

2012 Travel/Accommodation Bursary for Rural Students from Low Socioeconomic Background

Introduction

La Trobe University is committed to providing support to regional and remote area students from low socioeconomic backgrounds to assist them in the successful completion of their studies. The University acknowledges that these students may experience financial difficulties in attending compulsory seminars and workshops at the Melbourne Campus, and will provide Bursary assistance in accordance with the guidelines below.

Funding for Bursaries

Bursaries will be funded from the Higher Education Participation and Partnership Program (HEPPP), and the bursaries are administered by the Equality and Diversity Centre.

Purpose of Bursaries

The bursaries may be granted to La Trobe University students enrolled at regional campuses, who must attend classes at Melbourne campus as a compulsory requirement of their course. The bursary is to assist with essential expenditure eg travel and/or accommodation incurred in attending Melbourne campus.

Your Course Co-ordinator should advise you, prior to semester commencement, if on-campus accommodation can be arranged at Melbourne Campus. If this option is available and you wish to stay on-campus, you do not need to complete the bank details section of the attached form.

Bursary Amount

A maximum amount of \$500 per student per semester is available to assist students with costs associated with compulsory attendance at Melbourne campus each week of semester. Students who must attend Melbourne campus on an occasional basis are eligible for a pro-rata payment.

Eligibility

To be eligible for a bursary you must be enrolled at a regional campus **and** also experiencing financial hardship. If you are receiving a Centrelink benefit, please attach a copy of your Centrelink payment advice. You do not need to complete the Statutory Declaration form.

If you are not receiving Centrelink benefits but believe you should be eligible for a travel bursary, please complete the personal statement providing details of your financial circumstances, and outlining why you are not receiving Centrelink benefits. You must also complete the Statutory Declaration form.

Application Process for Bursaries

Students seeking a bursary must complete the attached application form and submit it to the Equality and Diversity Centre, Melbourne Campus

Review

This program will be reviewed at the end of each year in order to establish the effectiveness of this support program to regional students.

Applicants who do not attach Centrelink document must include this signed statutory declaration to their application, witnessed by one of the following people who are authorised under the Act (or others listed at <http://www.ag.gov.au/statdec>):
 Justice of the peace; Barrister and Solicitor of the Supreme Court; Clerk of a court; the Registrar or Deputy Registrar of a Court; teacher employed on a full-time basis at a school or tertiary education institution; Member of State or Commonwealth Parliament; legally qualified & registered chiropractor, dentist, legal or medical practitioner, nurse, optometrist, patent attorney, pharmacist, physiotherapist, psychologist, trade marks attorney, veterinary surgeon; councillor of any local government authority; bank or credit union officer with more than five years of service; Minister of religion authorised to celebrate marriages; police officer; member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants.

Statutory Declaration

I (your full name printed)

being the applicant for a La Trobe University Equity Bursary, do solemnly and sincerely declare that the statements made in this application and in the accompanying documents are true in every particular, to the best of my knowledge and belief.

I understand that if I provide inaccurate information in this application this may result in the termination of a bursary that has been paid, and refund to the University of any monies received by me.

Further, I understand that giving false and misleading information is a serious offence under the criminal code (Commonwealth).

I make this solemn declaration by virtue of the *Statutory Declaration Act of 1959*.

Declared at		(place)
on the		(day)
day of	2012	(month)

Signature: _____
(Sign your own signature in front of the witness)

Before me: _____
(Signature of person authorised to witness Declarations)

(Print name of person authorised to witness Declarations)

(Person's qualification/position from the list above that allows them officially to witness the Declaration - for example: pharmacist, university lecturer, accountant, Justice of the Peace, dentist, nurse etc)

Equality and Diversity Centre - Office Use Only

Application approved: YES/NO
(signature and printed name)

Approval Date.....

Amount paid to Student..... Date

LA TROBE TRAVEL BURSARY FOR REGIONAL STUDENTS PAYMENT FORM 2012

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**ONLY COMPLETE IF YOU REQUIRE TRAVEL COST ASSISTANCE INSTEAD OF
ON-CAMPUS ACCOMMODATION.**

PLEASE PRINT VERY CLEARLY & CHECK YOUR BANK ACCOUNT DETAILS CAREFULLY TO AVOID DELAYS

Personal Details

Family name	
Given name/s	
La Trobe Student ID	
Postal address	
Day telephone/mobile number	

If you have changed your address since your bursary application, you must officially change it using Student Online or at Student Administration at the campus where you are enrolled.

NOTES:

1. Payment will be made directly into the account detailed below within four weeks of application approval
2. If you are not sure of any of the details check with your bank first
3. Payment cannot be made to a credit card account
4. If the details are unclear, incorrect or incomplete, your payment will be delayed
5. If you owe the University any money, or not provided required documents, your payment will be delayed.

Banking Details

Bank B.S.B. No. (must be 6 digits)	-	-	
Bank name eg Westpac			
Branch name			
Branch address			
Account number: (not card number)			
	<small>(must not be more than 9 digits, leave out hyphens, spaces etc)</small>		
Name on account eg Jan H White			
Your signature			Date:

Finance Office use only

Company Code: 1000	Fund Number: 100109	Cost Centre: 1475
Account Number: 525510	Tax Code: AZ	