



FINANCIAL ASSISTANCE, BURSARY AND SCHOLARSHIP POLICY

RATIONALE

Mother Gonzaga Barry 'established schools across the country which provided a wide range of students with a balanced, happy yet challenging education that prepared them to exert a lasting influence on the emerging nation...it is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.'

Loreto Schools of Australia Mission Statement

In any given year, we have families who find themselves in necessitous circumstances, including those affected historically by drought, flood, bushfires, and the COVID-19 pandemic.

Loreto Normanhurst is committed to providing support to families in these circumstances. This support is offered through the provision of Bursaries, Indigenous Scholarships, and fee relief. Through this support we expand accessibility of the holistic education that Mary Ward envisioned for all young women to students who could otherwise not afford a Loreto Normanhurst education.

Unlike many other schools, Loreto Normanhurst does not offer Academic, Sporting, or Music scholarships. We consider these talents in assessment of applications for all enrolments as an indication of the student's ability to contribute to the holistic learning that is so integral to a Loreto Normanhurst education.

SCOPE

This policy applies to the process for providing financial assistance and awarding Bursaries and Scholarships to students.

RELATED LEGISLATION

- Education Act 1990

RELATED POLICIES, PROCEDURES & GUIDELINES

- Enrolment Guidelines
- Loreto Normanhurst Terms and Conditions of Enrolment
- Privacy Policy

PRINCIPLES

LORETO NORMANHURST BURSARY PROGRAM

Key Criteria

The primary criterion for the provision of financial assistance from the Bursary Fund is a demonstrable, means-tested inability to afford a Loreto Normanhurst education.

The following is also considered in assessment of Bursary applications:

- Congruence with Catholic values and the ethos of the School. This will generally include consideration of factors such as baptism into the Catholic faith, family connection with Loreto Normanhurst, families whose values are congruent with those of Loreto Normanhurst and/or level of involvement of the Applicant and her family in their Catholic parish or faith community and commitment to Christian life and values.
- Priority will be given to students and families who, in the opinion of the Committee, will be significant contributors to the school community. The focus will be on generous endeavours in a variety of fields, rather than any notable academic or extra-curricular talent. The potential mutual benefit for both the School and the student and their family must be obvious.

Other Eligibility Criteria

- Bursaries are open to students new to Loreto Normanhurst seeking entry in Year 7 to 11.
- Financial assistance from the Bursary Fund is given on an individual student basis. In the interests of sharing this assistance among as many families as possible, the presumption should be that a family is likely to receive only one Bursary.
- Families must be prepared to accept all of the Conditions of Bursary support and the Loreto Normanhurst Terms and Conditions of Enrolment.

Conditions of Bursary Support

- Bursary assistance is provided on a demonstrated needs basis. The provision of complete supporting financial documentation is necessary before any application can be processed.
- Bursary assistance is with respect to tuition and/or boarding fees and the exact amount approved varies from case to case. Each family whose daughter is a recipient of financial assistance will be expected to meet the balance of tuition and boarding fees and any other on-costs determined by the school. Enrolment Fees are payable for Bursary applications on acceptance of an Offer of Enrolment.
- The Bursary will be applied directly by Loreto Normanhurst to the recipient's school fees. The Bursary is not redeemable for cash.
- Should the Bursary recipient leave Loreto Normanhurst, the Bursary will cease immediately.
- Parents and Guardians receiving financial assistance are expected to:
 - Work in partnership with the school to support their daughter's pastoral and academic needs.
 - Attend all plenary meetings.
 - Demonstrate their support and positive commitment to the life of the school.
- In the interests of accountability, a family must re-apply annually for Bursary assistance, in accordance with the timelines specified, and re-submit the most current financial documentation so that their eligibility for a Bursary can be reviewed. Families will be required to attend an annual interview with the Bursary Committee.
- The continuance of the Bursary is dependent on the student's ongoing financial need, attendance at school, good conduct, and positive contribution to life of the school.

- The obligation of strict confidentiality is incumbent on both the recipient family and the Bursary Committee with regard to the receipt of financial assistance.
- The School grants financial assistance with the expectation that the recipient will, in the future, financially support and/or promote the Bursary Program, providing opportunities for future students to receive a Bursary at Loreto Normanhurst.

Administration of the Bursary Program

Decisions relating to Bursary applications are made by the Bursary Committee, which is a Subcommittee of the Loreto Normanhurst School Board.

