

## The Dora O'Sullevan Bursary Policy

### Purpose

The Dora O'Sullevan Bursary is named in memory and honour of past pupil Dora O'Sullevan, by her sister Rita Andre (nee O'Sullevan); both of whom are descendants of the Coghlan family. The belief in a Loreto education and profound generosity of the O'Sullevan sisters and the *Coghlan family (spanning past generations and dating back to the construction of the Loreto Chapel and Mother Gonzaga Barry)* has ensured their connection to the College will now span future generations.

The Dora O'Sullevan Bursary supports students who may not otherwise be able to attend the College due to financial situation and will be administered by the Principal.

The purpose of this policy is to set out the rules and requirements and management of the policy and ensure the sustainability of the Dora O'Sullevan Bursary to support future students at the College.

### Scope

The Bursary is open to any student via the normal application and enrolment process, and for whom, for verified financial reasons, may not be able to attend Loreto College if offered a place.

### Policy Statement

A limited number of Bursaries are offered at the discretion of the Principal each year by formal application only.

To be eligible for consideration as a recipient of an annual Dora O'Sullevan Bursary, students must be from families or personal situations encountering financial difficulties which may otherwise prevent them from attending Loreto College Ballarat. Eligible candidates may be current students or prospective students at any year level.

Consideration for bursaries are reviewed annually on a case by case basis and formal evidence of current financial situation is required to verify the need.

Applications must be personal applications from the family or personal applications supported with the recommendation from a Primary School Principal of a student who wishes to attend Loreto College, or Parish Priest. *Please Note: The family may or may not require assistance in completing the financial forms required.*

Applications for a Dora O'Sullevan Bursary must be made by the published closing date for Year 7 applications each year, usually early February (*under exceptional circumstances the date of application may be reviewed*).

A Bursary may be offered at the discretion of the Principal on an annual or ongoing basis and the amount of fee support offered is at the discretion of the Principal and Business Manager. Evidence of financial situation will be required for ongoing Bursary support.

The College reserves the right to set guidance on how the fund is managed (i.e., how many bursaries and what percentage of financial support is offered each year) to ensure sustainability of the Dora O'Sullivan Bursary Fund.

## Application Process

1. Please follow the standard application for place at Loreto College to be submitted via the normal application for enrolment process by the due date for applicable year levels and *include the application for consideration for the Dora O'Sullivan Bursary.*
2. Please include a completed application for Dora O'Sullivan Bursary including:
  - Formal letter to the Principal from the parent (s)/carer(s) explaining request and current situation – *specifically stating the reasons why without this bursary, the student may not be able to attend Loreto College*
  - Include letter of reference from current school Principal if coming from another school
  - Complete supporting financial information (Appendix 1)
3. Complete application for place and forward Bursary application and supporting financial information to the College Registrar via email [registrar@loreto.vic.edu.au](mailto:registrar@loreto.vic.edu.au) or mail by the published closing date for Year 7 enrolments – usually early February. (*As per the policy statement, exceptional circumstances may require consideration of variation in application date*)
4. Principal will review and formally confirm Bursary offer/decline with the offer/decline for a place the following year of enrolment.
5. Offer of place at Loreto College and Bursary will be received / notified from the College Registrar.
6. Letter of Bursary offer or decline and confirmation of annual or ongoing and percentage of tuition fee will be received via email or mail.
7. Bursary will be automatically reflected in fee statements

### Particulars:

A Bursary may or may not be offered at the discretion of the Principal on an annual or ongoing basis and the amount of fee support offered is at the discretion of the Principal and Business Manager.

There is potential to apply for further part fee remission if required. This would be requested via the College Business or Finance Manager on or after enrolment.

Unless notification is formally given that the Bursary is ongoing, a review of the Bursary must take place each year and evidence will need to be provided to the Principal.

Both ongoing and annual bursaries are subject to the student and family abiding by the Loreto values and agreed code of conduct as required by a student and/or parent/carers of the Loreto community.

