

# **Redeemer Lutheran College, Biloea**

*Student Focused Learning for LIFE*



## **RLCB Concessional Scholarship Guidelines**

### **1 INTRODUCTION**

1.1 The RLCB Concessional Scholarship Fund was established by Redeemer Lutheran College, Biloea to receive public donations to provide secondary scholarships for students wishing to attend Redeemer Lutheran College, Biloea. The Scholarship was designed to cover tuition fees to assist new students from families who cannot afford a Christian based secondary education for their child and who would otherwise attend a State school. This decision has been taken mindful of the College's budgetary restraints associated with current existing remissions and concessions for students from families in genuine financial need. The RLCB Concessional Scholarship will allow new students to pursue a Christian secondary education, experiencing spiritual and academic growth across a range of areas that would normally be outside their means.

1.2 The Redeemer Lutheran College, Biloea College Council and education representatives (referred to in this document as "The Trustees") reserve the right to award a Concessional Scholarship to an existing student of the College should the need arise. This approach means that should a class be fully subscribed, and funds exist, existing students in genuine need may be cared for under the terms of the RLCB Concessional Scholarship.

1.3 The Concessional Scholarships will be awarded annually, provided that good levels of donations are received. It is anticipated that at least one new Concessional Scholarship will be awarded each year, usually for commencement at the beginning of the following school year.

### **2 OBJECTIVES**

Key objectives of the RLCB Concessional Scholarship are as follows:

- 2.1 To offer a Scholarship to students through public donations to enable them to experience all the opportunities provided through the educational program at Redeemer Lutheran College, Biloea.
- 2.2 To achieve a secondary education in a Christian environment in the Biloea area.
- 2.3 To challenge the recipients to extend their knowledge and Christian faith by engaging in enriching programs with the aim to find a productive place in the workforce and the community of their choice in the future.
- 2.4 The Concessional Scholarship may not necessarily be limited to one child per family.

### **3 VALUE**

3.1 The aim of the Fund is to help as many families with tuition fees as is reasonably possible using the funds available, while making provision for Concessional Scholarship needs in future years. The Concessional Scholarship will be used to cover part or all of the tuition component of the Fee Schedule for a secondary (Years 7-10) student at Redeemer Lutheran College, Biloea. The allocated funds will be paid directly to the College to cover the agreed Tuition Component of fees of the recipient within the calendar year nominated by the Concessional Scholarship.

3.2 Depending on the level of donations and available funds, and the number of worthy applicants, the Concessional Scholarship will cover from 50% to 100 % of the Tuition component of the Redeemer Lutheran College, Biloea Fee Schedule in a single year period.

3.3 It is envisaged the Concessional Scholarship, once awarded, will follow the recipient to the end of their secondary education at Redeemer Lutheran College, Biloea or until they relocate to another school.

3.4 The RLCB Concessional Scholarship of each student will be reviewed annually and continued funding will be subject to academic and/or behavioural performance, and changes to financial circumstances of the family.

3.5 Funds will be deducted from the RLCB Concessional Scholarship Fund and credited to the student's account before the account is sent to families. The parents or guardians of the recipient student will be asked by the Principal to commit to pay the remaining costs associated with receiving an education at Redeemer Lutheran College, Biloea for their child i.e. Curriculum Levy, Building Fund Levy, camp costs, school uniform, sports uniform, Book Packs, technological devices, etc.

3.6 A Fee Schedule will be made available for the parents or guardians of the student should they reach the interview stage. The contribution level may be further negotiated to suit individual family situations.

#### **4 MANAGING THE FUND**

The Fund was established to:

- 4.1a invite the general public to make unconditional contributions to the fund; and
- 4.1b use those donations to provide scholarship funds for the less financial families in our community who would like a Christian education for their children, but for whom the cost is out of reach.

4.2 It is important to the future of the Concessional Scholarship Fund that the College establishes a broad base of donors, so anything that can be done to promote donations to the Fund will be of great benefit and will be truly appreciated.

