

Policy Owner	Director of Marketing
Contact Officer:	Admissions Manager
Policy Number:	QBIPO017
Approved by:	Senior Management Group
Date Approved:	September 2011
Last Reviewed:	February 2016
Related Documents:	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 (excludes the Tertiary Communication Skills unit) 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. **Senior Management Group:** 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. Administrative procedures

- 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 Director Finance and Administration for action.

- 4.2. The Finance 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 Director Finance and Administration maintains a list of all students in receipt of a Bursary.

Version	Improvements made:
V1.3	<ul style="list-style-type: none">• Item 1.3 updated• Item 4.2 – the term 'Study Period' replaces 'Trimester/semester'• Item 4.1 and 4.4 Position title change from Business Manager to Director Finance and Administration