## Responsibility

- The Principal is responsible for the approval of this Policy and the approval of any changes to this Policy
- The Director of Marketing & Development is responsible for monitoring the implementation, outcomes and scheduled review of this policy and procedure

## Communication

The Dora O'Sullivan Bursary Policy will be communicated to the Loreto College Community in the form of:

- Website publication

## Policy Review

This policy will be reviewed every three years but will be reviewed earlier to take account of any changed technology, legislation, expectations, or practices.

## Application for Bursary

**PLEASE READ THIS INFORMATION CAREFULLY PRIOR TO COMPLETING THE APPLICATION**

This application is an acknowledgement that not all parents seeking a Catholic education for their children are able to meet the full level of school fees. At the same time, the College is aware that it has a responsibility in justice to those people managing to pay full fees and that it handles any Bursary offering in a manner that is fair and equitable. There is always some intrusiveness in this process, deemed necessary to achieve this fair and equitable resolution.

The College retains the right to make decisions regarding the appropriate level of Bursary. It is the responsibility of the applicant to provide appropriate documentary proof. The College cannot consider an application for a Bursary where the necessary documentation is not provided or there is not full disclosure of the individual circumstances. The College will endeavor to ensure that any intrusion is as limited as possible.

The College will assess your application to determine if an appropriate level of assistance is warranted. The College will then decide on the appropriate level of Bursary that would assist you in your ability to service the balance of fees owed.

There is potential to apply for further part fee remission if required. This would be requested via the College Business or Finance Manager on or after enrolment.

It must be stressed that recognition of a Bursary in prior years does not guarantee a Bursary for subsequent years. The Bursary is for a specified period with a maximum term of one year. If your circumstances have not improved, you are encouraged to submit a new application for further consideration.

It is important that you fully familiarise yourself with all the terms and conditions set out in this application. It is an express condition of this application that **confidentiality is always maintained**. Any discussion regarding the Bursary is strictly between the family concerned and the Registrar, Business Manager, Finance Manager or College Principal.

## Terms and Conditions for Bursary

The following terms and conditions apply to all applications requesting a Bursary. Your assistance in providing full information will allow the College to determine a fair and equitable assessment of your application.

1. Families wishing to apply for a Bursary must complete the accompanying FINANCIAL POSITION ASSESSMENT, signed **by all** responsible for the payment of school fees, and returned with all necessary documentation attached with the application for enrolment by the published closing date for Year 7 enrolments each year, to enable an assessment of the application to occur.
2. Parents requesting a Bursary will be required to provide satisfactory evidence detailing the gross income of both parents and/or care givers, tax, and housing costs. Pensions, including Overseas Pensions and Government Allowances such as Youth Allowance are to be included in income statements. The most recent taxation statement, pay slips, Centrelink statements are acceptable evidence of income, and rental receipts or bank or building society statements as evidence of housing costs.
3. Where the College is fully satisfied with the documentary evidence provided, a Bursary may be granted without necessitating a further interview.
4. The application process is aimed at determining a just and equitable remission, which is within the family's ability to service the balance of fees owed. *There is potential to apply for further part fee remission if required. This would be requested via the College Business Manager or Finance Manager on or after enrolment.*
5. No allowance is made for repayments on investment properties or holiday houses that are deemed to be financial commitments. Where a family so decides its priority is to encompass such assets, the burden of that decision remains with the family.
6. The Bursary is granted for a proportion of the Tuition Fees only. It does not cover other charges that may be incurred.
7. Where an application for Bursary is successful, it is assumed that every effort will be made to honour the commitment.
8. The Bursary is for a specified amount or period as per the letter of Bursary offer. Particulars relating to ongoing or annual bursaries may apply as per the Dora O'Sullivan Bursary Policy.
9. Where an application for Bursary is granted, any further remission necessary to the agreement would need to be stated in writing addressed to the Principal or Business Manager for consideration.
10. The School Fees policy is enforceable for all remaining fees to be serviced by those responsible for the payment of fees.
11. The declaration which forms part of this application is to be signed **by all** parties responsible for the payment of fees.
12. If your financial circumstances pertaining to the letter of offer of Bursary significantly change, it is expected that you will advise the Principal and/or College Finance staff accordingly.

