



Goulburn  
Regional  
Conservatorium

**NEEDS BASED BURSARY  
GUIDELINES  
AND  
APPLICATION FORM**

Goulburn Regional Conservatorium  
160 Bourke St, Goulburn 2580 N.S.W Australia  
Phone: 02 4821 8833 Fax: 02 4822 7843  
Email: [enquiries@thegrc.com.au](mailto:enquiries@thegrc.com.au)

# GUIDELINES

---

THERE IS NO CLOSING DATE: Applications can be lodged at any time throughout the year and the scheme will remain open until such time that the annual allocation is exhausted.

You must have had a meeting with Director, Goulburn Regional Conservatorium to discuss your application prior to lodging this form.

Once an application is lodged, along with all necessary supporting documents, applicants will be advised of the decision no later than 3 weeks after lodgment.

---

## Background

The Goulburn Regional Conservatorium(GRC) has a clear Vision: to enrich the lives of all residents of our regional community through participation in and experience of high quality music and music education. GRC's Mission is: to make music meaningful and accessible, to expand musical horizons and explore creativity.

The GRC has a number of strategies that support the vision and the mission being achieved.

- The CRG has a fee structure that encourages family enrollments by offering discounts for the second and subsequent children from a particular family (refer to GRC Fee Schedule for details).
  - Families with children enrolled in the school can also experience unexpected or changing circumstances that adversely affect their ability pay agreed tuition fees. This Bursary covers this area. Every year the GRC allocates a limited amount of funds for needs-based bursaries to students experiencing financial disadvantage.
- 

## Eligibility requirements

- i) Evidence of financial hardship; and
- ii) Students who have been learning an instrument or attending vocal lessons for at least one full semester (two full terms); and
- iii) Students must have a sound track record of involvement in GRC ensembles and activities.

Students who do not meet minimum enrollment requirements, can lodge an application for a Bursary if they are able to make a strong case for financial need based on the existence of extenuating circumstances. Such applications will be reviewed on a case-by-case basis by the GRC Bursary Assessment Panel and offered at their discretion.

---

## **Applications will not be accepted from**

- i) Children of GRC employees; or
  - ii) Employees of GRC; or
  - iii) Students who do not meet the eligibility requirements; or
  - iv) Students / families who have outstanding fees; or
  - v) Applicants or their parents / guardians whose income could not be considered causing 'financial hardship'.
- 

## **Bursary Application Process**

An application for a Bursary can be made at any time, as there is not an annual funding round.

Potential applicants must first meet with the GRC Director to discuss their eligibility and level of need.

Potential applicants under the age of 18 must be accompanied by parent / guardian.

Bursaries are not allocated to families. Individuals from the same family are able to make application for bursaries at any one time, however, the allocation of a Bursary to more than one family member at the same time is at the discretion of the GRC Bursary Assessment Panel.

All requests for Bursaries will be means tested. Applicants will be required to provide information on their financial situation (income, savings, liabilities and assets), together with pertinent family circumstances, as evidence of their reduced capacity or incapacity to pay fees.

Parents / guardians must apply on behalf of students (whether under or over 18 years) who are financially dependent on them, as their application will be assessed on the parental / guardians (combined) income.

If a student (whether under or over 18 years) is not financially dependent on their parents / guardians they will be assessed on their own income alone.

It is not a requirement that the student / parents / guardians receive Centrelink benefits, however, if they are receiving Centrelink benefits, they must be in receipt of a Centrelink benefit in addition to the Family Tax Benefit.

---

## **Costs Bursaries will cover**

Bursaries will be offered for partial relief of required tuition fees only.

In return for the provision of a partial Bursary, the remainder of the tuition fee/s is required to be paid in agreement within the terms you have pre-negotiated with the GRC Director.

Bursaries can be offered for a term, semester, annually or may be just be for a few weeks, it is up to the discretion of the GRC Bursary Assessment Panel.

Ability and commitment to provide non-monetary inkind support to the GRC in needed areas, will also be taken into consideration in assessing and determining the amount of the bursary being offered over a set period of time. Any inkind support must be pre-approved by the Director, GRC or the Bursary Assessment Panel as appropriate prior to commencement.

---

## Bursary Assessment Process

Every application is assessed against the eligibility requirements on a needs by needs basis.

Potential applicants **must** first meet with the GRC Director to discuss their eligibility and level of need.