4.3 The Trustees oversee the management of the Concessional Scholarship Fund. The Fund Owner is the Lutheran Church of Australia Queensland District trading as Redeemer Lutheran College, Biloea. The Business Manager pays the administration and staffing expenses of the Fund. The administration team of Redeemer Lutheran College, Biloea provides administrative support to the Trustees, but does not derive any financial benefit from the Fund. There are no deductions for administration costs such as advertising, printing, stationery, bank and audit fees, legal costs, technology and staff. These costs are kept to a minimum and are covered by Redeemer Lutheran College, Biloea. Independent auditors will be engaged to audit the RLCB Concessional Scholarship Fund.

4.4 Please be aware that the College will not allow tuition payments to be made through the RLCB Concessional Scholarship Fund to be included in the tax deductible contribution credit statements when a donor or donor's relative is the primary or one of the primary recipients.

4.5 Donations may be made to the Fund by visiting the College office or by direct deposit to the RLCB Concessional Scholarship Fund.

Fund Name: RLCB Concessional Scholarship Fund

Bank: Lutheran Laypeople's League

BSB: 704-942

Account Number: 150700

4.6 All gifts or revenue derived from gifts to the RLCB Concessional Scholarship Fund will be banked to this account and concessions will be made from this account, through Administration. All transactions will be recorded in the College's General Ledger and Asset Register under the RLCB Concessional Scholarship Fund code. This information will be made available to the auditors at the same time the College is audited i.e. twice a year.

4.7 The RLCB Concessional Scholarship Fund will be able to accept all gifts including:-

- Gifts made under a will;
- Gifts that are not tax deductible;
- Distributions from charities and other Deductible Gift Recipients (DGR's)
- Proceeds from the sale of gifted property
- Investment returns (such as bank interest or rent) from gifted money.

4.8 The RLCB Concessional Scholarship Fund will not accept income from:-

- Sponsorship
- Income from commercial activities, and
- Proceeds from raffles, auctions or fundraising dinners (*see Clause 2.4*).

4.9 A receipt will be issued for each gift. The receipt will contain the following information:-

- The name of the account
- The Deductible Gift recipients ABN
- The date the gift was made.
- The name of the Donor
- The fact that the receipt is a Gift
- The amount/value of the Gift (If the gift is a gift of property, it is up to the donor to find out the market value of the gift of property for the purposes of claiming a tax deduction.)

## 5 DISSOLUTION CLAUSE

In the event of the fund being wound up or dissolved, any surplus assets remaining after the payment of the fund's liabilities shall be transferred to another fund, authority or institution, which has similar objects, and to which income tax deductible gifts can be made.

The ATO will be notified in writing as soon as practicable to ask that the endorsement be revoked.

Redeemer Lutheran College, Biloea is a non-profit organisation registered with the Australian Charities and Not-for-profits Commission and the operation of the College is not carried on for the profit or gain of its individual members. This applies for direct and indirect gains and both while the organisation is being carried on and on its winding up. The Australian Tax Office accepts this organisation as non-profit as it is prohibited, by law or its governing documents, from distributing profits or gains to individual members and its actions are consistent with the prohibition.

If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation to which income tax deductible gifts can be made:

- gifts of money or property for the principal purpose of the organisation
- contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
- money received by the organisation because of such gifts and contributions.

## **6 ELIGIBILITY**

To be eligible for the RLCB Concessional Scholarship the applicant must:

- 6.1. be enrolled as a Year 6 student in any school or college in Australia;
- 6.2. be an Australian citizen or permanent resident residing the Biloea area for the duration of the Concessional Scholarship; or they can be a citizen overseas returning to Australia to live in Biloea;
- 6.3. be prepared to remain at Redeemer Lutheran College, Biloea for the full term of the Concessional Scholarship; and
- 6.4. be prepared to abide by the terms and conditions of the Concessional Scholarship.

## **7 DURATION OF CONCESSIONAL SCHOLARSHIP**

The duration of a Concessional Scholarship round will be from the 1<sup>st</sup> January to 31<sup>st</sup> December of any year as outlined in the Application Form and as confirmed in the letter of offer. The College reserves the right to change the duration of specific scholarships, when the need arises. A Concessional Scholarship's duration cannot be extended.

