



SUPPORT FUND APPLICATION INFORMATION

1. SUPPORT FUND CRITERIA

Bishop Manning Support Fund bursaries are intended to assist eligible students from families in genuine financial need within the boundaries of the Catholic Diocese of Parramatta.

Each bursary is available for use only at a Catholic systemic school in the Catholic Diocese of Parramatta and is not transferable between students or schools. For the student to be eligible for consideration for a bursary:

- ❖ The student must be an Australian Citizen or officially a Permanent Resident under the Australian Citizenship Act.
- ❖ The applicant student must be prepared to attend a local Catholic systemic school in the Diocese of Parramatta.
- ❖ The student and his or her parents / guardians need to be embracing of a Catholic education and Catholic values.
- ❖ The applicant student's parents / guardians need to provide the required supporting documentation, including: a completed and signed application form which includes a statement of their financial position with verifiable documents. Parents / guardians also need to lodge a signed Enrolment Application & Agreement Form with the local Diocese of Parramatta systemic school at which they wish to enrol the student.

Applicants are expected to contribute to the life of the school according to his or her gifts and talents and to take part in all compulsory school activities. The student will be expected to engage in activities of witness, formation and service in the Catholic faith, fully supported by his or her parents / guardians.

2. BURSARY AMOUNT

The amount and duration of each bursary is determined by the Bishop Manning Support Fund Committee on the basis of genuine need, mindful of the resources and commitments of the Support Fund. Details will be provided upon approval. Continuing bursaries are subject to periodic review by the committee, requiring updated financial information.

3. SUPPORT FUND APPLICATION PROCESS

1. Complete all sections of this application form and the parent(s) / guardian(s) sign the form
2. Gather all of the required supporting documentation listed in the Checklist on page 2 (repeated on page 7) which is part of the Statement of Financial Position section
3. Submit all items to the **local Catholic systemic school at which you wish to enrol the applicant student**: the original signed Support Fund Application Form with the completed Statement of Financial Position section and supporting documentation; as well as the Enrolment Application & Agreement Form for the local diocesan systemic school.
Do not send documents direct to the Fund.
4. Applications are considered when the Fund Committee meets quarterly, so they may take some months to be reviewed.
5. Applicants will be notified in writing as soon as possible after determination.

As the Support Fund depends on public donations, there will not always be funds available to cover all qualifying applications received. It is the Fund's policy to not give reasons for applications not being approved.

Please note: Closing Dates apply – refer to the school.

APPLICATION CHECKLIST

Please ensure that you have properly completed all parts of the application form and have signed the form.

The following documentation needs to be **submitted** to the school at which you wish to enrol your child:
(Please tick the boxes below to check the items listed are present & signed, where required, by both parents)

- Original signed Application Form
- Completed Statement of Financial Position section and supporting verification items:
 - Last three pay slips (originals)
 - Latest Taxation Assessment (original) from the Australian Taxation Office and corresponding taxation return
 - Child Support Agreement (where applicable)
 - Bank and Credit Union Account Statements & Loan Statements and current arrangement documentation for loans (from the last 3 months)
 - Rental statement if renting. Rental statement for investment property / holiday home if rented out
 - Other outstanding bills e.g. Gas, Electricity etc
- Enrolment Application Form for the local Catholic systemic school at which you wish to enrol the applicant student - unless already lodged with the school (*the Enrolment form is to be sent into the Fund with the application form*).

The following documentation needs to be **returned** with your application to the school at which you wish to enrol your child:

- Standard Collection Notice
- Office Use page for school to complete (p. 8)
- CEDP Centrelink Customer Consent Form completed and signed by parent or guardian of the nominated child (included in this enrolment package after page 11). Please include the original document

The following documentation needs to be **retained** by the parent(s) / guardian(s):

- Support Fund Application Information (p. 1)
- Privacy Statement (p. 10 & 11)

Please ensure that you have provided all information and documentation; otherwise the application will not proceed. Documents submitted with an Application will not be returned. Please ensure you have made copies for your own records. To assist with the administration of the applications, please do not print the application form back to back.



APPLICATION FOR A BURSARY

Information provided in this form is treated confidentially.
Please carefully complete all fields on this application form; otherwise the application will not proceed.

