



## RICHMOND SHIRE COUNCIL TERTIARY BURSARY POLICY

<b>POLICY NUMBER:</b>	<b>017</b>
<b>INFOXPRT REF:</b>	<b>69211</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>2 Year</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2024</b>

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### 1. OBJECTIVE

To provide a source of financial assistance to Richmond Shire families, whose young adults are completing Year 12 and who have demonstrated sufficient talent to be successful at tertiary studies. Council will only accept submissions for commencement of studies within twelve months after graduation.

### 2. INTRODUCTION

If you have been thinking about pursuing tertiary studies to obtain a Bachelor/Diploma course, but need some financial assistance to realise your goal, you should consider applying for Richmond Shire Council's Tertiary Bursary.

### 3. CONDITIONS

1. Open to students of the Richmond Shire who are completing Year 12 or commence studies within twelve months from completing Year 12 and will be continuing to a tertiary institution to obtain higher education.
  2. The bursary is tenable for attendance only at a Tertiary Institution whilst the recipient remains a student in that education centre.
    - a) For a student undertaking a Bachelor Degree an amount of \$5,000.00 in total will be offered in instalments upon satisfactory completion of each year and production of results.
    - b) For a student undertaking a Diploma relating to Council Services an amount of \$2,500.00 in total will be offered in instalments upon satisfactory completion of each year and production of results.
  3. Successful applicants will need to complete a minimum of one week per year paid work with Richmond Shire Council.
  4. The bursary will be paid to assist with student fees.
  5. The bursary will be forfeited if;
    - a. the recipient fails any unit in the course and/or
    - b. if the recipient changes to another tertiary institution in another State or lesser tertiary institution other than a university or lesser course than a Bachelor/Diploma course and/or
    - c. if the recipient cancels enrolment of the course
    - d. If the recipient does not complete the minimum one week per year paid work with Richmond Shire Council
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1. Applicants must apply on the approved Application Form and provide the following:
    - a. two (2) referees, including one from a senior staff member of the school in which grade 12 was undertaken;
    - b. a copy of the latest school report for grade 12
    - c. details of:
      - i. extra curricula activities – within and outside school
      - ii. prizes awarded
      - iii. any other information considered relevant
    - d. a short statement by the student outlining his/her reasons for wanting to pursue tertiary studies.

2. The decision of the selection panel will be final, and no correspondence will be entered into.
3. Council reserves the right to cap the number of Tertiary Bursaries allocated in any year due to budget restrictions.

#### **4. SELECTION**

Applicants for the bursary will be restricted to those who satisfy all of the following criteria.

1. Students must be from the Shire of Richmond
2. Students must be intending to pursue tertiary studies and must enrol in a full-time Bachelor/Diploma course.
3. Students must be likely to have their enrolment at a tertiary institution confirmed.
4. The applicant will be assessed on the presentation of his/her application in addition to their academic, cultural and community achievements. If necessary, interviews will be held.

#### **5. HOW TO APPLY**

If you can satisfy the criteria, all you need to do is apply for the bursary on the Application Form attached to this brochure and provide a short statement as to why you want to pursue tertiary studies and what you hope to achieve in the long term.

#### **6. RELATED DOCUMENTS**

- Tertiary Bursary Application Form

#### **7. LEGISLATION**

- *Information Privacy Act 2009*

#### **8. IMPLEMENTATION**

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

#### **9. APPROVAL**

Date of Adoption: 16 November 2010  
Policy Reviewed: General Council Meeting 20 June 2023  
Resolution Number:

Policy Authorised: Peter Bennett  
Chief Executive Officer



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Office Use Only	
Received by:	
Scheduled for Council Meeting	<input type="checkbox"/>

## Tertiary Bursary Application

Applicant Details	
Name:	
Postal Address:	
Residential Address:	
Preferred Contact Number:	
Email:	
Date of Birth	___ / ___ / _____
QTAC Preference	
Course	1. 2.
Tertiary Institution	
*Extra Curricula Activities	
*Prizes Awarded	
*Other Information	

(Please use separate pages if necessary)

Attachments (Place x in appropriate box)

References       Final School Results       ATAR Ranking       Short Statement

\*Final school results and ATAR Ranking to be sent to Richmond Shire Council when available.  
If I am successful in being awarded a bursary, I agree to be bound by the conditions attached.

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

Office Only	Received by :	Confirmation that application is received <input type="checkbox"/>
Council Meeting Resolution Number:		Approval correspondence sent <input type="checkbox"/>

TERTIARY BURSARY APPLICATION

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PRIVACY NOTICE: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.