## **8 RETAINING YOUR CONCESSIONAL SCHOLARSHIP**

To retain your Concessional Scholarship, you must:

- 8.1a maintain enrolment at Redeemer Lutheran College, Biloea;
- 8.1b pay the balance of the College's Fee Account by the due date unless arrangements have been negotiated;
- 8.1c advise the College of any change to the enrolment such as, but not limited to:-
  - change of address and contact details;
  - if the recipient requires a leave of absence;
  - if there has been a change of citizenship; or
  - parent/guardian has had a change to their employment status;
- 8.1d provide confirmation of the recipient's circumstances during the term of the Concessional Scholarship, as requested;
- 8.1e attend College regularly with days absent limited to an acceptable level;
- 8.1f adhere to any Policies and Procedures of Redeemer Lutheran College, Biloea. These Policies and Procedures may change at any time as part of the policy review process and families will be notified of any changes;
- 8.1g adhere to the terms and conditions within this document.

8.2 The recipient and their family/guardian must also meet any additional criteria as outlined in the Provisional RLCB Concessional Scholarship Offer Letter. The Trustees need assurance that Concessional Scholarships continue to be applied where they are most deserved and a term-by-term review will assist with this. Behaviour of the Concessional Scholarship student and the interaction of the family with the College are also considered.

## **9 PART-TIME ENROLMENT AND EXCEPTIONAL CIRCUMSTANCES**

If you are receiving a full-time Concessional Scholarship, you may be able to reduce your enrolment to part-time in some exceptional circumstances. Exceptional circumstances may include but not be limited to:

9.1a a long-term medical condition, serious in nature; or

9.1b carer responsibility.

9.2 If the recipient would like to reduce their enrolment to part-time and want to keep the Concessional Scholarship, they will need to submit a written request to the Principal, with current documentation (original or certified copies) that supports the request.

## **10 PROVISION OF FALSE OR MISLEADING INFORMATION**

The offer and tenure of the Concessional Scholarship is based on the information that is provided to Redeemer Lutheran College, Biloele. Individual Concessional Scholarships may be withdrawn at any stage if the recipient has provided incorrect information or withhold relevant information. If they provide false or misleading information in an application or supporting documentation or once they have received a Concessional Scholarship, this is grounds for disciplinary and/or legal action. Altering official documentation is also grounds for disciplinary and/or legal action.

## **11 GROUNDS FOR TERMINATION**

A Concessional Scholarship will be terminated in any of the following circumstances:

11.1a the student has completed the program they were studying or graduated from Redeemer Lutheran College, Biloele;

11.1b discontinued the program or are not enrolled in a program;

11.1c failed to meet the terms and conditions of the Concessional Scholarship;

11.1d provided false or misleading information when they applied for a Concessional Scholarship or once they received a Concessional Scholarship;

11.1e been suspended or excluded for misconduct from Redeemer Lutheran College, Biloele;

11.1f breached Redeemer Lutheran College, Biloele Policies and Procedures, rules and/or regulations or State or Commonwealth laws.

11.2 In addition to the above, some Concessional Scholarships will have specific termination clauses.

## **12 CONSEQUENCES OF TERMINATION**

Your Concessional Scholarship will be cancelled and you will not receive any further payments. In most cases, Redeemer Lutheran College, Biloele reserves the right to request the *repayment of all* previously remunerated Concessional Scholarship monies.

**13 PRIVACY AND CONFIDENTIALITY**

The information supplied to Redeemer Lutheran College, Biloele by applicants is collected for the primary purpose of assessing your eligibility to receive a Concessional Scholarship. Other purposes of collection include dealing with administrative matters relating to your application, corresponding with you and/or the donor, and the compilation of statistics. Your confidentiality will be respected at all stages of the process.

**14 APPLICATION FORMS**

Applications for Concessional Scholarships must be lodged through Redeemer Lutheran College, Biloele. A College Application for Enrolment needs to be completed at the same time where the student is entering secondary education after completing their primary education at another primary school. This is so the College may determine that it can properly accommodate the child if a Concessional Scholarship were granted. General information, application forms and the latest news on application closing dates can be obtained on the College's website ([www.redeemer.qld.edu.au](http://www.redeemer.qld.edu.au)) or from the College's Administration office.

**15 SELECTION CRITERIA**

15.1 To be considered for a Concessional Scholarship, applicants will be assessed on the strength of a written application. Within this application the applicant must demonstrate a genuine desire to attend Redeemer Lutheran College, Biloele.

