

## **Community Justice Bursary Policy**

### **Purpose**

The purpose of this Policy is to establish the governance arrangements for the establishment, administration and disbursement of the Community Justice Bursary.

The Community Justice Bursary provides financial assistance to eligible students who are working in community legal or justice-related roles, to support their completion of the College's Practical Legal Training (PLT) program and thereby their admission to the Australian legal profession.

### **Scope**

This Policy applies to all applications for the Community Justice Bursary in respect of the PLT Program.

### **Principles**

The Community Justice Bursary is available to eligible students commencing the PLT Program or students who intend to commence the PLT program within the next twelve (12) months.

The Community Justice Bursary provides a 50% bursary toward the completion of the PLT program for eligible students.

The number of bursaries is not limited in a financial year.

### **Eligibility Criteria**

Applicants must meet the following requirements at the time of application:

- Be a domestic student (Australian citizen or permanent resident).
- Be a final-year law student or law graduate.
- Be employed in any role - legal or non-legal - at a community law organisation that includes but is not limited to:
  - a Community Legal Centre
  - an Office of the Director of Public Prosecutions
  - a Legal Aid office
  - an indigenous legal service

The College may consider other organisations on a case-by-case basis where the applicant's work demonstrably contributes to access to justice or community legal services and meets the standard entry requirements for the College's PLT Program.

Applicants who have previously been awarded a bursary and subsequently withdrawn from the PLT Program or failed to complete the PLT Program within time are not eligible to apply for a further bursary.

### **Applications**

Applications must be made in writing to the Director, Customer and Student Engagement.

Applications must include the following supporting documents:

- a) Evidence of current employment (for example, a letter from employer or recent payslip); and
- b) Proof of completed or final-year law studies; and
- c) Proof of status as a domestic student in Australia (e.g. Australian citizenship certificate, passport, or evidence of permanent residency).

## **Assessment**

The Director, Customer and Student Engagement or their delegate will ensure that the applicant has provided appropriate supporting information and documents and forward the application to the Chief Academic Officer.

Applications are assessed for eligibility according to the criteria set out in the section titled 'Eligibility Criteria'.

If the Chief Academic Officer considers that the application is capable of meeting the criteria, they will make a determination and communicate that determination by email to the Director, Customer and Student Engagement or their delegate within 48 hours.

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

## **Termination**

The College may withdraw or terminate the Community Justice Bursary if the recipient breaches the Student Code of Conduct or the Academic Conduct Policy or related policies.

## **Appeals**

An applicant can appeal a decision if they are not satisfied with the outcome. The appeal should be lodged with the Director, Customer and Student Engagement, within ten (10) days of receiving the decision.

## **Confidentiality**

Applications for the Community Justice Bursary are confidential.

The College will however release information about recipients of the Community Justice Bursary to relevant employers and community legal organisations.

## **Definitions**

'Bursary' means a financial grant, funded by the College, provided to a domestic student to assist with the costs associated with the completion of the PLT Program.

'Community Law Organisation' is an organisation that may include a Community Legal Centre, an Office of the Director of Public Prosecutions, a Legal Aid office or an indigenous legal service in any State or Territory within Australia.

'Domestic Student' is an Australian Citizen, Australian permanent resident, or a non-Australian citizen eligible for a HELP loan.

'Eligibility Criteria' means the specific attributes, qualifications, characteristics, or circumstances that are required by this Policy for the award of the Community Justice Bursary.

## **Related policies**

Student Code of Conduct  
Academic Conduct Policy  
Support for Students Policy

## **Policy Owner**

The Chief Academic Officer