The Bursary Committee will account for and ensure that all monies from the Bursary and Welfare Funds are distributed with equity, justice, and compassion.

Enrolment Process for Bursary Applicants

The Bursary Application Process is dependent on the successful completion of the enrolment process. An Enrolment Form must be submitted, and families will need to be prepared to attend an Enrolment interview in line with the standard Enrolment process. An offer of enrolment may be made with or without an offer of Bursary support.

Families who express interest in a Bursary may be prompted to complete a Bursary Application Form and upload supporting documentation. After review of the Bursary Application and other supporting documentation by the Bursary Committee:

- Additional financial or other information may be requested in order to properly assess the application.
- The family may be invited to interview with the Bursary Committee.
- The family will be advised on the outcome of their Bursary Application.

INDIGENOUS SCHOLARSHIPS

Loreto Normanhurst offers Indigenous Scholarships each year to a number of Aboriginal and Torres Strait Islander students who are seeking to maximise their educational outcomes as part of our Indigenous Program. This program is supported by generous donations to the School's Indigenous Scholarship Fund and in its partnership with the Australian Indigenous Education Foundation (AIEF).

Key Criteria

As per Bursary Applications, the following criteria are also considered in the assessment of Indigenous Scholarship applications:

- The student must be able to demonstrate a means-tested inability to afford a Loreto Normanhurst education.
- Congruence with Catholic values and the ethos of the School. This will generally include consideration of factors such as baptism into the Catholic faith, family connection with Loreto Normanhurst, families whose values are congruent with those of Loreto Normanhurst and/or level of involvement of the Applicant and her family in their Catholic parish or faith community and commitment to Christian life and values.
- Priority will be given to students and families who, in the opinion of the Committee, will be significant contributors to the School community. The focus will be on generous endeavours in a variety of fields, rather than any notable academic or extra-curricular talent. The potential mutual benefit for both the School and the student and their family must be obvious.

Other Eligibility Criteria

- Indigenous Scholarships are available to students new to Loreto Normanhurst seeking entry in Year 7 to 10 as a Boarder.
- The student must be eligible for ABSTUDY to attend AIEF partner schools.
- Families must be prepared to accept all AIEF and the Loreto Normanhurst Terms and Conditions of Enrolment.

Conditions of Indigenous Scholarships

- Indigenous Scholarships are provided on a demonstrated needs basis. The provision of complete supporting financial documentation is necessary before any application can be processed.
- The Indigenous Scholarship covers tuition, boarding fees and some incidental expenses and may be full or partial.
- Application and Enrolment Fees are waived for Indigenous Scholarship applications.
- The Scholarship will be applied directly by Loreto Normanhurst to the recipient's school fees. The Scholarship is not redeemable for cash.
- Should the Scholarship recipient leave Loreto Normanhurst, the Scholarship will cease immediately.
- Parents and Guardians receiving financial assistance are expected to:
 - Work in partnership with the School to support their daughter's pastoral and academic needs.
 - Attend all plenary meetings.
 - Demonstrate their support and positive commitment to the life of the School.
- The continuance of the Indigenous Scholarship is dependent on eligibility for Abstudy, the student's ongoing attendance at school, good conduct, and positive contribution to life of the School.
- Students on an Indigenous Scholarship at Loreto Normanhurst will be part of the School's Indigenous Program. Through this program, they will be supported to remain connected to their heritage and community in a relevant and respectful way. They are expected to support the School's mission to nurture the cultural knowledge and understanding of Indigenous cultures throughout our School community.
- The School grants financial assistance with the expectation that the recipient will, in the future, financially support and/or promote the Indigenous Scholarship program, providing opportunities for future students to receive an Indigenous Scholarship at Loreto Normanhurst.
- Indigenous Scholarships are dependent on AIEF funding and may be subject to change.

Administration of the Indigenous Scholarship Program

Decisions relating to Indigenous Scholarship applications are made by the Principal, in line with the Enrolment Guidelines, and the agreements in place with donors to the Scholarship Fund and AIEF.

Enrolment Process for Indigenous Scholarship Applicants

The Application Process for Indigenous Scholarships runs in parallel with the Enrolment Process. An Enrolment Form must be submitted, and families will need to be prepared to attend an Enrolment interview in line with the standard Enrolment process. Families who express interest in an Indigenous Scholarship may be prompted to complete an Indigenous Scholarship Application Form and upload supporting documentation.