15.2 A second key aspect of the selection criteria will be based on whether the student is prepared to and/or able to follow the College's Student Code of Conduct to be a worthy ambassador of the College, and whether the student's parents or guardians are prepared to meet the remaining expenses associated with the education of the recipient student.

15.3 If the student has a known disability, please outline the details so the College can determine if it is able to meet the student's specific needs. Where the College is not able to meet the student's needs, it will make enquiries to see if adaptations can be made within manageable financial constraints and adequate timeframes.

15.4 As the last part of the selection criteria, the family must demonstrate a genuine need for assistance through the Scholarship Fund to pay the tuition component of the Fee Schedule. The Trustees must understand the financial position of the applicant family and be assured of a real need. A signed Statement of Financial Position, completed honestly and with proper documentary verification of income, is the most straightforward and objective way of doing this.

**16 APPLICATION PROCESS**

16.1. The applicant and their family completes the attached Application Form and returns it to Redeemer Lutheran College, Biloele.

16.2. An independent panel appointed by Redeemer Lutheran College, Biloele will assess each application based on the selection criteria and will report back to the Trustees.

- 16.3. The successful applicant is notified via a letter from the Principal of Redeemer Lutheran College, Biloela.
- 16.4. Redeemer Lutheran College, Biloela administers the distribution of Concessional Scholarship Funds through the College's office for the payment of the Tuition Component before the account is forwarded to the recipient's family. Under no circumstances will Concessional Scholarship funds be paid directly to the family of the recipient.

## 17 UNSUCCESSFUL APPLICATIONS

As the Concessional Scholarship Fund depends on public donations, there will not always be funds available to cover all scholarship applications received. It is the Fund's policy not to discuss or to give reasons for applications not being approved.

## COLLEGE CONTACT

**JENNIFER KRENSKE**, Principal  
 Redeemer Lutheran College, Biloela  
 Mobile: 0400746040  
 E-mail: [theprincipal@rlcb.qld.edu.au](mailto:theprincipal@rlcb.qld.edu.au)

Principal	Chairman of College Council	Date	Due date for review (12 months)
Jennifer Krenske	Gavin Lotz	13/11/2013	01/09/2014
Jennifer Krenske	Gavin Lotz	03/09/2014	01/08/2015
Jennifer Krenske	Gavin Lotz	03/08/2015	01/07/2016
Jennifer Krenske	Gavin Lotz	24/08/2016	01/07/2017
Jennifer Krenske	Gavin Lotz	02/08/2017	01/07/2018

# Redeemer Lutheran College, Biloelela

*Student Focused Learning for LIFE*



## MISSION

### Student Focused Learning for “Life”

The College aims to provide **Student Focused Learning for “Life”** with an educational program, staff and facilities that enable each student to recognise and develop their gifts to the fullest potential, and become lifelong learners who are well prepared for their future life on earth and eternal life in heaven.

## VISION

### Nurturing Confident, Caring, Capable, Christian Citizens.

When leaving the College we want all our students to be **Confident, Caring, Capable, Christian Citizens**.

## VALUES

Respect, Effort, Appreciation, Christlikeness, Humility

### R.E.A.C.H

The values extolled by our College Community are expressed in five categories: **Respect, Effort, Appreciation, Christlikeness, Humility**. The first letter of each of these words produces the acronym **R.E.A.C.H**. The College serves as an arm of Redeemer Lutheran Congregation, Biloelela, in its mission of “reaching out in love and being a blessing to all people.”









**RLCB Concessional Scholarship Application Form**

**2018 / 2019**

**Closing Date**

Applications close on **27 July 2018** (applications received after this date will not be considered). Please note that the dates of application for this current round will be 1 January 2019 – 31 December 2019, as described in the RLCB Concessional Scholarship Guidelines.

**Application Process**

To complete the application process, the applicant must:

- complete this application form
- attach all required statements and relevant documentation relating to application i.e. birth certificate, immunisation record, Statement of Financial Position, etc
- ensure three (3) personal referees are listed
- sign the declaration and submit via email to [theprincipal@rlcb.qld.edu.au](mailto:theprincipal@rlcb.qld.edu.au) or by post to:

CONFIDENTIAL  
 Attn: The Principal  
 Redeemer Lutheran College, Biloea  
 PO Box 325  
 BILOELA QLD 4715

All applications will be acknowledged.

