

Bursary Policy

Purpose

The purpose of this document is to set out the College's policy for the financial assistance of Aboriginal and Torres Strait Islander (ATSI) students and students suffering financial hardship to support their completion of the College's Practical Legal Training (PLT) program and thereby their admission to the Australian legal profession.

Applicability

The policy applies to all applications for bursaries received in respect of the PLT program. The College does not offer bursaries in any other program.

This policy does not apply to the specific scholarships that the College may offer from time to time such as the Kay Smith Scholarship. These are governed by their own policies.

Availability

In the PLT Program the College makes available each year a number of bursaries that cover one-half of the domestic PLT fee.

The number of bursaries to be offered in a financial year is determined as part of the annual budget process and the cost of the bursaries is included in the Academic Secretariat budget (210).

Criteria

Applicants for bursaries must be Australian citizens or permanent residents at the time of application.

Applicants who have been awarded a bursary but have subsequently withdrawn from the PLT Program or failed to complete the PLT Program within time are not eligible to apply for a further bursary.

Bursaries are awarded in two categories –

Category 1 – where the applicant is an Aboriginal or Torres Strait Islander. Applicants in this category must:

- be of Aboriginal or Torres Strait Islander descent;
 - identify as an Aboriginal or Torres Strait Islander person; and
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- provide satisfactory evidence that they are accepted as such by the community in which they live, or formerly lived.

Satisfactory evidence might include:

- (a) a letter from a local Aboriginal Community Controlled Organisation or a relevant land council; or
- (b) a document from a government department or agency confirming or accepting ATSI status.

There is no requirement to establish extreme financial hardship for applicants in this category.

Category 2 - where the applicant is able to demonstrate extreme financial hardship, beyond the hardship that is often experienced by PLT students such as having reached the limit of their Fee-HELP cap.

Applicants are required to provide information, with supporting evidence where applicable, on factors such as:

- their income, assets and liabilities
- the availability of financial assistance from family or other sources
- any obligations they may have to support or care for others
- any other circumstances of hardship such as domestic circumstances or health issues.

Evidence supporting a claim of extreme financial hardship might include:

- a) bank statements
- b) details of assets and liabilities;
- c) rejection of an application for a personal loan;
- d) confirmation of exhaustion of Fee-HELP loan limit;
- e) details of family circumstances; and
- f) details of employment status and history.

Procedure

Applications must be made in writing to Director of Customer Engagement and Student Administration (CESA) or to the local PLT Executive Director.

If the application is received by Director of Customer Engagement and Student Administration –

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- the Director of Customer Engagement and Student Administration or their delegate will ensure that the applicant has provided appropriate supporting information and forward the application to the local PLT Executive Director
 - if the Executive Director considers that the application is capable of meeting the criteria the Executive Director will submit the application to the Chief Academic Officer (CAO) for determination.

If the application is received by the local PLT Executive Director –

- if the Executive Director considers that the application is capable of meeting the criteria the Executive Director will submit the application to the CAO for determination, and copy to the Director of Customer Engagement and Student Administration.

The CAO will make a determination and communicate that determination by email to the Executive Director and the Director of Customer Engagement and Student Administration or their delegate.

The Director of Customer Engagement and Student Administration or their delegate will advise the applicant of the determination by email and ensure that the bursary is applied.

Related policies

Support for Students Policy

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