

## Family Bursary Application Form

To be completed by second or subsequent family member(s) to study at a Navitas institution.

### Student to complete

Family name:	Given names:	Student ID:
Program of study:		
Address:		
Email:	Telephone:	Mobile:
Are you an international student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Citizenship:
Are you a sponsored student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sponsor:
Overseas address (International students only):		

### Previous Navitas student family member details

Family name:	Given names:	Student ID:
Relationship to applicant (Brother, sister etc):		
Navitas institution attended by family member? (QIBT, SIBT etc)		Last year of enrolment:
Supporting documentary proof of relationship provided and copies attached:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Supporting documentation includes family card, birth certificate, or other evidence. Applications without supporting documentation will not be processed.		

Applicant's Signature:	Date: dd / mm / yy
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### Office use only

Eligibility checked with relevant Navitas institution: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name:	Signature:	Date:
Family bursary approved: Yes <input type="checkbox"/> No <input type="checkbox"/>		
For semester: Year:	& Semester: Year:	& Semester: Year:
Name:	Position:	
Signature:	Date:	
Student notified Via (Please indicate method of notification outcome):		

### Finance department

Condition "FB" entered in Maze	Yes <input type="checkbox"/> No <input type="checkbox"/>	Initials:	Date:
Credit note processed by:			
Name:	Date:	Batch:	Amount:
Other action required: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes provide details:			
Application placed in student's file:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Initials:	Date:

# Navitas Family Bursary Guidelines

The Family Bursary applies where two or more students from the same family\* study at a Navitas institution. The first family member can be studying at a Navitas institution at the same time as the other family members or may have studied at any Navitas institution previously.^

The family bursary is granted to the second and subsequent family members who study at a Navitas institution.

The bursary is equivalent to 10% of the tuition fee for one program only with a Navitas member institution.^ The bursary does not apply to additional units or repeat units that may also be undertaken.

For Diploma# students, the bursary is equivalent to 10% of the tuition fees for the first attempt at units in the program of study\*\* (excluding mixed English option).

For Certificate# students, the bursary is equivalent to 10% of the tuition fee for the first attempt at units in the program of study (excluding mixed English options).

Students must pay the full amount for half their course as shown on their Letter of Offer in order to confirm their place at the Navitas Institution to which they have applied. If the student remains enrolled at the institution, at the end of the week 4 of their first semester, 10% of their tuition fee paid will be credited to the student. The balance of the bursary is credited to the eligible students's tuition account in the second and subsequent semesters. (The amount credited will be calculated on the actual number of units studied).

The maximum value of the family bursary is 10% of the tuition fees for the first attempt of units in the program of study regardless of the number of family members who have studied with Navitas institutions.

A completed application must be submitted to the Navitas institution together with supporting documents such as a birth certificate or family card.

The General Manager or the Director Finance Administration will approve the award of a family bursary and authorise the accountant to process the relevant adjustments.

## Disclaimers:

\* Family here means brother, sister, stepsister, stepbrother, mother, father, son, daughter, stepchild, husband or wife.

\*\* Some subject exclusions may apply.

^ The Navitas bursary is not applicable to English language program or any component of any English language program offered by Navitas member institutions.

\* Diploma programs may also be known or registered as Undergraduate pathway, University Transfer Program Stage II or University Pathway Program Stage II. Certificate programs may also be known or registered as Foundation Studies, University Transfer Program Stage I or University Pathway Program Stage I.

The Navitas bursary applies to students studying at ACN, Curtin College, Curtin Sydney, Curtin Singapore, CRIC, EIBT, EIC, Eynesbury, FIC, HIBT, ICM, ICP, ICRGU, ICWS, La Trobe Melbourne, LIBT, Macquarie City Campus, MIBT, MIBT Indonesia, PDIC, PIBT, QIBT, SAIBT, SIBT, Navitas at UMass Boston, Navitas at UMass Dartmouth, Navitas at UMass Lowell and Navitas at WKU only.