

St Hilda's College
Application for Financial Assistance
Financial Assessment Form 2019

St Hilda's College has funding which permits the award of a limited number of bursaries to support students in cases of financial need.

As funding is limited, only a very small number of cases of real financial need can be helped.

If a family wishes to be considered for bursary assistance, the financial assessment forms attached will need to be completed by both the parents/guardians and the student. These forms should be forwarded in a sealed envelope separate from enrolment or other documentation and marked "private and confidential" for the attention Mr Rob Lancaster, Business Manager, St Hilda's College.

The College is aware of the private and confidential nature of the information being sought. Unfortunately, its collection is essential to ensure bursaries are awarded fairly and to those whose needs are the greatest. This information is only sighted by the Business Manager and the Principal.

The financial assessment form is in two parts:

- section 1 - to be completed by students
- section 2 - to be completed by parents/guardians

Parents' financial data should be based on their most recent financial year records and should record gross income. Student data should be based on their budget for the coming year.

When submitting these forms, it is essential to attach copies of any documentation supporting the financial information provided. This might include, but is not limited to, tax returns, payment summaries, pay slips, Centrelink correspondence and bank documents.

Please note that your application for financial assistance will not be considered if there is no documentation to support the information contained therein.

Please provide a summary of your financial situation and attach additional pages if necessary.

Rob Lancaster
Business Manager

CONFIDENTIAL

SECTION 1 - TO BE COMPLETED BY STUDENT

FULL NAME: _____

INSTRUCTIONS

On this form we are seeking information on your budget for 2019 (ie your estimate of your income and expenses). Please complete all sections of this form to the best of your ability. It is essential to attach copies of documentation supporting the information provided, eg tax returns, payment summaries, pay slips, Centrelink correspondence, bank documents, etc.

A. ESTIMATED INCOME

1. Employment income

Include all proposed paid work.

| Employer | Period of work (From - To) | Estimated income |
|----------|-------------------------------|------------------|
| | | \$ |
| | | |
| | | |
| | | |

2. Youth allowance

Will you be applying for Commonwealth Youth Allowance?) **Yes** **No**

| | Estimated income |
|--|------------------|
| If yes, please estimate amount to be received for the calendar year to 31 December <u>2019</u> | \$ |

Please attach supporting documentation from Centrelink, either confirming receipt of Youth Allowance or copy of application documents.

3. Income from other sources

Projected income not included above, eg interest, dividends, external scholarships and/or bursaries (other than from this College), etc for the calendar year to 31 December 2019.

Please attach supporting documentation.

| Source of income | Estimated income |
|------------------|------------------|
| | \$ |
| | |
| | |
| | |

| | |
|--|-----------|
| TOTAL ESTIMATED INCOME FROM ALL SOURCES | \$ |
|--|-----------|

B. ESTIMATED EXPENSES

Include both actual and anticipated expenses for the calendar year to 31 December 2019 for which you will be personally responsible. Do not include expenses paid by parent(s) or other person(s) on your behalf.

| Expenses | Estimated expenses |
|---------------------------------|--------------------|
| College fees | \$ |
| Books | |
| Entertainment | |
| Other: specify nature | |
| | |
| | |
| | |
| TOTAL ESTIMATED EXPENSES | \$ |

C. NET SURPLUS / (SHORTFALL) FOR YEAR

| | |
|--|----|
| Total estimated income less total expenses | \$ |
|--|----|

D. GENERAL FINANCIAL SITUATION

Please summarise your current family and financial situation, including any other matters not already covered but which you feel are relevant to this application. This might include details of living arrangements, parents, loans, employment, expectations and plans. *Please attach additional notes if necessary.*

E. STATEMENT BY STUDENT

I hereby declare that the information provided in this form is true and correct in every particular.

Student's Signature:

Your parents will also need to complete Section 2 of the Financial Assessment Form and submit to admissions@hildas.unimelb.edu.au

SECTION 2 - TO BE COMPLETED BY PARENTS/GUARDIANS

| | FATHER/GUARDIAN | MOTHER/GUARDIAN |
|-----------------|------------------------|------------------------|
| Name: | _____ | _____ |
| Address: | _____ _____ | _____ _____ |
| Email address: | _____ | _____ |
| Occupation: | _____ | _____ |
| Marital status: | _____ | _____ |

STUDENT

Name: _____

INSTRUCTIONS

Please complete all sections of this form to the best of your ability. In relation to assets and income, use the most up to date information. It is essential to attach copies of documentation supporting the financial information provided, eg tax returns, payment summaries, pay slips, Centrelink correspondence, bank documents, etc.

A. FAMILY FINANCIAL POSITION (at current date)

| Assets | Estimated current value | | Comments (if appropriate) |
|-------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| | Father/ Guardian \$ | Mother/ Guardian \$ | |
| Property/house | | | |
| Bank balances/cash on deposit | | | |
| Business/farm assets | | | |
| Other | | | |
| | | | |
| Total | | | |

| Liabilities | Estimated current value | | Comments (if appropriate) |
|-----------------------------|------------------------------------|------------------------------------|--------------------------------------|
| | Father/ Guardian \$ | Mother/ Guardian \$ | |
| Mortgage | | | |
| Bank overdraft/ other loans | | | |
| Other | | | |
| | | | |
| Total | | | |

B. DETAILS OF CHILDREN AT SCHOOL, COLLEGE OR UNIVERSITY

| Name | Age | Institution | Grade/Year |
|------|-----|-------------|------------|
| | | | |
| | | | |
| | | | |

C. PARENTS ANNUAL INCOME

Show gross amounts/ Use figures for most recent financial year (and provide supporting documentation)

| Nature | Father/ Guardian \$ | Mother/ Guardian \$ | Comments (if appropriate) |
|-------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| Salaries or wages | | | Employer: |
| Pensions/superannuation | | | |
| Interest/dividends | | | |
| Government assistance | | | |
| Maintenance support | | | |
| Farming/business cash surplus | | | |
| Other (specify) | | | |
| Total | | | |

D. STUDENT ANNUAL INCOME

Will you be applying for Commonwealth Youth Allowance? Yes No (please circle)

If yes, please estimate amount for calendar year to 31 December 2019 \$ _____

Please attach supporting documentation.

E. INCOME FROM OTHER SOURCES

Estimate for the calendar year to 31 December 2019

Projected income from interest, dividends \$ _____

Projected income from external scholarships and/or bursaries
(other than from this College) \$ _____

F. GENERAL FINANCIAL SITUATION

Please summarise your current family and financial situation, including any other matters not already covered but which you feel are relevant to this application. This might include details of living arrangements, loans, employment, expectations and non-standard expenses. *Please attach additional notes if necessary.*

G. STATEMENT BY PARENT/GUARDIAN

I hereby declare that the information provided in this form is true and correct in every particular.

Parent's/Guardian's Signature:

Click submit to open your email client, please attach supporting documentation and send to admissions@hildas.unimelb.edu.au