After review of all Enrolment documentation along with the Indigenous Scholarship Application and other supporting documentation by the Principal an offer of enrolment may be made together with the offer of an Indigenous Scholarship.

BOARDING SCHOLARSHIPS

Key Criteria

- As per Bursary Applications, the following criteria are also considered in the assessment of Boarding Scholarship applications:
 - The student must be able to demonstrate a means-tested inability to afford a Loreto Normanhurst education.
 - Congruence with Catholic values and the ethos of the School. This will generally include consideration of factors such as baptism into the Catholic faith, family connection with Loreto Normanhurst, families whose values are congruent with those of Loreto Normanhurst and/or level of involvement of the Applicant and her family in their Catholic parish or faith community and commitment to Christian life and values.
 - Priority will be given to students and families who, in the opinion of the Committee, will be significant contributors to the School community. The focus will be on generous endeavours in a variety of fields, rather than any notable academic or extra-curricular talent. The potential mutual benefit for both the School and the student and their family must be obvious.

Other Eligibility Criteria

- Boarding Scholarships are available to students new to Loreto Normanhurst seeking entry in Year 7 to 11 as a Boarder.
- Bursaries and Scholarships are given on an individual student basis. In the interests of sharing this assistance among as many families as possible, the presumption should be that a family is likely to receive only one Bursary or Scholarship.
- Families must be prepared to accept all of the Conditions of Boarding Scholarship support and the Loreto Normanhurst Terms and Conditions of Enrolment.

Conditions of Boarding Scholarship Support

- Boarding Scholarships are provided on a demonstrated needs basis. The provision of complete supporting financial documentation is necessary before any application can be processed.
- Boarding Scholarship assistance is with respect to boarding fees only and the exact amount approved varies from case to case. Each family whose daughter is a recipient of financial assistance will be expected to meet the balance of tuition and boarding fees and any other on-costs determined by the school. Application and Enrolment Fees are payable for Boarding Scholarship applications only on acceptance of an Offer of Enrolment.

- The Boarding Scholarship will be applied directly by Loreto Normanhurst to the recipient's boarding fees. The Scholarship is not redeemable for cash.
- Should the Boarding Scholarship recipient leave Loreto Normanhurst, the Scholarship will cease immediately.
- Parents and Guardians receiving financial assistance are expected to:
 - Work in partnership with the school to support their daughter's pastoral and academic needs.
 - Attend all plenary meetings.
 - Demonstrate their support and positive commitment to the life of the school.
- In the interests of accountability, a family must re-apply annually for Boarding Scholarship assistance, in accordance with the timelines specified, and re-submit the most current financial documentation so that their eligibility for a Boarding Scholarship can be reviewed. Families will be required to attend an annual interview with the Principal and Director of Boarding.
- The continuance of the Boarding Scholarship is dependent on the student's ongoing financial need, attendance at school, good conduct, and positive contribution to life of the school.
- The obligation of strict confidentiality is incumbent on both the recipient family and the School with regard to the receipt of financial assistance.
- The School grants financial assistance with the expectation that the recipient will, in the future, financially support and/or promote the Bursary and Scholarship Program, providing opportunities for future students to receive a Bursary or Scholarship at Loreto Normanhurst.

Administration of Boarding Scholarships

- Decisions relating to Boarding Scholarships are made by the Principal, in conjunction with the Director of Business Services.

Enrolment Process for Boarding Scholarships

Loreto Normanhurst is not currently accepting new applications for Boarding Scholarships.

SAMANTHA MAR SCHOLARSHIP

The legacy of a significant member of our Loreto Normanhurst community is sometimes remembered through the generous donation of an award or scholarship. This kind of generosity weaves community connections between students current and former, building our Loreto network of strong women of service, independence, and grit. One such woman, Samantha Mar ('93) is honoured by the generosity of the Farrell Family Foundation who have offered a perpetual scholarship in her name. Since 2005, the Samantha Louise Mar Scholarship has been awarded to a student of high academic potential who demonstrates leadership and engagement in extra-curricular, social justice and beyond just as Samantha did. The Farrell Family offers this scholarship every six (6) years to a student entering Year 7 at Loreto Normanhurst.

Key Criteria

- The Samantha Mar Scholarship will be offered to a student entering Year 7 at Loreto Normanhurst.
- The Scholarship will be offered to a student of high academic achievement who can demonstrate leadership qualities and engagement in several areas of school life including, but not exclusive to extra-curricular, social justice.

