

# Family Bursary Policy (GC)



Queensland Institute of Business Technology Pty Ltd  
ABN 38 076 195 027

## Document

<b>Document Name</b>	Family Bursary Policy (GC)
<b>Brief Description</b>	This Family Bursary Policy applies where two or more students from the same family study at Griffith College or another Navitas institution.
<b>Responsibility</b>	College Director and Principal
<b>Initial Issue Date</b>	18/01/2006
<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
02/07/2018	1	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

## Related Documents

<b>Name</b>	<b>Location</b>
Family Bursary Application Form	<a href="#">PDF</a>

## Contents

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Information Classification: \Students\Fees\ - Public

Publish Date: 04-Aug-20

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## 1 Purpose and Scope

### 1.1 Introduction

This Family Bursary Policy sets out the approach of Griffith College relating to students who are eligible to receive the Family Bursary.

### 1.2 Purpose

The purpose of this Policy is to outline the eligibility criteria for which students are eligible to receive the bursary.

### 1.3 Scope

This Policy excludes students who undertake studies at ACBT, AIBT, AUSI, MIBT Indonesia and IBT Knowledge.

## 2 Policy Statement

The family bursary applies where two or more students from the same family study at Griffith College or another Navitas institution. The first family member can be studying at Griffith College at the same time as other family members or may have studied at either Griffith College or another Navitas institution previously. For the purpose of this policy, a family member is defined as a brother, sister, mother, father, son or daughter or step children.

The family bursary is granted to the second and subsequent family members who study at Griffith College. The family bursary is equivalent to 10% of the first eight courses of study in one program only and is credited to the eligible student's tuition account. Only one family bursary will be granted per student regardless of the number of family members who have studied at Griffith College or another Navitas institution previously.

The Family Bursary Policy excludes students who undertake studies at ACBT, AIBT, AUSI, MIBT Indonesia and IBT Knowledge.

### 2.1 Procedure for Application

A Griffith College student who believes they are eligible for a Family Bursary must complete a [Family Bursary Application Form](#). As part of that 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 Business Manager for consideration.

Applications should be submitted prior to the first Trimester of study at Griffith College to ensure that funds are available in a timely manner for the commencement of study.

### 2.2 Approval of Application

Griffith College Finance review the application, approve and action the bursary if successful and will contact the student with the outcome in all cases. The Finance Officer credits the bursary amount to the student's account for the relevant Trimester. The application form and accompanying documentation is to be placed on the student's file.

Standard commission rates are paid for students who receive a bursary. University royalties are paid on bursaries.

### 2.3 Administrative Requirements

Griffith College Finance will maintain all details of bursary recipients and provide a report on these to the Management Committee each trimester for noting.