The aim of this Education Costs Bursary is to provide financial assistance to international students and domestic postgraduate students who demonstrate severe financial disadvantage impacting adversely on their studies. This Scheme will provide a limited number of Education Costs Bursary of up to $800. This is offered on a once-off support only, no on-going support should be expected. Non-Griffith and non-award students such as Open Learning, Griffith College, Cross-institution, Miscellaneous, Exchange and Study Aboard students are not eligible for this Scheme. Eligible domestic undergraduate students may apply for the Education Costs Bursary under a different scheme.

Funding is provided by GUPSA (for postgraduate students at Brisbane and Logan campuses), Student Guild (for Gold Coast undergraduate international students), GCAP (for Gold Coast postgraduate students) and Student Representative Council (for undergraduate international students at Brisbane and Logan campuses). Since only a limited number of 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 will only be given a bursary after the Census Date.

**Eligibility Criteria**

Intending applicants must:

- be an enrolled domestic student of Griffith University, currently studying a postgraduate program or an international student studying an undergraduate or postgraduate program
- demonstrate severe financial hardship and disadvantage
- require support in education related expenses such as textbooks, equipment (eg computer or laptop), instruments, art supplies, software, course material, expenses related to Work Integrated Learning (WIL) activity
- have not been awarded an Education Costs Bursary by the University within the previous 12 months

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

**Supporting Documents**

Please provide appropriate documentation relating to your application as follows:

- one month statement (most recent) of ALL bank accounts
- a statutory declaration (please see information below)
- documentation to confirm the textbooks, equipment, materials etc required for your study
- quote / pricing documentation to confirm the amount for these items requiring financial support
- information to confirm the expenses related to a required work-integrated learning (WIL) activity for your study
- Centrelink payment details, if applicable
- pay advice from your employer, if applicable
- other documents to demonstrate financial hardship and disadvantage (eg letter of support)
- any other relevant information that will support this application

**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.
For textbooks and other education related resources, students should submit an **official quote** for these items 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.

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.**

**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
   - current student visa (if an international student)
   - bank account details
   - completed application form
   - 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 applying to the last minute! 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. For students who are awarded a bursary, it will take 5-7 working days for the funds to be placed in your nominated bank account. 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.

**Welfare and Student Liaison Office on your campus contact details:**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</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

Welfare and Student Liaison Office - Student Services - Griffith University - www.griffith.edu.au/welfare  
Feb 2018