## Appendix 1

### FINANCIAL POSITION ASSESSMENT

The Financial Position Assessment is designed to determine the ability of families to service fees charged where a family is experiencing hardship or is unable to meet the full level of fees charged. The College will determine the level of Bursary or remission to be applied to the fees charged upon assessment of the following information. This is further supported by the accompanying documentation required.

**Parent / Carer Information:**

Parent / Carer 1 Name						
Home Address						
	SUBURB:		STATE:		P/C:	
Contact Phone			Contact Email			
OCCUPATION:						

Parent / Carer 2 Name						
Home Address						
	SUBURB:		STATE:		P/C:	
Contact Phone			Contact Email			
OCCUPATION:						

**DETAILS OF OTHER DEPENDENT CHILDREN (NOT ATTENDING THIS COLLEGE)  
PLEASE ATTACH A COPY OF THE FEE STATEMENT FOR EACH STUDENT.**

NAME	AGE	SCHOOL	ANNUAL FEES
1.			\$
2.			\$
3.			\$
4.			\$

## Statement of Financial Position

ASSETS	
Description	Current Value
1. Home	
2. Investment Property	
3. Motor Vehicle(s)	
4. Shares	
5. Bank Deposits/Investments	
6. Business	
7. Other	
<b>Total Assets</b>	

LIABILITIES	
Description	Current Balance
1. Mortgage – Home	
2. Mortgage / Investment property	
3. Personal Loan A	
4. Personal Loan B	
5. Credit Cards	
6. Store Card	
7. Other	
<b>Total Liabilities</b>	

### 1. Housing:

If you own or are currently buying your own home or have an investment property, please attach a copy of your most recent Council Rates Notice(s) and Loan Statement (if applicable).

### 2. Motor Vehicle(s)

<b>Make &amp; Model:</b>		<b>Year of first registration:</b>	
<b>Make &amp; Model:</b>		<b>Year of first registration:</b>	
<b>Make &amp; Model:</b>		<b>Year of first registration:</b>	

### 3. Business Interests:

Do you have any interests (financial or otherwise) in any business venture? **YES / NO**

If yes, please provide details of the business and your involvement (i.e., Shareholder, Partnership, Owner / Manager):

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### 4. Other Investments

Do you operate a Family Trust? **YES / NO**

If yes, please provide details.

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5. Where possible, please list two references that may be relevant to this application.  
(e.g., Parish Priest\ Primary or previous Secondary School Principal and contact details)

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6. Do you currently hold a Concession Card (e.g. Healthcare Card) **YES / NO**

7. Have you applied for Camps, Sports and Excursion Fund **YES / NO**

8. Are you eligible to claim Conveyance Allowance **YES / NO**





## Required Documentation to Accompany Application

Please attach photocopies of the following documentation where applicable.  
**(Do not send originals).**

- Current Taxation Return\Assessment Notice\Group Certificate
- Two current Pay Slips.
- Validation of mortgage repayment\Rental document
- Centre Link documentation
- Recent bank Statements, (Savings and Investments)
- Any other document which may assist us to assess your application

## Declaration By All Parties Responsible For Payment of School Fees

I /We acknowledge that the above information I/We have provided is to enable the College to consider my/our application for Bursary or remission to the fees charged. 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 hereby authorise Loreto College to make such inquiries as it considers necessary to verify the accuracy of the information provided in this document.

<b>NAME(s):</b> (Please print)			
<b>SIGNATURE:</b>		<b>Date:</b>	___ / ___ / ___
<b>SIGNATURE:</b>		<b>Date:</b>	___ / ___ / ___