School name Suburb

ENROLMENT INFORMATION

Enrolment Details

The calendar year that enrolment is to commence

Class next academic year (please tick a box)

K 1 2 3 4 5 6 7 8 9 10 11 12

Current School

School name Suburb

STUDENT DETAILS

Student's family name Given names

Date of birth / / Gender **Male** **Female**

Religion Citizenship

Residential Details

Street number and name

Suburb Postcode

Residential phone number

Is this an Indigenous application? **Yes** **No**

Does the student have any special needs? **Yes** (complete below) **No**

If yes, please describe:

PARENT INFORMATION

Parent / Guardian 1

Title (please tick one): Mr Mrs Ms Miss Dr

Family name Given names

Gender **Male** **Female** Religion

Street number and name

Suburb Postcode

Email

Home phone number Mobile phone number

Parent / Guardian 2

Title (please tick one): Mr Mrs Ms Miss Dr

Family name Given names

Gender **Male** **Female** Religion

Street number and name

Suburb Postcode

Email

Home phone number Mobile phone number

SUITABILITY FOR A BURSARY

Explain below why you wish the applicant student to be considered for a bursary (*compulsory*):

STATEMENT OF FINANCIAL POSITION

Employment details of Parent / Guardian 1

Occupation Hours per week

Employer's name (or Accountant's if self-employed)

Employment details of Parent / Guardian 2

Occupation Hours per week

Employer's name (or Accountant's if self-employed)

Family information

Dependent children (please include children not yet in school). If you require more space, please complete the details on a separate page and attach to the application.

	Birth Order	Given Names	Family Name	School Year	Current School (School name and location)
Child	1				
Child	2				
Child	3				
Child	4				
Child	5				

Family Accommodation

Own Buying (includes mortgage) Boarding

Renting Agent name & contact number

Financial Details

All figures must be shown on a **monthly** basis.

INCOME	
Monthly income after tax: Parent / Guardian 1	\$
Monthly income after tax: Parent / Guardian 2	\$
Centrelink Income: Parent / Guardian 1	\$
Centrelink Income: Parent / Guardian 2	\$
Child support maintenance	\$
Other income (specify):	\$
Total monthly income after tax:	\$

COMMITMENTS	
Home mortgage repayments	\$
Rent / board payment	\$
Personal loans & other purchase / finance loan repayments	\$
Credit cards / Store Accounts (including interest free accounts)	\$
Other regular bills – see listing on the next page to determine this amount (A)	\$
Total monthly commitments:	\$

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Regular Bills

Cost of other expenses on a *monthly* basis:

OTHER EXPENSES					
Food groceries	\$	Council rates	\$	Foxtel	\$
Electricity	\$	Telephone	\$	Insurance	\$
Gas	\$	Mobile phones	\$	Sports & other activities	\$
Water	\$	Internet	\$	Petrol	\$
Other	\$	Other	\$	Other	\$
				TOTAL (A)	\$

Assets, Liabilities and Equity

ASSETS	
Description of Asset	Asset Value
Home Property	\$
Motor Vehicles	\$
Caravan / Boats / Motor Bikes / Trailers	\$
Bank / Credit Union Savings	\$
Superannuation	\$
Furniture, personal effects, jewellery etc	\$
Value of business (if self-employed)	\$
Other (specify)	\$
TOTAL ASSETS	\$

LIABILITIES	
Amount Owing	Name of Lender / Debt Details including Credit Card & Store accounts
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	TOTAL DEBT

Other relevant information:

BISHOP MANNING SUPPORT FUND APPLICATION

SUPPORTING DOCUMENTS

Please provide the following supporting documentation for each Parent / Guardian:

- Last three pay slips (originals)
- Latest Taxation Assessment (original) from the Australian Taxation Office and corresponding taxation return
- Child Support Agreement (where applicable)
- Bank and Credit Union Account Statements & Loan Statements and current arrangement documentation for loans (from the last 3 months)
- Rental statement if renting. Rental statement for investment property / holiday home if rented out
- Other outstanding bills e.g. Gas, Electricity etc

ACKNOWLEDGEMENT AND CONSENTS

- I confirm that the information provided in this enrolment form including information disclosed in the statement of my financial position and the financial documentation supporting it, are in all respects true, complete and correct.
- I acknowledge that the Fund and the CEDP has the right to confirm details of the information provided in this form and supporting documentation and I consent to verification of income and other details via Centrelink / my accountant.
- I acknowledge receipt of the Standard Collection Notice which forms page 9 of this document.

Signature of
Parent /
Guardian 1

Signature of
Parent /
Guardian 2

Print name

Print name

Date

Date

Applications need to be submitted through the local diocesan school at which you wish to enrol the applicant student.

