

How can the Safety Net Bursaries help you?

The aim of the Safety Net bursaries is to provide “once off” financial assistance to students who are experiencing extreme financial difficulties impacting adversely on their studies. These bursaries focus on specific extenuating circumstances students are experiencing at the time of the application, and may complement other financial support arrangements. **Bursaries are not provided to cover University tuition fees.** As funds are limited, it is expected that funds are requested only where students plan to continue and complete their studies.

Who is eligible?

To apply for a bursary you must

- be **currently enrolled** in an undergraduate or postgraduate award program, QCGU Preparatory Program, Foundation Program or Continuing Education Certificate at Griffith
- be experiencing financial hardship which could **not** be addressed by an interest-free Student Loan available at Griffith
- have **not** been awarded a Safety Net Bursary in that semester
- have passed the Census Date if this is your first year first semester at Griffith

To establish your eligibility under these criteria, you must be able to demonstrate extreme financial hardship by providing the necessary documentation to enable a comprehensive assessment by staff at the University. The criteria for approving this support are that your current financial hardship:

- could not have been predicted when you enrolled in your program
- is related to extenuating circumstances **beyond your control**
- cannot be assisted through an interest free Griffith University Student Loan
- will impact on your ability to continue or complete your studies

What assistance is available?

Bursaries to the maximum of \$1000 may be awarded for essential expenses that will enable you to continue with your study eg textbooks, course related materials/equipments, living expenses, Work Integrated Learning activities etc.

What supporting documents are required?

- Statutory Declaration confirming extreme financial difficulty and that all information provided is true and complete
- Bank account statements (past three months to current) of **all** bank accounts
- Centrelink payment details, if any
- Documents to demonstrate financial hardship
- Pay Advice from your employer, if any
- Quote/document for the items requiring financial support
- Any other relevant information that will support this application

What should I write in the Statutory Declaration?

It is expected that you include a summary of your personal circumstances and the following statement:

“I hereby affirm that the information about my present financial situation is accurate, current and complete and I have not withheld any information relevant to my application...”

What is the application process?

1. Make an appointment at Student Services on your campus and pick up an application form. Students are encouraged to discuss their financial difficulties and eligibility for a bursary with a Welfare and Student Liaison Officer before filling out the application form.
2. Bring with you to the appointment:
 - student card
 - student visa (if an International Student)
 - bank account details
 - completed bursary application form
 - required supporting documentation (please see the list on p.1)
3. During the appointment your application form and the General Claim Form (for the bursary to be transferred to your bank account if approved) will be finalised.
4. Your application then goes through for consideration by the Bursaries Panel.

If there is a problem or issue with the application you will be contacted by the Welfare and Student Liaison Officer/ Counsellor who interviewed you.

How long does it take for a bursary application to be processed?

It is important that you make an appointment to see a Welfare and Student Liaison Officer/ Counsellor as soon as you experience financial hardship and have extenuating circumstances. In some cases you may have to wait a few days for an appointment to become available so don't leave applying to the last minute! You should allow half an hour for the application interview. After the application is finalised, it will be assessed by the Bursaries Panel which may take up to one week for a decision to be made. If your application is approved, it will take 3-5 working days for the funds to be placed in your nominated bank account. Therefore, it may take at least 2 weeks before you receive the money, if the application is approved.

The Scheme has strict policy on documentation, therefore you need to show evidence of your financial need and extenuating circumstances. **Bursary applications will not be processed unless supported by relevant and complete documentation.**

Please note that this bursary is treated as income by Centrelink and so may affect your Centrelink entitlements. Please contact your local Centrelink for further information.

What if your application is unsuccessful?

If your application is unsuccessful or the Panel is prepared to award a different amount from that requested, you will be notified by the Welfare and Student Liaison Officer/ Counsellor.

If you want to request a review of the decision, you must put it in writing and provide additional documentation within 14 days of advice about the decision. The request, with additional documentation, will be reviewed by the Panel.

The decision of the Panel in reviewing applications is final.

Welfare and Student Liaison Office contact details:

Gold Coast	5552 8734	Student Centre (G33)
Logan	3382 1159	Community Place (L04)
Mt Gravatt	3735 6826	Auditorium (M23)
Nathan	3735 7254	Sewell (N12)
QCA	3735 4149	Webb Centre (S02)
QCGU	3735 4149	Queensland Conservatorium (S01)

Web: www.griffith.edu.au/welfare