Once eligibility has been determined, applicants must lodge their application on the form provided along with all necessary supporting documentation no later than 2 weeks following their meeting with the GRC Director. Later lodgment of application and / or support materials must be pre-negotiated with the GRC Director.

Upon receipt of the application form and all supporting documentation the GRC Director will supply the Bursary Assessment Panel with copies of the application.

The GRC Bursary Assessment Panel meets 1 week after receipt of the application.

No later than 3 weeks after lodgment, you will be notified in writing of the status of their application.

Successful applicants will be advised of the level of Bursary offered, together with the conditions relating to operation of the Bursary.

The contract will clearly state that the Bursary is a privilege and not a right, if the conditions of the Bursary are breached, then the applicant will lose the privilege.

---

## Support Material

It is essential that appropriate and relevant support material be submitted with your application to assist in assessment. Refer to the application form, section 3, to ensure that you include the correct support material with your application.

---

## Recipient responsibilities

Acceptance of a Bursary requires the Applicant to sign a Bursary Agreement, and acknowledge their full understanding of the conditions for the Bursary. **If you are successful in being awarded a bursary, you must meet the terms and conditions of the Bursary, as set out below. If a recipient fails to meet the conditions as set out below, their Bursary will be withdrawn.**

- Learn an instrument or taking vocal lessons for two full semesters at the GRC.
- Priority must be given at all times to attend scheduled lessons and notice must be given to the GRC office were attendance is genuinely impossible. If attendance is not possible, lessons may be made up in accordance with the normal procedures of the GRC.
- Subject to the amount of bursary awarded, pay the balance of the total cost per term of all lessons.
- Actively participate in GRC ensembles and activities.
- Given the very limited amount of funding available to support the allocation of Bursaries, the GRC asks Recipients to as soon as possible inform the GRC if their financial situation improves and they no longer require the Bursary assistance

# APPLICATION FORM

**You must meet with the GRC Director to discuss your application prior to lodging this form.**

Decisions will be advised three weeks after you have lodged your application.

To ensure your application can be read, please print all responses.

## 1. APPLICANT DETAILS

Relationship to the GRC Student on whose behalf the Bursary is being applied for (please tick/circle)

Self

Mother

Father

Guardian

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work Phone: \_\_\_\_\_

email: \_\_\_\_\_

## 2. STUDENT DETAILS

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone contact: \_\_\_\_\_

Is the student  
currently enrolled:

YES

(please circle)

NO

Total number of  
consecutive  
semesters  
enrolled: \_\_\_\_\_

Instrument/Course to  
be enrolled in: \_\_\_\_\_

Teachers  
Name: \_\_\_\_\_

## 3. FINANCIAL INFORMATION

There are two categories under which you can apply. Only fill out the category that applies to you.

### 1. Recipients of Centrelink Benefits

Type of benefit being received: \_\_\_\_\_

**Supporting documentation:** You will need to attach a copy of Statement of Benefits for the last financial year.

### 2. Low income / Temporary Financial Hardship

Mother/Female Guardians  
income: \$ \_\_\_\_\_

Father/Male Guardians income: \$ \_\_\_\_\_

Students income: \$ \_\_\_\_\_

Income earned from other  
sources \$ \_\_\_\_\_

Combined family taxable income for last financial year: \$ \_\_\_\_\_

**Supporting documentation:** You will need to attach a copy of Tax Notices/s of Assessment for the last financial year.

### 3. FAMILY INFORMATION

Number of dependent children: \_\_\_\_\_

You may wish to provide additional information, which you feel may be relevant in assessing your application. If there is insufficient space provided please attach separate page/s : You may wish to provide additional information, which you feel may be relevant in assessing your application. If there is insufficient space provided please attach separate page/s :

### 4. DECLARATION

I the undersigned certify that the information set out in this statement and attachments are within the best of my personal knowledge is true.

Students signature if apply  
on own behalf : \_\_\_\_\_

Date \_\_\_\_\_

I/we am/are the parents/guardians of the child in this application and certify that the information set out in this statement and attachments are within the best of my/our personal knowledge is true.

Mother/Female Guardians  
signature : \_\_\_\_\_

Father/Male Guardians  
signature \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

#### OFFICE USE ONLY

Date Received:

Enrolled Courses:

Bursary rate (per term):

Per Annum

Student Notified:

Noted Database:

Invoice Adjusted & Issued: