Griffith University Widening Participation

Education Costs Bursary Scheme

The Education Costs Bursary Scheme is funded under the Higher Education Participation and Partnerships Program (HEPPP), a federal Government initiative to increase the tertiary participation of students from low socio-economic backgrounds. This is a University equity initiative for current Griffith undergraduate domestic students who can demonstrate severe financial disadvantage impacting adversely on their studies. Non-Griffith and non-award students such as Open Learning, Griffith College, Cross-Institution, Miscellaneous, Exchange and Study Aboard students are not eligible for these Schemes. Eligible international and postgraduate students may apply for the Education Costs Bursary under a different scheme.

The Widening Participation Education Costs Bursary Scheme will provide a limited number of Education Costs Bursaries of up to $800.

The University offers this assistance to students on the following conditions:

- no guarantee of the availability of bursaries in any particular semester
- this is once-off support only; no on-going support should be expected

Since only a limited number of Equity Education Costs Bursaries are available, these will be distributed to eligible applicants who plan to continue and complete their studies and have been assessed as demonstrating the greatest need. Students who are in their first semester at Griffith may only be given a bursary after the Census Date.

Eligibility Criteria

Intending applicants must:

- be a domestic student, currently enrolled in an undergraduate award program (including Honours)
- be experiencing financial hardship/disadvantage likely to impact on their ability to continue or complete their studies
- require support in education related expenses such as textbooks, laptop, equipment, instruments, art supplies, software, course material, expenses related to Work Integrated Learning (WIL) activity, or employment related resource (including interview /work appropriate attire)
- have not been awarded an Education Costs Bursary by the University within the previous 12 months
- be in a financial situation that cannot be assisted through an interest-free Griffith University Student Loan

Bursaries are not available to refund monies already spent or for non-essential textbooks or other non-essential education costs.

If the bursary is for a laptop, students who already have access to a desktop at home would have to provide further information about their need for a laptop for their application to be considered.
Supporting Documents

Please provide appropriate documentation relating to your application as follows:

- quote / pricing documentation to confirm the amount for the items requiring financial support
- documentation to confirm the textbooks, equipment, materials etc required for your study
- information to confirm the expenses related to a required work-integrated learning (WIL) activity for your study, or employment related resource (including interview /work appropriate attire)
- Centrelink payment details, if applicable
- documents to demonstrate financial hardship
- pay advice from your employer, if applicable
- Current bank statement for the last month of ALL bank accounts (Transaction listing is acceptable if current bank statement is not yet available)
- a statutory declaration (please refer to the box below)
- any other relevant information that will support this application

Students should submit an official quote for the items to be supported by the bursary eg for textbooks, list from the relevant textbook website or learning resources from your course profiles to confirm the textbooks you need to buy and the price. A handwritten list will not be accepted. Students who need to purchase textbooks are encouraged to visit Textbook Exchange Service (www.griffith.edu.au/welfare) as other students may be selling the required textbooks.

The Scheme has a strict policy on documentation therefore you need to show evidence of your financial need and relevant personal circumstances. Applications will not be processed unless supported by relevant documentation.

Information to be included in the Statutory Declaration

It is expected that you include the following statement in your Statutory Declaration:

“I am applying for a bursary through Griffith University. The information I have provided about my financial situation is accurate, current and complete and I have not withheld any information relevant to my application.

If my application is approved, I intend to use the bursary funds provided by the University for the purpose stated in my application”

A Statutory Declaration form with the above info is provided.

Application Process

1. Make an appointment at Student Services on your campus to see a Welfare and Student Liaison Officer 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. You may need more than one appointment to finalise your application.

2. Bring with you to the appointment:
   - student card
   - bank account details
   - completed application form (if already obtained from the Welfare and Student Liaison Officer)
   - required supporting documentation

3. During the appointment your application form and copying of required documentation will be finalised.

4. Your application will be assessed by the Education Costs Bursaries Panel

It is important that you make an appointment to see a Welfare and Student Liaison Officer as soon as possible. In some cases you may have to wait a few days for an appointment to become available so don’t leave it to last minute to apply. You should allow half an hour for the application interview.
**Application Result**

The Welfare and Student Liaison Officer who interviewed you will inform you whether your application was successful. It will take 3-7 working days for the funds to be placed in your nominated bank account if your application is approved. Taking into account all relevant information, the Panel may approve a lesser amount than what you applied for.

Please note that the Education Costs Bursary is treated as income by Centrelink and so may affect your Centrelink entitlements. Please contact your local Centrelink for further information.

**Appeal Process**

If you want to request a review of the decision, you must do so in writing through the Welfare and Student Liaison Officer and provide additional documentation within 14 days of advice about the decision. The request, with additional documentation, will be reviewed by the Panel whose decision shall be final.

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**Contact Details:**

**Welfare and Student Liaison Office on your campus**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Coast</td>
<td>5552 8734</td>
<td>Student Centre (G33)</td>
</tr>
<tr>
<td>Logan</td>
<td>3382 1159</td>
<td>Community Place (L04)</td>
</tr>
<tr>
<td>Mt Gravatt</td>
<td>3735 6826</td>
<td>Auditorium (M23)</td>
</tr>
<tr>
<td>Nathan</td>
<td>3735 7470</td>
<td>Sewell (N12)</td>
</tr>
<tr>
<td>South Bank</td>
<td>3735 4149</td>
<td>Webb Centre (S02)</td>
</tr>
</tbody>
</table>

**Email:** welfare@griffith.edu.au

**Web:** griffith.edu.au/welfare

Appointments can be made online (griffith.edu.au/welfare) or by contacting the Student Services Office on the relevant campus.
The WSLO services are offered on all campuses. We can assist with:

**Financial Support and Loans**

- Enquiries and applications for interest free University Student Loans
- Support and assistance with Bursaries
- Help with budgeting or saving plans
- Budgeting 101 workshops (eligible students may receive a $50 bookshop voucher)
- Exploring financial options such as HECS-HELP, FEE-HELP, and scholarships

**Centrelink**

- Exploring eligibility for payments
- Support and assistance with Centrelink payment issues
- Information about appealing Centrelink decisions

**Tenancy Issues**

- Information about rights and responsibilities for tenants and landlords
- Support and assistance with tenancy problems or disputes

**Appeals and complaints:**

- Information about appeal or complaint options
- A review of appeal or complaint documents before students submit them
- Support to prepare students for meetings or referral to other service providers if required

**Student carer support**

- Information about support available within Griffith and externally
- Carer Support Network- regular emails and updates
- Individual support

**Accessing university and community resources**

- Finding and accessing or referring to services who can help with specific issues
- Liaising with staff to facilitate communication
- Referrals for emergency relief, including food, housing etc

**Other support provided:**

- Online Textbook Exchange service
- Online FreeStuff@Griffith
- Justices of the Peace on Mt Gravatt and Nathan Campuses (Student Guild provides this at GC campus)