

# Youth Education Bursary Policy

## Council Policy



Policy Name	Youth Education Bursary Policy		
Type	Council Policy		
Owner	Director Community Development		
Responsible Officer	Manager Cultural & Community Development		
Decision Number	22658	Approval Date	27/06/2023
Records Number	D2023/015100	Next Review Date	28/06/2024

### 1 Purpose

This Policy outlines Council's commitment to encouraging and providing support to young people to achieve further education.

### 2 Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Bursary	Financial assistance provided on the basis of academic merit and financial need.

### 3 Policy Statement

The Alice Springs Town Council is committed to investing in the education of our young people to support better economic and social outcomes our Alice Springs residents.

Council strives to reduce financial barriers for young people in order to enable education access and participation.

#### 3.1 Youth Education Bursary

The Alice Springs Town Council Youth Education Bursary aims to encourage Alice Springs-based residents to continue to study by providing financial support.

Each year Council offers up to four, individual scholarships for young people between 16-25 to undertake further study at school, university or TAFE.

The Alice Springs Town Council will promote the Youth Education Bursary each year. Successful applicants will be notified by end of November, with payment made once a recipient has been accepted into university or TAFE.

##### 3.1.1 Bursary value and payment process

Council will allocate funds in the annual budget each year, the value of which will be divided equally into up to four (4) individual bursary amounts to be awarded per student.

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Recipients will receive payment of the bursary following acceptance to a local school or Australian university or TAFE.

A copy of the recipient's study acceptance letter including commencement date must be provided to Alice Springs Town Council to initiate payment.

### 3.1.2 Eligibility Criteria

To be eligible for nomination to receive a bursary under this policy, recipients:

- must be a resident of Alice Springs;
- must be a young people aged between 16 – 25.
- be currently studying or plan to undertake further study at an Australian university, TAFE or at an Alice Springs-based secondary school.
- must meet the academic performance and financial need requirements

### 3.1.3 Academic performance

Must have demonstrated commitment to their education and be committed to furthering their education at a university, TAFE or local secondary school. This may be evidenced through:

- academic ability
- educational highlights
- motivation to succeed
- community involvement

### 3.1.4 Financial need

Must be experiencing financial hardship and personal/social circumstances that require the Bursary to enable university, TAFE or year 11 and 12 school attendance.

### 3.1.5 Deferral of Bursary

Council recognises that many students planning to attend university or TAFE often have a “gap year” deferring attendance for a period of 12 months.

In this instance, Council will consider and approve any deferral requests based on individual circumstances. Requests for a 12-month deferral for payment of the bursary can be made via email to the *Manager Community and Cultural Development*.

### 3.1.6 Forfeit of Bursary

The bursary may be forfeited and/or repayable if the recipient:

- (a) cancels their enrolment; or
- (b) does not attend the university, TAFE or school to complete their classes/study without receiving an approved deferral; or
- (c) does not achieve at least 70% attendance in the first year.

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Consideration will be given in extenuating circumstances.

### 4 Responsibilities

#### Council:

- Allocate funds in the budget each year for bursaries under this policy,
- Endorse recommended Tertiary Education Bursary applicants

#### Chief Executive Officer

- Overall responsibility for compliance with this policy
- Oversee Council Officers to ensure best practice is followed

#### Director

- Overall responsibility for compliance with this policy
- Ensures transparent and effective systems and decision-making processes are in place
- Negotiate, execute and administer the Youth Education Bursary

#### Council Officers

- Review and ensure this Policy is communicated effectively
- Administrate and recommend Youth Education Bursary applications
- Provide reports to Council on awarded bursaries and any student progress

### 5 Legislation and Resources

- NT Local Government Act 2019
- Anti-Discrimination Act 1992
- Fair Work Act 2009

### 6 Related Documents

- Workplace Anti-Discrimination, Harassment and Bullying Policy
- Recruitment and Selection Policy
- Disciplinary Policy and Procedure
- Complaints and Grievance Policy and Procedure

### 7 Version History

Version	Date	Action/Description of changes made	By
V2	27/06/2023	Reviewed and passed	Council
V1	30/08/2021	Reviewed and passed	Council

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## 8 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet and website
Will training needs arise from this policy? If yes, who will be responsible.	Yes, Manager Community and Cultural Development