

<b>Policy Owner</b>	Director of Marketing & Admissions
<b>Contact Officer:</b>	Admissions Manager
<b>Policy Number:</b>	QBIPO017
<b>Approved by:</b>	College Leadership Team
<b>Date Approved:</b>	September 2011
<b>Last Reviewed:</b>	March 2019; February 2016
<b>Next Review Date</b>	March 2022
<b>Related Documents:</b>	Navitas Family Bursary Application form.

## 1. Overview

- 1.1. The family bursary applies where two or more students from the same family study at Curtin College or another Navitas institution. The first family member can be studying at Curtin College at the same time as other family members or may have studied at either Curtin College or another Navitas institution previously.
- 1.2. The family bursary is granted to the second and subsequent family members who study at Curtin College.
- 1.3. The family bursary is equivalent to 10% of the published tuition fee for the initial program of study and is credited to the eligible student's tuition account each study period (the amount being relevant to the number of units undertaken in that study period). Only one family bursary will be granted per student regardless of the number of family members who have studied at Curtin College or another Navitas institution previously.
- 1.4. The bursary does not apply to additional units or repeat units that may also be undertaken.

## 2. Definitions

- 2.1. **Family Member:** for the purpose of this bursary, a family member is defined as a husband, wife, brother, sister, mother, father, son, daughter or stepchild.
- 2.2. **College Leadership Team:** The Directors and Senior Management of Curtin College.
- 2.3. **Study Period:** A discrete period of study within a course, namely a semester or trimester, in which a student undertakes and completes units of study.

## 3. Procedure for Application

- 3.1. A Curtin College 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 a birth certificate or health care card. The application should be forwarded to the Admissions Manager for consideration.
- 3.2. Applications should be submitted prior to the first study period at Curtin College.

## 4. Policy Implementation

- 4.1. The Admissions Manager advises the student of the outcome of their application. Where the application is successful, the Admissions Manager forwards the form to the Commercial Finance Manager for action.

- 4.2. The Finance Shared Services (FSS) Accounts Receivable Officer credits the bursary amount to the student's account for the relevant study period. The application form and accompanying documentation is to be saved in the student's file and a note added to MAZE.
- 4.3. Standard commission rates are paid for students who receive a bursary.
- 4.4. All students who receive a bursary must be reported, for noting, to the Senior Management Group. The FSS AR Officer maintains a list of all students in receipt of a Bursary.

**5. Administrative procedures**

- 5.1. This policy is accessible through the Curtin College website at <http://www.curtincollege.edu.au>
- 5.2. Finance notes via the Student Management System to be updated with any changes made to a student's enrolment.
- 5.3. Completed forms to be placed on student's eFile once all actions have been completed.

Version	Improvements made:
V1.4 (March '19)	<ul style="list-style-type: none"><li>• Item 4.1 – Position title change from Director of Finance &amp; Administration to Commercial Finance Manager.</li><li>• Item 4.2 – Position title change from Accounts Officer to FSS AR Officer</li><li>• Added section 5 – Administrative procedures</li></ul>
V1.3 (Feb '16)	<ul style="list-style-type: none"><li>• Item 1.3 updated</li><li>• Item 4.2 – the term 'Study Period' replaces 'Trimester/semester'</li><li>• Item 4.1 and 4.4 Position title change from Business Manager to Director Finance and Administration</li></ul>