General enquiries (other than applications) may be directed to the following address:

Address: The Trustees, Bishop Manning Support Fund
Locked Bag 4
North Parramatta NSW 1750
Email: bmsf@parra.catholic.edu.au
Telephone: 02 9840 5600

Catholic Education Diocese of Parramatta (CEDP) assists the Trustees in administering the Bishop Manning Support Fund. The information provided in this form and from verification inquiries will be used in assessment of the application for a bursary and will be treated confidentially. The Bishop Manning Support Fund is subject to the Privacy Policy of the Catholic Diocese of Parramatta. The diocesan privacy policy may be viewed at: www.parra.catholic.org.au. The CEDP privacy policy may be viewed at: www.parra.catholic.edu.au. The Fund's Standard Collection Notice is included with this application form. The Fund's Privacy Statement is also attached and can be viewed at <http://bmsf.parra.catholic.edu.au>



OFFICE USE ONLY – SCHOOL TO COMPLETE

Please complete all fields and attach to the front of the application.

Applications need to be returned to the Fund within 30 days of the parent signature otherwise it will not be considered.

School name Suburb

Student details

Family name Given names

Student ID Class next academic year

Principal's Recommendation and Supporting Comments (compulsory)

Amount of school-based* fees to be covered for the ensuing full year:

Local school-based fees*	Excursions / Activities	TOTAL LOCAL SCHOOL-BASED FEES*
\$	\$	\$

Family Debtor Number:

Note: bursary proceeds will be receipted against the Family Debtor Account by the CEO *

Exclude Diocesan tuition fees, building levy and enrolment fee

Principal's Signature Date

STANDARD COLLECTION NOTICE

Available at: <http://bmsf.parra.catholic.edu.au>

1. Bishop Manning Support Fund (“BMSF” or “Fund”) through Diocesan schools (“School/s”) and offices collects personal information, including sensitive information, about students for whom applications are submitted (“Student/s”) and their parent/s, carer/s or guardian/s (“Parents”). Such information is collected during the course of Students’ bursary applications and after bursaries are approved. The primary purpose of collecting this information is to enable BMSF to consider applications for bursaries and to conduct periodic reviews of approved bursaries.
2. Some of the information we collect is to satisfy our legal obligations, particularly to comply with Australian Taxation Office requirements for our registration as a charity.
3. Schools, when acting on behalf of BMSF, will generally collect information in connection with bursary applications and periodic reviews of approved bursaries. That information is required to be submitted via the School at which the student is to be enrolled. In the course of the School’s role, personal information (including sensitive information) is disclosed to the School and to Catholic Education Diocese of Parramatta (CEDP) which provides administrative support for BMSF.
4. Our Privacy Statement sets out how you may access and seek correction of your personal information and how Parents may access and seek correction of personal information collected about their child. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of BMSF or Schools’ or the CEDP’s duty of care to the Student, or where Students have provided information in confidence.
5. Our Privacy Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy Statement is available at <http://bmsf.parra.catholic.edu.au>.
6. If you provide us with the personal information of others, such as doctors or counsellors, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.
7. We may use service providers who provide certain services to us, Schools, CEDP, staff and Students, including data storage. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.
8. You may obtain further information from the following:
 - For Schools: the school principal
 - For BMSF:
Privacy Officer
Bishop Manning Support Fund
Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600



PRIVACY - STATEMENT

Available at: <http://bmsf.parra.catholic.edu.au>

This statement sets out how Bishop Manning Support Fund (“BMSF” or “Fund”) collects uses and discloses personal information related to applications for bursaries and periodic reviews of bursaries.

What personal information do we collect and how?

We collect personal information about students for whom bursary applications are submitted (“**Student/s**”) and their parent/s, carer/s or guardian/s (“**Parents**”) in order to consider applications for bursaries. Information is collected before a decision is made on whether a bursary is to be awarded and after a bursary is awarded.

We will generally collect personal information via forms filled out by Parents; information provided by Diocese of Parramatta schools (“Schools”) in relation to Support Fund applications and periodic reviews that are to be submitted via Schools; emails, file notes of face to face meetings, interviews or telephone conversations with Schools; telephone calls; or correspondence with Parents or Students. Sometimes we may be provided with personal information by a third party, for example via a medical report or a welfare or care agency.

How will we use your personal information?

We will use your personal information for the primary purpose for which it was collected and for such other secondary purposes that are related to the primary purpose and reasonably expected.

We may use the personal information of **Students and Parents**:

- To assess Support Fund applications
- To perform day to day administration, including periodic reviews of approved bursaries
- To prepare State and national reports, and
- To discharge our Fund’s legal obligations.

We will also use the information for any purpose to which you have consented or that is required or authorised by law.

To whom might we disclose your personal information?