Other Eligibility Criteria

The following will also be considered in assessment of Samantha Mar Scholarship applications:

- The family's means-tested ability to afford a Loreto Normanhurst education.
- Congruence with Catholic values and the ethos of the School. This will generally include consideration of factors such as baptism into the Catholic faith, family connection with Loreto Normanhurst, families whose values are congruent with those of Loreto Normanhurst and/or level of involvement of the Applicant and her family in their Catholic parish or faith community and commitment to Christian life and values.
- Priority will be given to students and families who, in the opinion of the Committee, will be significant contributors to the School community. The potential mutual benefit for both the School and the student and their family must be obvious.

Conditions of the Samantha Mar Scholarship

- The Samantha Mar Scholarship covers tuition for the student for six (6) years. All other expenses are to be met by the student at the full rate.
- Application and Enrolment Fees are payable for Scholarship applications only on acceptance of an Offer of Enrolment.
- The Scholarship will be applied directly by Loreto Normanhurst to the recipient's school fees. The Scholarship is not redeemable for cash.
- Should the Scholarship recipient leave Loreto Normanhurst, the Scholarship will cease immediately.
- Parents and Guardians receiving financial assistance are expected to:
 - Work in partnership with the School to support their daughter's pastoral and academic needs.
 - Attend all plenary meetings.
 - Demonstrate their support and positive commitment to the life of the School.
- The Scholarship is reviewed annually through an interview process and the continuance of the Scholarship is dependent on the student's ongoing academic performance, good conduct, and positive contribution to life of the School.
- The student and their family may be required to contribute to an annual report for the Farrell Family Foundation and/or to meet with a representative of the Farrell Family Foundation from time to time.
- The School grants financial assistance with the expectation that the recipient will, in the future, financially support and/or promote the Scholarship program, providing opportunities for future students to receive a Scholarship at Loreto Normanhurst.

Administration of the Samantha Mar Scholarship

Applications for the Samantha Mar Scholarship are reviewed and shortlisted by the Bursary Committee, and a final shortlist of three applicants is decided by the Farrell Family Foundation.

The recipient of the Samantha Mar Scholarship is decided after an interview of the three shortlisted applicants by the Principal and a member of the Bursary Committee. The recommendation from this interview process is endorsed by the Farrell Family Foundation before the winner of the Scholarship is notified.

Enrolment Process for the Samantha Mar Scholarship

The Samantha Mar Scholarship was awarded in 2023. As the Scholarship is only awarded every six (6) years, it will next be awarded in 2030.

The School will be required to broadly advertise the Scholarship in Term One, with a deadline for applications set at the end of Term One. Applicants must submit their application directly to the Principal and will be asked to provide a range of information to assist in the assessment of the Scholarship criteria.

If the applicant is short listed for the Scholarship, they will be invited to attend an Interview with the Principal and a member of the Bursary Committee. If the student is not already a confirmed enrolment, the Scholarship interview will be considered their Enrolment Interview.

FEE RELIEF

Fee relief may be sought in cases of extreme financial hardship for current parents and guardians who are unable to meet their fee responsibilities to the School.

Conditions of Fee Relief

- In the case that current parents and guardians require additional assistance in meeting their financial commitments to the School, they are encouraged to contact the Principal to discuss their reasons for fee relief.
- The family must demonstrate there has been a significant change in their financial circumstances.
- Parents and Guardians will be required to submit financial documents to receive fee relief from the School.
- Fee Relief may be offered in the form of a Payment Plan which will be monitored by the Business Office.
- Fee Relief is temporary in nature and will be offered for one (1) calendar year only. This may be reviewed at the Principal's discretion.

Administration of Fee Relief

Decisions relating to Fee Relief are made by the Principal, in conjunction with the Director of Business Services.

This Policy can be found on the School's website, FACEOnline Parent Portal and on the HR section of the Staff Intranet.

Version	Approved By	Version Date	Comment	Procedure Owner	Next Review
1	School Board	2007	Original	Principal	2010
2	School Board	2010	Reviewed and updated	Principal	2012
3	School Board	2015	Reviewed and updated	Principal	2017
4	School Board	2023	Reviewed and updated	Principal	2025
5	Bursary Committee	2023	Reviewed and updated	Principal	2025