**Section 1**

**Personal Details** (*Please type or print clearly. Illegible or incomplete applications will not be accepted.*)

Family name/surname of student:	
Given names of student:	
Date of birth of student:	
Name of School currently enrolled:	
Current School Telephone #	
Current School address:	
	STATE      CODE
Parent/guardian Postal address	
	STATE      CODE



- a copy of the student’s Birth Certificate
- a copy of the student’s Vaccination Record
- a short letter of endorsement from your current principal. This person can be your first referee in the table below.
- Obtain a Criminal Record Report for the parents of the student from the Police Station
- Where required, a statement outlining any known disabilities, and services required to cater to known disabilities.
- Copies of the student’s report cards from the previous two years *(In most cases this will be for Year 5 and Year 6 and include the Year 5 NAPLAN Report)*
- Please list below the name and contact details of three personal referees. The listed referees should be persons who can comment upon your child and their ability to adapt and apply themselves to a new learning environment.

Name of Referee	Relationship to your child	Day time phone #	Mobile phone #	E-mail address
1.	Current Primary School Principal			
2.				
3.				

**Section 4**

**Signature of the student applicant**

I declare that I, \_\_\_\_\_ *(Student’s name)* am prepared to and am able to follow the College’s Student Code of Conduct to be a worthy ambassador of the College.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section 5**

**Signature of the parents/guardian *(Please tick each relevant box relating to this application.)***

- I have read the RLCB Concessional Scholarship Guidelines and checked the eligibility criteria to ensure that my child can be considered for the RLCB Concessional Scholarship.*
- I declare that, to the best of my knowledge, the information supplied in this application and the documentation supporting it, is true and complete.*
- I acknowledge that the provision of false information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of any Concessional Scholarship by Redeemer Lutheran College, Biloeila.*
- I declare that I am prepared to meet the remaining expenses associated with the education of the recipient student as named above.*
- I understand that where the College is not able to meet the needs of students with disabilities, it will make enquiries to see if adaptations can be made within manageable financial constraints and*

*adequate timeframes, and the College will do what it can to act in the best interest of the recipient student but may be limited by financial and time restraints.*

- I confirm that I have read and understood the RLCB Concessional Scholarship Guidelines and understand the conditions of the RLCB Concessional Scholarship.*
- I understand that the RLCB Concessional Scholarship process is competitive, that not all applicants who meet the eligibility criteria can be awarded a Concessional Scholarship and that the decision of the selection panel is final and will not be discussed once selection has been made.*

**Parents/guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parents/guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Further information**

If you have questions or require further clarification regarding this application form, please contact:

The Principal, Jenni Krenske  
Telephone: (07) 4992 1813  
E-mail: [thepincipal@rlcb.qld.edu.au](mailto:thepincipal@rlcb.qld.edu.au)

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**RLCB Concessional Scholarship Application - Statement of Financial Position**

All information will be treated in strictest confidence with only the Principal and Bursar having access to the completed form. Please complete all questions, and provide copies of at *least five (5)* of your most recent pay slips. If you require assistance in filling in the form, please contact the Principal.

**NAME:** \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **P/CODE:** \_\_\_\_\_

Employment Details:		
	<b>FATHER/CARER 1:</b>	<b>MOTHER/CARER 2:</b>
Name:		
Employer:		
Position:		

Children Attending Redeemer:	
<b>NAME:</b>	<b>YR LEVEL:</b>

Other Dependants:		
<b>NAME:</b>	<b>AGE:</b>	<b>HOME/NAME OF SCHOOL:</b>

FAMILY INCOME PER FORTNIGHT:	\$	COMMITMENTS PER FORTNIGHT:	\$
Carer 1's wages (after tax) P F/n: (Pay slips required)		House Mortgage Repayments:	
Carer 2's wages (after tax) P F/n: (Pay slips required)		Rent:	
Regular Overtime:		Car Loan:	
Pension/Social Security:		Credit Cards:	
Family Allowance/Supplement:			
Custody:		Other Loans:	
Maintenance:		Other School's Fees	
Other Income (give details):			
		Living Expenses:	
<b>TOTAL:</b>		<b>TOTAL:</b>	

Other comments relevant to your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_