We may share personal information between Schools and Diocese of Parramatta offices, and to:

- Another school to which a student transfers
- Government departments
- Service providers, for example counsellors, welfare or care agencies
- Other service providers, such as email service providers
- Parents
- Anyone you authorise us to disclose information to, and
- Anyone to whom we are required or authorised to disclose the information by law.

When will we send information overseas?

We will not send personal information outside Australia without:

- The consent (express or implied) of the individual, or their Parent where necessary, or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Our BMSF and Schools and office email systems are provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google.

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The Schools at which bursaries are funded use a range of contemporary learning tools and latest technologies including Web 2.0 tools, cloud-based web services and apps for education. We may provide personal information to the relevant service provider in connection with the provision of these services. The service providers may be located, or store and process information, outside Australia, including in the United States.

Management and security of personal information

We have in place steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure by various methods such as locked storage of paper records and password access rights to electronic records. Wherever possible we require third parties with whom we exchange personal information to observe the Australian Privacy Principles.

We endeavour not to store personal information for longer than necessary.

Access and correction of personal information

You may access information we hold about you and request that it be updated or corrected. Such requests should be made in writing to the Fund. We may require you to verify your identity and specify what information you require. We may charge you a fee to access your information to cover expenses of verifying your application and locating, retrieving and copying relevant records. If the information sought is extensive, we will advise the likely cost in advance. We will not charge you for the request or correction of your personal information.

There may be occasions when access to information is denied. Such occasions may include where the disclosure of information may have an unreasonable impact on others, for example if the disclosure breaches a school's duty of care or the privacy of others.

Consent and right of access to personal information of Students by Parents

We treat consent given by Parents relating to personal information about Students as consent given by the Student and notices relating to personal information about Students given to Parents as notices given to the Student. An exception to this is when independently of Parents we may, at our discretion:

- Give information we hold about a Student to that Student at his/her request, or
- Allow a Student to give or withhold consent to release personal information about that Student.

This would normally be done only when the Student is of sufficient maturity and his/her personal circumstances warrant it.

There may be occasions where a Parent's access to their child's personal information is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a school's duty of care to the Student.

How do we treat sensitive information?

We will only use and disclose sensitive information for the purpose for which it was provided or for a directly related secondary purpose, unless you agree otherwise or the disclosure is permitted by law.

Complaints

If you believe that the Fund has contravened the Australian Privacy Principles and wish to complain, please contact the Fund in the first instance if you are a Student or a Parent, at:

The Trustees - Bishop Manning Support Fund

Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600

We may ask you to put your complaint in writing. We will investigate your complaint and will notify you of our decision in relation to your complaint as soon as is practicable after it has been made. Complaint handlers will keep written records of the complaint resolution process and outcomes. Complaint records will be filed and stored appropriately. The complainant may request a review of the process. The review will be undertaken by a person nominated by the Fund's management committee.

You may also submit your complaint to the Office of the Australian Information Commissioner.



Centrelink Customer Consent

This consent will be used for the sole purpose of authorising Centrelink to provide information to the Catholic Education Diocese of Parramatta to assess your eligibility in relation to concessions or services provided by the Catholic Education Diocese of Parramatta.

Customer Confirmation

I authorise:

- The Catholic Education Diocese of Parramatta to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Customer details and concession card status in order to enable the Catholic Education Diocese of Parramatta to determine if I qualify for a concession on school fees.
- The Australian Government Department of Human Services - Centrelink (the department) to provide the results of that enquiry to the Catholic Education Diocese of Parramatta.

This involves electronically matching details I have provided to the Catholic Education Diocese of Parramatta with Centrelink or Department of Veterans’ Affairs (DVA) records to confirm whether or not I am currently receiving a Centrelink or DVA benefit.

I understand that:

- The department will disclose personal information to the Catholic Education Diocese of Parramatta including my name, address, concession card status, payment type, payment status, one-off payment, income, assets, deductions, shared care arrangements and partner status to confirm my eligibility for a concession on school fees.
- This consent, once signed, remains valid while I am a customer of the Catholic Education Office – Diocese of Parramatta (including all of its schools) unless I withdraw it by contacting the Catholic Education Diocese of Parramatta or the department.
- I can obtain proof of my circumstances/details from the department and provide it to the Catholic Education Diocese of Parramatta so that my eligibility for a concession can be determined.
- If I withdraw my consent, or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concessions provided by the Catholic Education Diocese of Parramatta.

More details about the Centrelink Confirmation eServices can be obtained from their website at www.humanservices.gov.au.

Address _____

Date of Birth _____

CRN _____

Signed _____ Date _____