.

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Separated families

For separated families, family income is considered to be the joint income of both parties who signed the original student enrolment form. Details must be submitted by both parties to enable us to assess the application. If preferred, information from each party can be provided separately and will be consolidated into a single application upon receipt by the College. Information provided by one applicant will not be shared with the other party to the application.

What other documents should I attach to my application?

Please refer to the checklist on the last page of this document to see what supporting documents are required.

Why do I have to provide supporting documents?

To ensure that we distribute the limited pool of Bursary funds fairly, we need to have a thorough understanding of each applicant's situation. This information, combined with the opportunity you have to tell us of any other relevant circumstances, is the best way for us to gain a comprehensive understanding of each family's ability to afford tuition fees.

Why do I have to apply each year?

To ensure that the bursaries offered are equitable for both other bursary applicants and the full fee paying parent community that, in effect, fund this program.

Who will assess my application?

Representatives of the Business Manager's Office will assess your application and advise you in writing of the outcome. It is anticipated that we will notify applicants of the result when we send out 2018 Tax Invoices at the conclusion of Term 4.

All applications are confidential - no member of the teaching staff will have access to this information.

How will the information I provide be safeguarded?

The primary purpose of the information collected is to determine if you are eligible for a Bursary.

The College has steps in place to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

A copy of the College Privacy Policy is available on request or can be viewed on the College website www.marcellin.vic.edu.au

Returning your application

Check that you have answered all the questions, completed the checklist, signed and dated the last page and attached all required supporting documentation. The Bursary cannot be assessed without **ALL** relevant supporting information.



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Section I: Self-Assessment Questionnaire

- 1 Do you or a dependent receive any government assistance?
(eg. Family Allowance, Low Income Supplement, Disability Support Pension) **Yes / No**
- 2 Do you or any member of your household drive a vehicle with a current market value greater than \$50,000?
Yes / No
- 3 Do you make voluntary contributions to a Superannuation Fund on behalf of yourself, your spouse or another family member?
Yes / No
4. Are your net assets (excluding Superannuation Savings) in excess of \$500,000?
i.e. Page 5 - Total Assets less Total Liabilities. **Yes / No**
5. Do you or any member of your household own an investment property or own shares in a company that owns an investment property or business premises?
Yes / No

Self-Assessment:

- If you answered "Yes" to Question 1, proceed to Section 2;
- If you answered "No" to Questions 2 – 5 proceed to Section 2;
- If you answered "Yes" to any of Questions 2 - 5 your application may not be successful.
However -
 - if you are unsure whether it is worthwhile you submitting a bursary application; or
 - there are other circumstances you feel should be taken into consideration

then please call the Finance Office on 9851 1589 to discuss your situation and together we can see whether it is worthwhile you submitting a bursary application.



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Section 2: Bursary Application

Is this a separated family? Yes / No

If 'Yes', is the information for both signatories to the enrolment included below? Yes / No

If both signatories to the enrolment are not supplying their information in this application, please provide the name of the other signatory who will be providing their information separately:

.....

Contact Information	Parent / Guardian 1	Parent / Guardian 2
Name:
Address:

Post Code.....Post Code.....
Occupation:
Email:
Telephone:	Home:	Home:
	Work:	Work:
	Mobile:	Mobile:

Is this your first Bursary Application? Yes / No

If 'No' please indicate the year of your last application:

Bursary applications must be made annually, do you anticipate will need to apply again in 2019? Yes / No

Details of dependants living at home who will attend Marcellin College next year

	First Name	Surname	Age in 2018	Year Level in 2018
1
2
3

Details of all other dependants living at the above address:

Note: Dependants include full time students and children below school age.

	First Name	Surname	Gender F/M	Age in 2018	Year level in 2018	Education Institution
1
2
3
4



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STATEMENT OF FINANCIAL POSITION

** For items that are held by both parties (e.g. House, Mortgage), please include the full amount under one parent/guardian only **

Assets	Parent / Guardian 1	Parent / Guardian 2	Total Family
House	\$.....	\$.....	\$.....
Motor Vehicle(s)	\$.....	\$.....	\$.....
Household Contents	\$.....	\$.....	\$.....
Bank Accounts	\$.....	\$.....	\$.....
Shares	\$.....	\$.....	\$.....
Investment Property	\$.....	\$.....	\$.....
Other –	\$.....	\$.....	\$.....
.....	\$.....	\$.....	\$.....
.....	\$.....	\$.....	\$.....
Total Assets	\$.....	\$.....	\$.....
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Liabilities			
Mortgage	\$.....	\$.....	\$.....
Car Loan(s)	\$.....	\$.....	\$.....
Personal Loan(s)	\$.....	\$.....	\$.....
Business Loan(s)	\$.....	\$.....	\$.....
Credit Card(s) Debts	\$.....	\$.....	\$.....
Other –	\$.....	\$.....	\$.....
.....	\$.....	\$.....	\$.....
Total Liabilities	\$.....	\$.....	\$.....
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Annual Income			
Before Salary Packaging & Tax			
Gross Salary & Wages	\$.....	\$.....	\$.....
Pension / Centrelink Benefits	\$.....	\$.....	\$.....
Family Allowance	\$.....	\$.....	\$.....
Child Support	\$.....	\$.....	\$.....
Youth Allowance	\$.....	\$.....	\$.....
Interest Income	\$.....	\$.....	\$.....
Rental Property Income	\$.....	\$.....	\$.....
Financial assistance from family	\$.....	\$.....	\$.....
Share Dividend Income	\$.....	\$.....	\$.....
Other –	\$.....	\$.....	\$.....
.....	\$.....	\$.....	\$.....
Total Annual Income	\$.....	\$.....	\$.....



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Check List before sending off Application

I **have attached** the relevant documentation in support of my application, as per the table below:

Tick or write n/a

Centrelink or Veteran's Affairs Statement of Benefits for all members of the household including Family Allowance, Youth Allowance, Pension, Newstart etc.	
Pay slips of four (4) recent pay periods for all parents / guardians - if applicable <i>(showing gross salary prior to any salary sacrifice arrangement)</i>	
Current Council Rates Notice for all properties	
Details of any financial help you receive from another person e.g. a family member	
Copies of the last three (3) months statements for the following: <ul style="list-style-type: none"> • Personal Saving accounts • Personal Loan accounts • Business Savings / Loan accounts • Credit Card accounts 	
Current Mortgage or Rental statements, whichever is applicable	
Current Notice of Assessment from your most recently assessed Tax Return	

Declaration by Applicant(s)

I /We acknowledge that the above information is provided to enable the College to consider my/our application for a Bursary and that all correspondence regarding this application will remain confidential.

I/We certify that the information provided by me/us in this document is true and correct and that nothing has been omitted which would lead the College to make an incorrect assessment.

I/We have completed the check list above and have attached all relevant supporting documentation.

I/We consent to discussing any aspect of this application with an authorised representative of the Business Manager's Office.

Signature of Parent / Guardian 1

Date: _____

Signature of Parent / Guardian 2

Date: _____